



UNIVERSITY OF WASHINGTON

OFFICE OF THE SECRETARY OF THE FACULTY
Gerry Philipsen

May 27, 2008

Mark A. Emmert, President
Office of the President
Box 351230

SUBJECT: Class B Legislation: Undergraduate Cross Campus Enrollment Policy

Dear President Emmert:

At the Faculty Senate meeting held Thursday, May 22, 2008, the faculty voted to approve a Class B change in the University Handbook: Volume 4, Part III, Chapter 2 – related to the undergraduate cross campus enrollment policy. Enclosed is a copy of the proposed changes certified by the Senate Chair

Please note at the back of the enclosed copy your approval or disapproval of this legislation and return it to us within 14 days.

Sincerely,

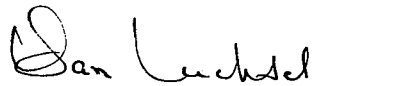
Gerry Philipsen
Secretary of the Faculty

Enclosure

cc: Dan Luchtel, Chair, Faculty Senate
Janet Primomo, Chair, Faculty Council on Tri-Campus Policy
George Dillon, Chair, Faculty Council on Academic Standards

**CLASS B LEGISLATION
VOLUME 4, PART III, CHAPTER 2
UNDERGRADUATE CROSS CAMPUS ENROLLMENT POLICY**

CERTIFIED AS APPROVED:



Dan Luchtel
Chair, Faculty Senate



Mark A. Emmert
President

Date: May 27, 2008

Date: May 29, 2008

Undergraduate Cross-Campus Enrollment Policy

I. Background

The Faculty Council on Tri-Campus Policy (FCTCP) and Faculty Council on Academic Standards (FCAS) are working together to clarify the Undergraduate Cross-Campus Enrollment Policy. Through our discussions, we realized that the Handbook does not address cross-campus enrollment for undergraduate students (note that the Graduate School has its own policy). FCTCP and FCAS recommend changes to reflect the parameters we have agreed upon.

Specifically, changes to Volume 4, Part 3, Chapter 2 (Registration) are recommended. A new section is needed to cover undergraduate cross-campus registration. In Section 2, Methods of Registration, some 'housekeeping' revisions to refer to registration via MyUW rather than STAR are required.

<http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>

II. Rationale

The above recommendations are intended to provide a clear rationale to the current cross-campus enrollment policies that had evolved in a somewhat ad hoc fashion, as both the Bothell and Tacoma campuses developed. The overarching principle of the proposed recommendations is the achievement of optimal balance between the integrity of the total learning experience that is unique to each campus with the reasonable level of flexibility essential to support the complimentary learning opportunities that are available to undergraduates through cross-campus course enrollment. Aside from the overarching principle pertaining to the protection of the integrity of the learning experience, there are two other concerns that prompted these recommendations. One pertains to the potential budgetary and student FTE implications of an unrestricted cross-enrollment policy, perhaps becoming more problematic as each campus evolves. A second concern is the possibility that an unrestricted cross-enrollment would lead some undergraduate students to falsely assume that majors that are not available on the students home campus can be achieved on another campus on a non-matriculated back door basis. This would be wholly inconsistent with the different missions and curricular structures intended by the University of Washington's three campus model.

Volume 4, Part III, Chapter 2

REGISTRATION

[Additional regulations regarding Enrollment and Registration Procedures are located in WAC 478-160. Among the topics included are admission categories, application forms, residence classification, enrollment periods, enrollment procedures, enrollment in courses on other UW campuses, enrollment service fees, credit categories, withdrawals, and information on special programs.]

Section 1. Registration for Residence Courses – no change.

Section 2. Methods of Registration

- A. Students register by using MyUW-the Student Telephone-Assisted Registration System (STAR. This is a continuous registration system that is organized into three distinct priority periods that are referred to as periods 1, 2, and 3. Undergraduates cannot enroll in more than 19 credits prior to the beginning of the quarter so that all students will have a chance to develop basic programs. Credits beyond 19 can be added, subject to college restrictions, after the quarter begins.
- B. Registration period 1 is designed primarily to accommodate currently registered matriculated students. It occurs during the latter half of the quarter preceding that for which the student is registering excluding Summer Quarter. Registration priority dates are assigned according to the following sequence: disabled students, graduate students, freshmen, seniors, juniors, and sophomores.
- C. Registration period 2 occurs just prior to the beginning of the quarter and is intended primarily to accommodate new and former students, returning, students from other UW campuses, nonmatriculated, and ACCESS students, and tuition exempt faculty and staff.
- D. Registration period 3 occurs during the first seven calendar days of the quarter and is intended for registration changes. Students registering for the first time during or after period 3 will be assessed a late registration fee.

Section 3. Cross-Campus Enrollment

- A. Credits required on home campus before cross-campus enrollment is allowed.

Once admitted, freshmen are required to have completed 25 credit hours on their home campus before enrolling in courses on other UW campuses (**UW extension courses are not considered home campus courses**). Newly admitted undergraduates above the freshman level of class standing must have completed 15 credits on their home campus before cross-enrolling.

- B. Maximum credits allowed per academic year on a campus other than the home campus.

A maximum of 15 credits per academic year may be taken on a campus other than the home campus.

- C. Maximum number of credits acquired from other UW campuses allowed toward degree.

A maximum of 45 credits from a UW campus other than the home campus may be counted toward the degree.

- D. Individual petitions for waivers of the credit requirements may be considered by the chancellor, dean or dean-designee of the degree-granting unit. However, the approval of such a waiver does not obligate the campus unit listing the desired course (s) to grant special consideration for course admission.

Section 3 4. Late Registration

Any student who registers for the first time after period 2 will be charged a late registration fee.

Section 4 5. Change of Registration

- A. Information on dates and procedures for registration changes is printed in the quarterly Time Schedule.
- B. Courses may be dropped during registration periods 1, 2, and 3 without charge. A drop/add fee will be assessed after registration period 3. No add/drop fee will be assessed for a University withdrawal.
- C. Courses dropped through the first fourteen calendar days of the quarter will not be recorded on the University transcript.
- D. Courses dropped after the fourteenth calendar day through the seventh week of the quarter will be recorded with a grade of W to be followed by a number representing the week of the quarter in which the drop occurred.
- E. No courses may be dropped after the seventh week of the quarter unless approved as hardship withdrawal exceptions by the Registrar's Office. (See this Volume, Part III, Chapter 13, Section 3)
- F. Courses added after registration period 3 through the fifth-third week of the quarter require instructor or departmental approval as determined by departmental policy. After the fifth-third week of the quarter the student must have the permission of both the department chair and the instructor. Approval is granted only in very unusual circumstances.
- G. A course is officially dropped only when transacted through the STAR-system-MyUW or when accepted by a representative of the Registrar's Office. An academic department can request a student to drop a course if the student does not meet publicized departmental attendance requirements.
- H. Students dropping courses may receive some refund of tuition and fees depending upon the number of credits dropped and the time of the quarter. Students adding courses may be required to pay additional tuition and fees as determined by the fee schedule.
- I. Proportional schedules will be publicized in the Time Schedule for Summer Quarter a and b terms.

AI, June 1976; S-B 150, March 1990; S-B 167, November 26, 2001; with Presidential approval.

Section 5 6. Registration for Graduate Courses

Section 6 7. Continuous Enrollment of Graduate Students

Section 7 8. Registration for Independent Study by Correspondence Courses

Section 8 9. Concurrent Registration at Other Collegiate Institutions

Section 9 10. Overseas Study