

UNIVERSITY POLICIES

Visit EWU University Policy Administration (<https://inside.ewu.edu/policies/>) for the complete list.

WAC 250-61-120 Catalog Requirements

1. An institution granted authorization shall publish a catalog supplemented as necessary by other published materials, providing sufficient information for students to obtain an adequate understanding of the institution, its programs, policies and procedures. Institutional catalogs shall be published at least once every two years and be provided to students at the time of their enrollment. Electronic catalogs (<http://catalog.ewu.edu/archives/>) must be archived and students must have access to the archived information.
2. Eastern Washington University is authorized by the Washington student achievement council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes (EWU) to offer specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the council does not carry with it an endorsement by the council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the council at P.O. Box 43430, Olympia, WA 98504-3430 or email (degreeauthorization@wsac.wa.gov).
3. An institution (EWU) granted authorization shall make the following statement regarding transferability available to all students: "The transferability of credits earned at (EWU) is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at (EWU) will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at (EWU) to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at (EWU) will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned."
4. The catalog shall include elements as required by the council in application materials such that a prospective student may become reasonably informed about the institution, its offerings, policies and procedures.

Disclaimer

This catalog provides a general guideline of courses offered by Eastern Washington University. The classes and programs described herein are implemented at the sole discretion of EWU and are subject to change at any time without notice. Information contained on classes and programs are illustrative only and are not intended to create any contractual obligation or covenant with EWU.

Limitation of Liability

Eastern Washington University's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to EWU for those classes or programs. In no event shall EWU be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

Access to Academic Records (<https://inside.ewu.edu/policies/knowledge-base/chapter-172-191-wac-student-education-records/>)

Student Directory Information

Certain categories of student information are considered open or directory-type data and may be released to the public if the student is enrolled at the university at the time of request. These categories include name, addresses, telephone number, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

All other information regarding a student's record or attendance is restricted and may not be released to a third party without the student's written permission except as allowed under the Family Educational Rights and Privacy Act of 1974. Examples of restricted information are a student's course enrollment, the number of credits earned and any grade-related information. This policy is in compliance with federal rules and regulations and is intended to protect each student's privacy and security. See WAC 172-191 (<https://inside.ewu.edu/policies/knowledge-base/chapter-172-191-wac-student-education-records/>)

Specific details of the (FERPA) Family Educational Rights and Privacy Act of 1974 are available in the Records and Registration Office, 201 Sutton Hall.

Special Note: Students may request that directory information not be released to the public. A directory restriction can be requested in person at the Records and Registration office, 201 Sutton Hall. Students who request a directory restriction will not be sent general non-educational information from the university. University notice of Dean's List to local papers and to the National Dean's List will not be made for students with restrictions. For more information on the directory restriction, see the information in WAC 172-191 (<https://inside.ewu.edu/policies/knowledge-base/chapter-172-191-wac-student-education-records/>) below and check with Records and Registration, 201 Sutton Hall, 509.359.2321.

Annual Security Report Notification

The Clery report (<https://inside.ewu.edu/police/crime-data/annual-security-and-fire-safety-report/>) or a paper copy of the report is available upon request by calling EWU Police Department at 509.359.6310.

The Annual Safety and Fire Report is provided in accordance with the **Jeanne Clery Act of 1998** and the associated amendments including the recently adopted Violence Against Women Reauthorization Act of 2013.

Per Federal Regulations (34 CFR Part 668), it is required that a copy of Eastern Washington University's Clery Act Report, otherwise known as the Annual Security and Fire Report, be provided to each employee and student. This report includes statistical information for three previous calendar years concerning reported crimes which occurred on EWU's campus; certain off-campus buildings or properties owned or controlled by EWU and on public property within, or immediately adjacent to and accessible from, EWU's campus. The report also includes institutional policies concerning campus security issues, such as policies and or procedures concerning sexual assault, alcohol use, and the Drug-Free Schools Act.

Credits

One quarter hour of credit is assigned in the following ratio of hours per week devoted to the course of study:

- lecture/discussion: one hour in the classroom per week for each credit hour (two hours outside preparation expected);
- studio (art classes): minimum two hours in the classroom per week for each credit hour (one hour of outside preparation expected per credit hour);
- laboratory: minimum two hours in the lab per week for each credit hour (one hour of outside preparation expected per credit hour). Ensemble (music classes): minimum two hours per week for each credit hour (one hour of outside preparation expected per credit hour);
- independent study: minimum three hours of work per week for each credit hour.
- the proportion of time in each course assigned to lecture, studio, laboratory, independent study or ensemble is recommended by faculty of the department offering the course.
- the term *quarter hour* corresponds with *credit, hour* or *credit hour*.

Final Exam information is located on the Academic Calendar (<https://inside.ewu.edu/records-and-registration/calendar/>).

- Final examinations are scheduled for specific dates and times at the end of each quarter. The examination schedule is published in the university's quarterly announcement. Final comprehensive examinations should not be given during the regular 10-week schedule.
- Students shall not be granted special examinations for any reason other than a family emergency or other bona fide hardship. Course instructors are the final authority in such circumstances.
- Students that have two final examinations scheduled concurrently by the university must contact one or all instructors involved and ask them to resolve the situation and find a suitable solution.

Grade Appeals (<https://inside.ewu.edu/policies/knowledge-base/ap-303-24-grading-grade-changes-and-grade-appeals/>)

Except for *X* and *Y*, all grades are final and can be changed only in the case of university (instructor, clerical or administrative) error. Such corrections must be submitted by the instructor and approved by the department chair and college dean. Requests for grade corrections must be submitted to the Records and Registration Office within two quarters of the initial grade assignment.

Students have the option of appealing a grade they believe is unfair. To appeal, an Intent to Appeal a Grade or an Official Grade Appeal form must be submitted within the times specified below, or the right to appeal is forfeited. Reasonable exceptions to these deadlines may be made by the chair or designee.

The order of appeal is as follows.

1. File a notice of Intent to Appeal a Grade form within 10 working days after instruction begins for the next regular quarter. These forms are available on request in the department office, the Records and Registration Office or online and are submitted to the chair of the department concerned.
2. Discuss the conflict regarding the grade in a timely manner with the instructor concerned. If the discussion between the instructor and student does not lead to a resolution of the conflict and the student wishes to continue the appeal process, the student must confer with the chair or a designee regarding the proposed appeal. If the conflict

is not resolved at this level, the chair or designee must provide a written explanation to the student within five working days. If the written explanation is not provided or if the student is not satisfied with this explanation, they may make an official grade appeal.

3. The Official Grade Appeal form must be filed in writing with the chair of the department concerned, normally no later than 30 working days after instruction begins for the next regular quarter. These forms are available on request in the department office, the Records and Registration Office or online.
4. The grade appeal is heard by a grade appeals board which is to be convened no later than 20 working days after submission of the official grade appeal. (The date may be extended if mutually agreed upon by both parties.) This board is chaired by the department chair or a designee who serves in a nonvoting capacity. Selection of members is facilitated by the department chair or designee unless there is an obvious conflict of interest decided by the dean, in which case the dean or a designee shall do so.
5. Three people will constitute the grade appeals board. The student petitioner shall first nominate a member and then the faculty shall nominate a member. A third member mutually agreeable to both parties will then be selected. At least one of the three members must be a student. The appeal board must be held at a mutually agreeable time.

Parties to the dispute must make a good faith effort to follow these steps or forfeit access to the appeal process.

If the student, faculty, or chair has legitimate concerns about the appeal process, the dean of the college will work to alleviate or correct the problems.

The appeal board does not have subpoena power and every attempt will be made to be fair to both parties. The parties may offer exhibits and/or witnesses. The principals may not be represented by counsel or others and the student appellant has the burden of proving by a preponderance of the evidence (more probable than not), that such inappropriate grading procedures have occurred.

Within 10 working days of first convening the appeal board, through its chair, will submit its recommendation in writing to the faculty member concerned, with a copy to the appellant and the dean of the college.

Decisions recommended by the grade appeal board are advisory only. The final decision to change a grade lies with the instructor, except in cases where the instructor cannot or does not respond to the appeal board's recommendation or in cases where the appeal board's findings determine prejudiced or other inappropriate grading practices by the instructor. In these cases the final decision to change the grade lies with the dean. There is no further right of appeal.

Within 45 days of the final decision involving a recommended grade change, the chair of the appeal board shall notify in writing the appellant, the dean of the college and the chair of the department concerned of the decision of the appeal board and the faculty member's decision and action. When the final decision is made by the dean in the cases noted above, the dean shall implement the decision and shall make the proper written notification to the parties concerned.

Guide Table for Grades

(Instructions for computing cumulative GPA.) (p. 4)

EWU Moved to Letter Grades—Effective Fall 2018 (<https://inside.ewu.edu/records-and-registration/grades/>)

A	4.0
A-	≥3.7
B+	≥3.3
B	≥3.0
B-	≥2.7
C+	≥2.3
C	≥2.0
C-	≥1.7
D+	≥1.3
D	≥1.0
D-	≥0.7
F	0.0

Additional Letter Grades Symbols in Use at Eastern (AP 303-24 (<https://inside.ewu.edu/policies/policies-and-procedures/ap-303-24-grading-grade-changes-and-grade-appeals/>))

NC (No Credit): No credit granted; no grade points assigned.

NR: Not recorded, for work in progress.

P (passing): Credit granted, but no grade point assigned (not used when computing GPA).

W (withdrawal): Withdrawal from a course or the university (not used when computing GPA).

X (incomplete): Temporary grade; special circumstances prevent the student from completing the course (not used when computing GPA).

XC (special incomplete grading) specifically for COVID 19 affected terms.

XF (Academic Integrity): Failed due to academic integrity violation. (0.0 used when computing GPA).

Y: For thesis, research, practicum and other activities requiring more than one term for completion; grade assigned at completion.

Letter Grades Described in Detail—Department or Program Designated—Undergraduate Pass/No Credit (P/NC) Grade Option

Departments or programs may choose to designate certain courses for pass/no credit grading.

The only courses which may be designated by the department as **pass/no credit are non-college credit pre-university basic skills.**

Regulations for pass/no credit grading are as follows:

1. **a grade ≥C must be earned to receive a passing grade;**
2. the **P** or **NC** grade will be entered on the transcript. Students receiving the **P** grade will not receive credits toward graduation.
3. Neither the **P** nor the **NC** grade will be included in computing grade averages.

Letter Grades Described in Detail—Department or Program Designated—Undergraduate Pass/Fail Grade Option

Departments or programs may choose to designate only certain types of courses for pass/fail grading.

The types of courses which may be designated as pass/fail are: Directed Studies—Seminars—Internships—Workshops—Practica

Regulations for pass/fail grading are as follows:

1. **a grade ≥C must be earned to receive a passing grade;**
2. a **P** grade will not be calculated in the GPA, but will serve as credits toward graduation, except for non-college credit courses.
3. A fail **F** (0.0) grade will be calculated in the GPA.

*Courses required for the following categories **may not be designated pass/fail***

- Major and Minor Requirements (except as approved by the Undergraduate Affairs Council)
- Required Supporting Courses (courses required for the major or minor but not taught by the major or minor department) except as approved by the Undergraduate Affairs Council
- Professional Education Requirements
- English and Mathematics competency and proficiency requirements
- Breadth Area Core Requirements (BACR)
- University Graduation Requirements (UGR)

Letter Grades Described in Detail—Student Designated—Undergraduate Pass/No Credit Grade Option

Students may choose the pass/no credit grading option in certain courses during the registration process.

Regulations for pass/no credit grading are as follows:

At the time of registration, students must designate the courses for which they wish to receive a pass/no credit grade. They may change this designation by the regular change of registration procedure through the seventh week of the quarter.

1. The minimum level of performance required to receive a grade of **P** is a **C**.
2. **Students should be aware that performance equal to a grade between D- and C- will not result in a passing mark.**
3. The **P** or **NC** grade will be entered on the transcript. Students receiving the **P** grade will receive credits toward graduation. Neither the **P** nor the **NC** grade will be included in computing GPAs.

*Courses required for the following categories **may not be taken pass/no credit***

- Major and Minor Requirements (except as approved by the Undergraduate Affairs Council), including courses substituted for major courses
- Required Supporting Courses (courses required for the major or minor but not taught by the major or minor department) except as approved by the Undergraduate Affairs Council
- Professional Education Requirements
- English and Mathematics competency and proficiency requirements
- Breadth Area Core Requirements (BACR)
- University Graduation Requirements (UGR)

Incomplete (x)

Special circumstances, such as severe illness or death of a family member, may warrant an incomplete or **x** grade. An **x** grade may be assigned when the student is passing the course but is unable to complete all course requirements. Incomplete grades are only assigned

to students who have been attending the class and performed all necessary work up until the last three weeks of the quarter during the academic year or until the last two weeks of summer session.

Faculty Assignment of an X Grade Requires

To assign an "X" grade, the instructor prepares an Incomplete form detailing:

- the specific work required of the student;
- the extension deadline; and,
- the conversion grade (may be a 0.0) that will automatically be assigned if the student does not complete the work by the extension deadline. For a grade to be automatically converted during a specific quarter, the extension deadline must be prior to the last day of instruction for that quarter.

The instructor records the incomplete grade in the university grade system and provides the completed form to the student and a copy to the department chair.

Extension Periods: Instructors may specify any date for the extension deadline within one year from the end of the term in which the incomplete grade was recorded.

Military Service: Special rules regarding Incomplete grades for students who are ordered to military duty are contained in Academic Policy 303-30, Registration.

Ongoing Thesis or Research Work (Y)

Students engaged in lengthy research projects or other courses that may extend for more than one quarter can be given a grade of Y until the project is complete and a final grade is assigned. Normally these courses are graduate research projects, theses, or internships.

Note: see the specific information on Y grades in the policy section in the front of this catalog under Graduate Studies.

Numerical Grade Equivalent and Cumulative GPA and Instructions to Compute Cumulative GPA

1. Multiply numerical grade equivalent by the number of credits assigned for each course to determine the quality points for each course. Add the total number of quality points (QP). **(Pass/No Credit grades are not computed in the GPA.)**
2. Add the total number of numerically graded credits, for the total number of quality hours (QH).
3. Divide the total number of quality points by the total number of quality hours for the cumulative GPA.

Example

Grades	x	Credits (QH)	=	Quality Points (QP)
B (3.0)	X	4	=	12
C+ (2.3)	X	5	=	11.5
A (4.0)	X	2	=	8

Total Credits = 11 (QH)

31.5 (QP) = Total Quality Points

31.5 (QP) / 11 (QH) = 2.863 Cumulative GPA

Additional Grading System (<https://inside.ewu.edu/records-and-registration/grades/>) information on the Records and Registration web pages.

At the end of each term, grades are available through EagleNET (<https://eaglenet.ewu.edu/>) starting the Wednesday after finals.

The report includes current institutional, transfer and all college cumulative GPA.

Residency (<https://inside.ewu.edu/records-and-registration/residency/>)

Residency is determined at the time of formal admission to the university on the basis of information included in the university application for admission. Determination of residency is governed by the statutes and policies of the state of Washington. In general, to qualify for residency, a student must:

- have established a formal residence in Washington for other than educational purposes for at least 12 consecutive months prior to the first day of the quarter for which residency status is requested **or**
- be a dependent student whose parent(s) or legal guardian(s) have maintained a bona fide residence in Washington 12 consecutive months prior to the first day of the quarter. A student does not lose residency status because of service in another state or country while a member of the civil or military service, if that person maintains ties and returns to Washington within one year of discharge with intent of maintaining a residence in the state. However, maintaining residency ties in a former or other state (for example by keeping a driver's license) may invalidate claims to Washington residency.

For more information go to the EWU Residency website (<https://inside.ewu.edu/records-and-registration/residency/>).

Residency Status for Higher Education (<http://app.leg.wa.gov/WAC/default.aspx?dispo=true&cite=250-18>)—Excerpted from Chapter 250–18 Washington Administrative Code Last Update: 02.10.17.

WAC Sections

250–18–010 Purpose and applicability.

250–18–015 Definitions.

250–18–020 Student classification.

250–18–025 Classification procedure.

250–18–030 Establishment of a domicile.

250–18–035 Evidence of financial dependence or independence.

250–18–045 Administration of residency status.

250–18–050 Appeals process.

250–18–055 Recovery of fees for improper classification of residency.

250–18–060 Exemptions from nonresident status.

250-18-010 Purpose and applicability.

This chapter is promulgated pursuant to RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) by the council to establish the necessary regulations for the administration of residency status in higher education. Institutions shall apply the provisions of the regulations specified in chapter 250-18 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18>) WAC for the uniform determination of a student's resident and nonresident status and for recovery of fees for improper classification of residency.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-010, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://>

app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015). WSR 93-20-004, § 250-18-010, filed 9/22/93, effective 10/23/93. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-010, filed 9/8/82.]

250-18-015 Definitions.

- (1) The term "institution" shall mean a public university, college, or community or technical college within the state of Washington.
- (2) The term "domicile" shall denote a person's true, fixed, and permanent home and place of habitation. It is the place where the person intends to remain, and to which the person expects to return when the person leaves without intending to establish a new domicile elsewhere.
- (3) The term "reside" shall mean the maintenance and occupancy of a primary residence in the state of Washington.
- (4) The term "financially independent" shall be determined according to WAC 250-18-035 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-035>).
- (5) The term "financially dependent" shall mean a person who is not financially independent.
- (6) The term "resident" for tuition and fee purposes shall be determined according to WAC 250-18-020 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-020>).
- (7) The term "nonresident" for tuition and fee purposes shall be determined according to WAC 250-18-020 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-020>).
- (8) The term "recovery of fees" shall apply to the amounts due to the institution or the student as a result of improper classification.
- (9) The term "civil service" shall mean Washington state or federal government nonmilitary employment.
- (10) The term "spouse" shall include individuals in state registered domestic partnerships as outlined in RCW 28B.15.980 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.980>).
- (11) The term "parent" shall include a person who becomes a stepparent through marriage or through a state registered domestic partnership.
- (12) The term "legal guardian" shall include the court when an individual is a ward of the court.
- (13) The terms "active military duty," "active duty service," and "uniformed services" shall be defined as outlined in RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>) (7), (8), and (9).
- (14) The term "calendar year" refers to January 1st through December 31st.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-015, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 03-13-056, § 250-18-015, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982

1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-015, filed 9/8/82.]

250-18-020 Student classification.

- (1) For a student to be classified as a "resident" for tuition and fee purposes, the student must prove by evidence of a sufficient quantity and quality to satisfy the institution that the student:
 - (a) Is financially independent and has maintained a bona fide domicile in the state of Washington primarily for purposes other than educational for at least one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution; or
 - (b) Is financially dependent with at least one parent or legal guardian who has maintained a bona fide domicile in the state of Washington for at least one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution; or
 - (c) Meets RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>) (2)(c); or
 - (d) Has spent at least seventy-five percent of both junior and senior years in high school in this state, who has at least one parent or legal guardian who had been domiciled in the state for a period of at least one year within the five-year period before the student graduates from high school, and who has enrolled in an institution within six months of leaving high school. The student shall retain resident student status so long as the student remains continuously enrolled for three quarters or two semesters in any calendar year; or
 - (e) Has met all of the following:
 - (i) Has either:
 - (A) Completed the full senior year of high school at a Washington public or private high school approved under chapter 28A.195 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28A.195>)RCW and obtained a high school diploma at a Washington public or private high school approved under chapter 28A.195 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28A.195>) RCW; or
 - (B) Received the equivalent of a high school diploma;
 - (ii) Has resided in Washington at least thirty-six months immediately prior to receiving the diploma or equivalent;
 - (iii) Has resided continuously in Washington state after receiving the diploma or equivalent until the time of admittance to an institution; and
 - (iv) Has provided an affidavit to the institution indicating one of the following:
 - (A) That the student will file an application to become a permanent resident at the earliest opportunity the student is eligible to do so and that the student is willing to engage in other activities necessary to acquire citizenship including, but not limited to, citizenship or civics review courses; or
 - (B) That the student is a citizen or permanent resident of the United States; or

(f) Has resided in Washington primarily for purposes other than educational for at least one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, and who has met any of the following:

(i) Holds lawful nonimmigrant status pursuant to 8 U.S.C. Sec. (a)(15) (E)(iii), (H)(i), or (L);

(ii) Holds lawful nonimmigrant status as the spouse or child of a person having nonimmigrant status under 8 U.S.C. Sec. (a)(15) (E)(iii), (H)(i), or (L); or

(iii) Holds or previously held lawful nonimmigrant status pursuant to 8 U.S.C. Sec. (a)(15) (E)(iii), (H)(i), or (L) as a principal or derivative and has filed an application for adjustment of status pursuant to 8 U.S.C. Sec. 1255(a); or

(g) Is on active military duty stationed in the state of Washington or is a member of the Washington national guard (Washington national guard member does not need to be on "active duty" status in order to qualify); or

(h) Is on active military duty or a member of the Washington national guard and meets all of the following:

(i) Entered service as a Washington resident;

(ii) Has maintained a Washington domicile; and

(iii) Is stationed out-of-state; or

(i) Is the spouse or dependent of a person as defined in (h) of this subsection; or

(j) Is the spouse or dependent of a person on active military duty stationed in the state of Washington. If the person on active military duty is reassigned out-of-state, the student shall retain resident student status so long as the student is continuously enrolled in a degree program; or

(k) Resides in the state of Washington and is the spouse or dependent of a member of the Washington national guard; or

(l)(i) Separated from the uniformed services with any period of honorable service after at least ninety days of active duty service and is eligible for benefits under the federal all-volunteer force educational assistance program (38 U.S.C. Sec. 3001 et seq.), the federal Post-9/11 Veterans Educational Assistance Act of 2008 (38 U.S.C. Sec. 3301 et seq.), or any other federal law authorizing educational assistance benefits for veterans after separating (a student who has had a dishonorable discharge from the uniformed services qualifies if the student is receiving veterans administration educational assistance benefits); and

(ii) Enters an institution within three years of the date of separation from the uniformed services (student shall retain resident student status for as long as student remains continuously enrolled at an institution, regardless of years after separation); or

(m)(i) Is entitled to veterans administration educational assistance benefits based on the student's relationship as a spouse, former spouse, or child to an individual who has separated from the uniformed services with any period of honorable service after at least ninety days of active duty service (if the individual who separated from the uniformed services has had a dishonorable discharge from the uniformed services, the student qualifies if the student is receiving veterans administration educational assistance benefits); and

(ii) Enters an institution within three years of the service member's date of separation (student shall retain resident student status for as long as student remains continuously enrolled at an institution, regardless of years after separation); or

(n)(i) Is receiving or entitled to veterans administration educational assistance benefits based on the student's relationship with a deceased member of the uniformed services who completed at least ninety days of active duty service and died in the line of duty; and

(ii) Enters an institution within three years of the service member's death (student shall retain resident student status for as long as student remains continuously enrolled at an institution, regardless of years after separation); or

(o) Resides in Washington and is on active military duty stationed in the Oregon counties of Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington; or

(p) Resides in Washington and is the spouse or a dependent of a person as defined in (o) of this subsection. If the person on active military duty moves from Washington or is reassigned out of the Oregon counties identified in (o) of this subsection, the student shall retain resident student status so long as the student resides in Washington and is continuously enrolled in a degree program;

(q) Is attending an institution pursuant to a home tuition agreement with an out-of-state institution of higher education under RCW 28B.15.725 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.725>); or

(r)(i) Was domiciled in Idaho, Montana, Oregon, Washington, or a combination of these states for one year immediately prior to enrollment at an institution; and

(ii) Is a member of a federally recognized tribe whose traditional and customary tribal boundaries included portions of the state of Washington, or whose tribe was granted reserved lands within the state of Washington. (The official list of federally recognized Washington tribes maintained by the governor's office of Indian affairs shall be used to determine eligibility and will be made available by the council); or

(s) Is a resident of Oregon residing in Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, or Washington county; and who meets one of the following:

(i) Is eligible to pay Oregon resident tuition rates under Oregon laws and has been domiciled in one or more of the designated Oregon counties for at least ninety days immediately prior to enrollment at Clark College, Columbia Basin College, Grays Harbor College, Lower Columbia College, and Walla Walla Community College; or

(ii) Is enrolled for eight credits or less at the Tri-Cities branch or Vancouver branch of Washington State University; or

(t) Meets all of the following:

(i) Is currently domiciled in Washington;

(ii) Relocated to Washington from one of the Oregon counties identified in (s) of this subsection within the previous twelve months;

(iii) Was domiciled in one or more of the Oregon counties identified in (s) of this subsection for at least ninety days immediately prior to relocating

to Washington and was eligible to pay Oregon resident tuition rates under Oregon laws during that time; and

(iv) Enrolled at Clark College, Columbia Basin College, Grays Harbor College, Lower Columbia College, or Walla Walla Community College; or enrolled for eight credits or less at the Tri-Cities branch or Vancouver branch of Washington State University.

(2) A student shall be classified as a "nonresident" for tuition and fee purposes if the student does not qualify as a resident student under the provisions of subsection (1) of this section. A nonresident student shall include a student who:

(a) Attends an institution with financial assistance provided by another state or governmental unit or agency thereof wherein residency in that state is a continuing qualification for such financial assistance. Such financial assistance relates to that which is provided by another state, governmental unit or agency thereof for direct or indirect educational purposes and does not include retirements, pensions, or other noneducational related income. A student loan guaranteed by another state or governmental unit or agency thereof on the basis of eligibility as a resident of that state is included within the term "financial assistance." Nonresidency will continue for one year after the completion of the quarter or semester for which financial assistance was last provided. This subsection shall not apply to students who qualify for resident tuition under subsection (1)(q), (s), or (t) of this section; or

(b) Is not a citizen of the United States of America, unless such person meets one of the following:

(i) Holds permanent or temporary resident immigration status, "refugee - parolee" status, "conditional entrant" status, refugee status, asylee status, temporary protected status, withholding of removal status, or is otherwise permanently residing in the United States under color of law and further meets and complies with all applicable requirements of WAC 250-18-030 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-030>) and 250-18-035 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-035>); or

(ii) Fulfills the requirements outlined in subsection (1)(e) or (f) of this section.

(3) The one year waiting period for establishing domicile for individuals who hold one of the statuses outlined in subsection (2)(b)(i) of this section starts on the date of application for said status provided that the individual further meets and complies with all applicable requirements of WAC 250-18-030 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-030>) and 250-18-035 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-035>) on that date.

(4) A person does not lose a domicile in the state of Washington by reason of residency in any state or country while a member of the civil or military service of this state or of the United States, nor while engaged in the navigation of the waters of this state or of the United States or of the high seas if that person returns to the state of Washington within one year of discharge from said service with the intent to be domiciled in the state of Washington.

(5) Any financially dependent resident student who remains in this state when such student's parents or legal guardians, having theretofore been domiciled in this state for a period of at least one year immediately prior to commencement of the first day of the semester or quarter for which the student has registered at any institution, move from this state, shall

retain resident student status so long as such student is continuously enrolled during the academic year.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-020, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 06-20-118, § 250-18-020, filed 10/4/06, effective 11/4/06; WSR 03-20-053, § 250-18-020, filed 9/26/03, effective 10/27/03; WSR 03-13-056, § 250-18-020, filed 6/13/03, effective 7/14/03. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) and 28B.15.0131 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.0131>). WSR 98-08-004, § 250-18-020, filed 3/18/98, effective 4/18/98. Statutory Authority: 28B.15.015. WSR 93-20-004, § 250-18-020, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15>) RCW as amended by 1982 1st ex.s. c 37 § 4. WSR 87-21-079 (Order 5-87, Resolution No. 87-60), § 250-18-020, filed 10/21/87; WSR 87-16-048 (Order 3-87, Resolution No. 87-58), § 250-18-020, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-020, filed 6/17/83; WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-020, filed 9/8/82.]

250-18-025 Classification procedure.

(1) After a student has registered at any institution, such student's residency classification shall remain unchanged in the absence of evidence of a sufficient quantity and quality to satisfy the institution to the contrary. The provision of such evidence to the contrary may be initiated by the student or the institution.

(2) Application for a change in classification shall be accepted up to the thirtieth calendar day following the first day of the instruction of the quarter or semester for which application is made. Applications made after that date in any quarter or semester shall be considered to have been filed as of the first day of the subsequent quarter or semester.

(3) Any change in classification, either nonresident to resident, or the reverse, shall be based upon written evidence maintained in the files of the institution.

(4) Approval of an application for resident status shall be made only after satisfaction that the requirements outlined in RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>) and WAC 250-18-020 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-020>), 250-18-030 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-030>), and 250-18-035 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18-035>) have been met. Reclassification from nonresident to resident status preliminarily approved sixty days or more prior to the satisfaction of a one-year durational domicile shall be supplemented with additional documented proof of domicile if deemed necessary by the institution prior to final approval.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-025, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 03-13-056, § 250-18-025, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 83-13-092 (Order 2-83, Resolution No. 83-65), §

250-18-025, filed 6/17/83; WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-025, filed 9/8/82.]

250-18-030 Establishment of a domicile.

The domicile of any person shall be determined according to the individual's overall situation and circumstances and is not determined on the basis of a single factor; nor is a predetermined number of factors required. Institutions shall require evidence of a Washington domicile that is of sufficient quantity and quality to negate the existence of a domicile in a state other than Washington.

A nonresident student who is enrolled for more than six hours per semester or quarter shall be presumed to be in the state of Washington for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that the student has, in fact, established a bona fide domicile in this state primarily for purposes other than educational. The burden of proof that a person has established a domicile in the state of Washington primarily for purposes other than educational lies with the student.

To aid the institutions in determining whether a person has established a bona fide domicile in the state of Washington primarily for purposes other than educational, factors such as those listed in subsections (1) through (14) of this section are to be considered. The weight assigned to any given factor should depend on the ease with which it might be established and the degree to which it demonstrates commitment to domicile as a matter of common sense and as part of the individual's overall circumstances. Factors include, but are not limited to:

- (1) Location and duration of registration or payment of taxes or fees on any motor vehicle, mobile home, travel trailer, boat, or any other item or personal property owned or used by the person;
- (2) State and duration of any driver's license for the previous one year;
- (3) Location and duration of any continuous full-time employment of the previous one year;
- (4) Address and other pertinent facts listed on a true and correct copy of federal and state income tax returns for the calendar year prior to the year in which application is made;
- (5) Location and duration of any voter registration for the previous one year;
- (6) Location and duration of primary residence, evidenced by title, lease agreement, or monthly rental receipts for the previous one year;
- (7) Residence status in all secondary and postsecondary schools attended outside the state of Washington;
- (8) Location and duration of any checking accounts, savings accounts, and/or safety deposit boxes for the previous one year;
- (9) Address listed on selective service registration;
- (10) Location of membership in professional, business, civic or other organizations;
- (11) Receipt of benefits under a public assistance program;

(12) State claimed as residence for obtaining eligibility to hold a public office or for judicial actions;

(13) State claimed as residence for obtaining state hunting or fishing licenses;

(14) State in which a custodial parent or legal guardian has a child attending public schools.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-030, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 03-13-056, § 250-18-030, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 83-13-092 (Order 2-83, Resolution No. 83-65), § 250-18-030, filed 6/17/83; WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-030, filed 9/8/82.]

250-18-035 Evidence of financial dependence or independence.

(1) A student is financially independent if the student:

- (a) Has not been claimed as a dependent exemption on an income tax return for the calendar year immediately prior to the year in which the student applies for resident status and will not be claimed as a dependent exemption on an income tax return for the calendar year in which the student applies for resident status; and
- (b) Has not received and will not receive significant financial assistance in any form directly or indirectly from the student's parents, relatives, legal guardians, or others for the calendar year immediately prior to the year in which the student applies for resident status and for the calendar year in which the student applies for resident status.

(2) To consider a claim that a student is financially independent, the institution may require such documentation as deemed necessary including, but not limited to, the following:

- (a) The student's sworn statement.
- (b) A true and correct copy of the state and federal income tax returns of the student for the calendar year immediately prior to the year in which the student applies for resident status.

Should a student not have filed a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted.

(c) A true and correct copy of the student's W-2 forms filed for the calendar year immediately prior to the year in which the student applies for resident status.

(d) Other documented financial resources, which may include but are not limited to the sale of personal or real property, inheritance, trust funds, state or financial assistance, gifts, loans, or statement of earnings of the student's spouse.

(e) A true and correct copy of the first and signature page of the state and federal tax returns of at least one of the student's parents or legal guardians for the calendar year immediately prior to the year in which the student applies for resident status.

The tax returns disclosure shall be limited to the listing of dependent exemptions and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

(f) A student whose parents are deceased or who has been made an official ward of the court may be required to provide documentation attesting to the fact of such circumstances.

(g) Evidence of coverage for medical, life, automobile, and property insurance.

(3) To aid institutions in determining the financial independence of a student whose parents or legal guardians do not provide the documentation because of total separation or other reasons from the student, documentation clearly stating the student's status and relationship with the student's parents or legal guardians from a responsible third person, e.g., family physician, lawyer, or social worker may be submitted.

(4) To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that the student has met, through the student's personal income, living expenses for the calendar year immediately prior to the year in which the student applies for resident status and for the calendar year in which the student applies for resident status. Living expenses include expenses associated with college tuition. Financial aid grants, scholarships and loans authorized by the financial aid office in the student's name may be considered as personal income. Personal loans, parent PLUS loans, gifts, and cash earnings shall not be counted as income in this calculation.

(5) A trust or other account available to the student shall be considered evidence of financial dependence. If the account was created before the student entered high school, there shall be a rebuttable presumption of dependence.

(6) Information submitted by the student to the institution on the financial aid form may be used to affirm the authenticity of information submitted on an application.

(7) In all cases, the burden of proof that a student is financially independent lies with the student.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-035, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 03-20-053, § 250-18-035, filed 9/26/03, effective 10/27/03; WSR 03-13-056, § 250-18-035, filed 6/13/03, effective 7/14/03. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-035, filed 9/8/82.]

250-18-045 Administration of residency status.

Administration of residency status shall be the responsibility of the institution's board of trustees or regents in compliance with RCW 28B.15.011 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.011>) through 28B.15.014 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.014>) and chapter 250-18 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18>) WAC.

Boards of trustees or regents shall designate an institutional official responsible for making decisions on resident and nonresident status of

students, and for maintaining records and documentation in support of such decisions.

Institutions shall use a uniform statewide form consistent with the provisions of chapter 250-18 (<http://app.leg.wa.gov/WAC/default.aspx?cite=250-18>) WAC for the determination of change in residence status.

[Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-045, filed 9/8/82.]

250-18-050 Appeals process.

Any final institutional determination of classification shall be considered a ruling on a contested case and shall be subject to court review only under procedures prescribed by chapter 34.05 (<http://app.leg.wa.gov/RCW/default.aspx?cite=34.05>) RCW.

[Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 93-20-004, § 250-18-050, filed 9/22/93, effective 10/23/93. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-050, filed 9/8/82.]

250-18-055 Recovery of fees for improper classification of residency.

To aid the institutions in the determination of accuracy of statements made by a student, institutions shall require that a student affirm the authenticity of all information and supporting documentation provided by the student's signature thereon.

If erroneous, untrue, or incorrect information submitted results in an improper classification of resident or nonresident status, or if a final determination is reversed through a subsequent appeal, institutions shall recover from the student or refund to the student, as the case may be, an amount equal to the total difference in tuition and fees had the proper classification been made.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-055, filed 2/10/17, effective 3/13/17. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-055, filed 9/8/82.]

250-18-060 Exemptions from nonresident status.

In accordance with RCW 28B.15.014 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.014>), certain nonresidents may be exempted from paying the nonresident tuition and fee differential. Exemption from the nonresident tuition and fee differential shall apply only during the term(s) such persons shall hold such appointments or classifications, or be so employed. To be eligible for such an exemption, a nonresident student must provide documented evidence that the student meets any of the following:

(1) Resides in the state of Washington and holds a graduate service appointment, designated as such by an institution, involving not less than twenty hours per week;

(2) Resides in Washington and is employed for an academic department in support of the instructional or research programs involving not less than twenty hours per week;

(3) Is a faculty member, classified staff member, or administratively exempt employee who resides in the state of Washington and is holding not less than a half-time appointment at an institution, or the spouse or dependent child of such a person;

(4) Is an immigrant having refugee classification granted by the U.S. Citizenship and Immigration Services or the spouse or dependent child of such refugee, if the refugee meets any of the following:

(a) Is on parole status;

(b) Has received an immigrant visa; or

(c) Has applied for United States citizenship; or

(5) Is a dependent of a member of the United States Congress representing the state of Washington.

[Statutory Authority: RCW 28B.15.012 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.012>), 28B.15.013 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.013>), and 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 17-05-060, § 250-18-060, filed 2/10/17, effective 3/13/17. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 03-20-053, § 250-18-060, filed 9/26/03, effective 10/27/03. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>) and 28B.15.0131 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.0131>). WSR 98-08-004, § 250-18-060, filed 3/18/98, effective 4/18/98. Statutory Authority: RCW 28B.15.015 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15.015>). WSR 93-20-004, § 250-18-060, filed 9/22/93, effective 10/23/93. Statutory Authority: Chapter 28B.15 (<http://app.leg.wa.gov/RCW/default.aspx?cite=28B.15>) RCW as amended by 1982 1st ex.s. c 37 § 4. WSR 87-21-079 (Order 5-87, Resolution No. 87-60), § 250-18-060, filed 10/21/87; WSR 87-16-048 (Order 3-87, Resolution No. 87-58), § 250-18-060, filed 7/29/87. Statutory Authority: 1982 1st ex.s. c 37 § 4. WSR 85-20-035 (Order 5-85, Resolution No. 86-2), § 250-18-060, filed 9/24/85; WSR 84-14-024 (Order 3-84, Resolution No. 84-75), § 250-18-060, filed 6/26/84; WSR 82-19-015 (Order 10-82, Resolution No. 83-1), § 250-18-060, filed 9/8/82.]

Washington State Address Confidentiality Program (<https://www.sos.wa.gov/acp/>)
PO Box 257 Olympia, WA 98507-0257
360.753.2972

This program, administered by the Office of the Secretary of State, provides address confidentiality to relocated victims of domestic violence.

If you qualify as a participant, the program allows you to use a substitute mailing address with mail forwarding and service assistance.