

# Chapter 478-160 WAC

## ADMISSION AND REGISTRATION PROCEDURES FOR THE UNIVERSITY OF WASHINGTON

### WAC

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### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

478-160-090 The joint center for graduate study—Admission classifications and application forms. [Order 72-5, § 478-160-090, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-120 Admission to the school of law with advanced standing—Application forms. [Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-120, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-120, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-120, filed 10/21/80; Order 72-5, § 478-160-120, filed 11/6/72.] Repealed by WSR 98-10-048, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130.  
478-160-135 Early decision program. [Order 72-5, § 478-160-135, filed 11/6/72.] Repealed by WSR 78-07-018 (Order 78-4), filed 6/15/78. Statutory Authority: RCW 28B.20.130 (3).  
478-160-155 Application forms for nonmatriculated status. [Order 72-5, § 478-160-155, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-180 Extension credit. [Order 72-5, § 478-160-180, filed 11/6/72.] Repealed by WSR 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.  
478-160-185 Continuing studies credit courses. [Order 72-5, § 478-160-185, filed 11/6/72.] Repealed by WSR 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.  
478-160-195 Community services. [Order 72-5, § 478-160-195, filed 11/6/72.] Repealed by WSR 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.  
478-160-200 Residence classification procedures—Statement of purpose. [Order 72-5, § 478-160-200, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-205 Definition of resident student. [Order 72-5, § 478-160-205, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-215 Nonresidents who are entitled to pay resident tuition and fees. [Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-215, filed 10/21/80; Order 77-1, § 478-160-215, filed 7/7/77; Order 72-5, § 478-160-215, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-216 Noncitizens of the United States who are entitled to pay resident tuition and fees. [Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-216, filed 10/21/80.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-220 Verification of classification. [Order 72-5, § 478-160-220, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.  
478-160-225 Southeast Asia veterans. [Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-225, filed 10/21/80; Order 72-5, § 478-160-225, filed 11/6/72.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.

- 478-160-232 Appeals procedures—Brief adjudicatory proceedings. [Statutory Authority: Chapter 34.05 RCW. WSR 90-15-005, § 478-160-232, filed 7/6/90, effective 8/6/90.] Repealed by WSR 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-245 Advance fee payment requirement for autumn, winter, and spring quarters. [Order 72-8, § 478-160-245, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-250 Advanced fee payment waivers. [Order 72-8, § 478-160-250, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-251 Enrollment service fee waivers. [Order 73-9, § 478-160-251, filed 11/30/73.] Repealed by WSR 80-15-082 (Order 80-2), filed 10/21/80. Statutory Authority: RCW 28B.20.130 (1) and (3).
- 478-160-255 Refund of the advance fee payment. [Order 72-8, § 478-160-255, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.

**WAC 478-160-005 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130 and chapter 28B.15 RCW, the board of regents of the University of Washington has established the following regulations governing the admission, residence classification and registration of students at the University of Washington.

[Order 72-5, § 478-160-005, filed 11/6/72.]

**WAC 478-160-010 Admissions procedures—Statement of purpose.** The purpose of these regulations is to provide prospective university students with information on how to apply for admission at their proposed level of study.

[Order 72-5, § 478-160-010, filed 11/6/72.]

**WAC 478-160-015 Admission categories.** The University of Washington offers programs of study which lead to undergraduate, graduate and advanced professional degrees and/or professional certificates.

(1) Undergraduate study includes programs of study which normally lead to a bachelor's degree.

(2) Graduate study includes programs of postbaccalaureate study normally leading to a graduate degree.

(3) Advanced professional study includes programs of study normally leading to a professional degree in medicine, dentistry, law or pharmacy.

In addition, the university has a special admissions category, nonmatriculated status, which is intended for students who have a limited educational objective which does not include a University of Washington degree or a professional certificate.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-015, filed 4/29/98, effective 5/30/98; Order 72-5, § 478-160-015, filed 11/6/72.]

**WAC 478-160-020 Undergraduate admission policy.** The University of Washington's board of admissions, scholastic standards and graduation, appointed by the president of the university, is responsible for the interpretation and administration of the regulations governing the admission of undergraduate students.

The office of admissions has been assigned the responsibility of distributing and processing applications for admission with undergraduate standing at the University of Washington.

Application closing dates are established for all admission classifications for all quarters. Applications are generally not accepted after closing dates except for summer quar-

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ter when they will be accepted routinely through Registration Period III. Summer quarter applications will be accepted after the closing date only from students returning to the university in the classification under which they last attended or students new to the university as "Summer only nonmatriculated" students.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-020, filed 5/22/92, effective 6/22/92; Order 74-1, § 478-160-020, filed 3/4/74; Order 72-5, § 478-160-020, filed 11/6/72.]

**WAC 478-160-025 Undergraduate student classifications.** A person may apply as an entering freshman, a transfer student, or a post-baccalaureate student depending on his or her academic background and present educational goal.

(1) Entering freshmen have completed their secondary school education and intend to engage in a program of study leading to a bachelor's degree.

(2) Transfer students have completed some academic work after leaving high school at another collegiate institution and intend to engage in a program of study leading to a bachelor's degree.

(3) Postbaccalaureate students have previously earned at least one bachelor's degree and intend to engage in a program of study leading to an additional bachelor's degree and/or a professional certificate or prepare for a professional program.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-025, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-025, filed 11/6/72.]

**WAC 478-160-030 Early application guidelines.** In order to be assured of consideration, prospective freshmen should submit applications for the autumn quarter of any given year during the preceding December. Applicants for winter and spring quarters and transfer and postbaccalaureate applicants for autumn quarter should submit applications *at least* six months in advance of their proposed date of entry. Applicants for summer quarter should submit applications *at least* three months in advance of the beginning of summer quarter.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-030, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-030, filed 11/6/72.]

**WAC 478-160-035 Application forms for undergraduate standing.** To apply for freshman, transfer or postbaccalaureate status, either an "Application for admission to an undergraduate college or school" or an "Application for admission to four-year colleges and universities in the state of Washington" must be submitted to the following address:

University of Washington  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

An application form with complete instructions will be provided to prospective applicants upon request.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-035, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-035, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-035, filed 11/6/72.]

**WAC 478-160-040 Admission of undergraduate students through the educational opportunity program.** In recognition of the numerous factors which may have interfered with the earlier education of students from certain ethnic minorities and/or poverty environments, the university offers an educational opportunity program.

Minority and disadvantaged students are encouraged, regardless of their previous academic records, to apply.

Prospective applicants may obtain undergraduate application forms and additional information by contacting the following office:

University of Washington  
Office of Admissions  
380 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-040, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-040, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-040, filed 11/6/72.]

**WAC 478-160-045 Admission of international students.** Virtually no international students who are in need of financial assistance from the university can be accepted at the undergraduate level.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-045, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-045, filed 11/6/72.]

**WAC 478-160-050 Application forms for international students.** International students who have sufficient financial support, international students who intend to transfer to the university from another United States school, and international students who wish to attend summer quarter only must submit an "Undergraduate international admission application" to the following address:

University of Washington  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

The application form with complete instructions will be provided to prospective applicants upon request.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-050, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-050, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-050, filed 11/6/72.]

**WAC 478-160-055 Admission to specific major degree programs.** Undergraduate and postbaccalaureate applicants who are qualified for admission to the university are required to enter one of the university's colleges or schools. Applicants may indicate, at the time they make application, the major degree program of their choice. However, all applicants who are qualified for admission to the university cannot always be accommodated in the college, school or degree program of their choice because of space limitations or because some prerequisites for the program have not yet been fulfilled. In such cases, applicants may be

offered admission to the university in the college of arts and sciences as premajors.

In order to be considered for admission in the degree program of their choice, at a later date, such students may be required to submit a supplemental application and present additional information to the appropriate academic department or unit.

Examples of the information which might be considered may include but are not necessarily limited to the following: Achievement of at least sophomore or junior standing, grade point average, successful completion of elementary courses in the field, an audition, samples of previous accomplishments, recommendations, and test scores.

Although criteria for acceptance may vary from department to department, they are binding if all of the following conditions have been met:

(1) They are the result of action by the faculty of the department concerned and have been approved by the dean of that school or college, the faculty council on academic standards, and the president of the university.

(2) They apply to all students seeking admission to the degree program at a particular time.

(3) They have been announced through printed statements available in the office of admissions and in the advising office of the department sponsoring the program no later than the first day of the quarter (excluding summer quarter) preceding the quarter in which they are to become effective.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-055, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-055, filed 11/6/72.]

**WAC 478-160-060 Requests for reconsideration of admission decision.** Applicants who are denied admission may request further consideration by presenting a written petition and additional information in support of their application. Such requests should be addressed to the following address:

University of Washington  
Committee on Admissions and Academic Standards  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-060, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-060, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-060, filed 10/21/80; Order 72-5, § 478-160-060, filed 11/6/72.]

**WAC 478-160-065 Admission of former students.** Former undergraduate students who wish to resume study in the degree or certificate program for which they were last registered and graduate students who are officially on leave and who wish to return to the university must submit a "Returning student reenrollment application" form to the registration office.

Applications may be obtained by contacting the following office:

University of Washington  
Registration Office

225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Returning former students are advised to file such an application *at least* four months in advance of the quarter they intend to return.

Former students who completed a degree or certificate program at the time they were last enrolled and former graduate students must apply as new students if they wish to return to the university.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-065, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-065, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-065, filed 11/6/72.]

**WAC 478-160-070 Graduate admission policy.** The dean of the graduate school is responsible for the interpretation and administration of regulations governing the admission of graduate students.

The office of graduate admissions has been assigned the responsibility of collecting and processing applications for admission to the university's graduate school.

[Order 72-5, § 478-160-070, filed 11/6/72.]

**WAC 478-160-075 Graduate classifications.** A person may apply for admission as either a regular graduate student or a visiting graduate student:

(1) Regular graduate students have previously earned a bachelor's degree or the equivalent and intend to engage in a program of study leading to a graduate degree. Admission as a regular graduate student signifies admission to a particular program of study leading to a master's degree or into post-master's study. Acceptance of a graduate student into a program of study leading to a doctor's degree is not implied by admission to the graduate school but is usually signified by the appointment of a doctoral supervisory committee for a student who has been previously admitted to the graduate school.

(2) Visiting graduate students are students in good standing at another graduate institution who desire to enroll for a single quarter in the graduate school at this university and who intend thereafter to return to the graduate school where they are engaged in a program of study for an advanced degree.

[Order 72-5, § 478-160-075, filed 11/6/72.]

**WAC 478-160-080 Early application.** In order to assure consideration of their applications, prospective graduate students are advised to submit applications *at least* seven months in advance of their proposed date of entry.

[Order 72-5, § 478-160-080, filed 11/6/72.]

**WAC 478-160-085 Application to graduate school.** Prospective applicants to the graduate school may obtain information about degree programs and the online application process on the graduate school web site or by an e-mail request to uwgrad@u.washington.edu (for U.S. citizens, permanent residents and immigrants) or to gradvisa@u.washington.edu for international applicants.

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Questions may be directed to uwgrad@u.washington.edu, or the graduate school at the following address:

University of Washington  
Office of Graduate Admissions  
301 Loew Hall  
P.O. Box 84808  
Seattle, WA 98124-6108

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-085, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 03-12-007, § 478-160-085, filed 5/22/03, effective 6/22/03. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-085, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-085, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-085, filed 11/6/72.]

**WAC 478-160-095 Admission to the advanced professional schools of dentistry, law, medicine, and pharmacy—Policy.** The dean of each of the advanced professional schools is responsible for the interpretation and administration of regulations governing the admission of students to the school.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-095, filed 4/29/98, effective 5/30/98; Order 72-5, § 478-160-095, filed 11/6/72.]

**WAC 478-160-100 Admission to the school of dentistry.** The University of Washington school of dentistry gives primary preference in admission to qualified residents of the state of Washington. Second preference is given to qualified residents of Alaska, Arizona, Colorado, Idaho, Hawaii, Montana, New Mexico, Wyoming, and Utah, which states have contractual arrangements for this purpose with the state of Washington and the University of Washington.

[Order 72-5, § 478-160-100, filed 11/6/72.]

**WAC 478-160-105 Admission to the school of dentistry—Application forms.** Application forms may be obtained by writing to the following address:

University of Washington School of Dentistry  
Office of the Dean  
D-322 Health Sciences Building  
Box 356365  
Seattle, WA 98195-6365

The deadline for filing an application is determined by the University of Washington school of dentistry and can be obtained from the address above.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-105, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-105, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-105, filed 10/21/80; Order 72-5, § 478-160-105, filed 11/6/72.]

**WAC 478-160-110 Admission to the school of law—Online application.** Applicants to the first-year class and applicants for admission with advanced standing may apply to the University of Washington school of law through the online application process on the school of law web site ([www.law.washington.edu](http://www.law.washington.edu)).

Questions may be directed to lawadm@uw.edu or to the school of law at the following address:

University of Washington School of Law  
Office of Admissions and Financial Aid  
William H. Gates Hall  
Box 353020  
Seattle, WA 98195-3020

The deadline for filing an application is determined by the University of Washington school of law and can be obtained from the web site or the address above.

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-110, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-110, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-110, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-110, filed 10/21/80; Order 72-5, § 478-160-110, filed 11/6/72.]

**WAC 478-160-115 Admission to the school of law with advanced standing.** Students in good academic standing at a school approved by the Association of American Law Schools may apply for admission with advanced standing.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-115, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-115, filed 11/6/72.]

**WAC 478-160-125 Admission to the school of medicine.** The University of Washington school of medicine publishes complete information regarding its policies, procedures, and programs on the school of medicine web site. Information may also be obtained by contacting the following office:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)). The web site address is [www.uwmedicine.org/admissions](http://www.uwmedicine.org/admissions).

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-125, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 02-06-021, § 478-160-125, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-125, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130(3). WSR 78-07-018 (Order 78-4), § 478-160-125, filed 6/15/78; Order 72-5, § 478-160-125, filed 11/6/72.]

**WAC 478-160-130 First-year admission to the school of medicine—Application.** The school of medicine is a participant in the American Medical College Application Service Program (AMCAS). Applications can be found at [www.aamc.org/students/amcas](http://www.aamc.org/students/amcas).

The deadline for filing an application is determined by the University of Washington school of medicine and can be obtained from the web site or by contacting the following office:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)). The web address is [www.uwmedicine.org/admissions](http://www.uwmedicine.org/admissions). Applicants are encouraged to file applications twelve months prior to desired date of entry.

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-130, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 02-06-021, § 478-160-130, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-130, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-130, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). WSR 78-07-018 (Order 78-4), § 478-160-130, filed 6/15/78; Order 72-5, § 478-160-130, filed 11/6/72.]

**WAC 478-160-140 Application for transfer to the school of medicine.** The University of Washington school of medicine does not accept applications from students who request to transfer from other medical schools unless the students are residents of Wyoming, Alaska, Montana, or Idaho, and there is a funded position open in the respective state's contract due to student attrition. For more information regarding the transfer policy, contact:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or by e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)).

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-140, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 02-06-021, § 478-160-140, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-140, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-140, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). WSR 78-07-018 (Order 78-4), § 478-160-140, filed 6/15/78; Order 72-5, § 478-160-140, filed 11/6/72.]

**WAC 478-160-142 Admission to the school of pharmacy—Application forms.** Applicants to the first-year class and applicants for admission with advanced standing may obtain application forms by contacting the following office:

University of Washington School of Pharmacy  
Office of Academic and Student Programs  
H-362 Health Sciences Building  
Box 357631  
Seattle, WA 98195-7631

The deadline for filing an application is determined by the University of Washington school of pharmacy and can be obtained from the address above.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-142, filed 4/29/98, effective 5/30/98.]

**WAC 478-160-143 Admission to the school of pharmacy with advanced standing.** Students in good academic standing at a school approved by the American Association of Colleges of Pharmacy may apply for admission with advanced standing.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-143, filed 4/29/98, effective 5/30/98.]

**WAC 478-160-145 Admission with nonmatriculated status.** The University of Washington's committee on admissions and academic standards, appointed by the president of the university, is responsible for the interpretation and administration of the regulations governing the admission of non-matriculated students.

[Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-145, filed 10/21/80; Order 72-5, § 478-160-145, filed 11/6/72.]

**WAC 478-160-150 Definition of nonmatriculated status.** Nonmatriculated status is a special classification for students with a limited educational objective which does not include a University of Washington degree or a professional certificate.

Nonmatriculated students are not generally admitted for autumn, winter, or spring quarters, however, enrollment opportunities are available through University of Washington extension. Summer quarter enrollment is generally available to qualified nonmatriculated applicants.

Prospective students who wish to audit classes only must apply for nonmatriculated status.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-150, filed 4/29/98, effective 5/30/98; WSR 92-12-011, § 478-160-150, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-150, filed 11/6/72.]

**WAC 478-160-160 Applications for housing and financial aid.** An application for admission *does not* constitute an application for either housing accommodations or financial aid, *nor* does an application for housing or an award of financial aid constitute an application for admission. Information and applications for housing may be obtained from the following address:

University of Washington  
Office of Housing and Food Services  
301 Schmitz Hall  
Box 355842  
Seattle, WA 98195-5842

Information and applications for financial aid may be obtained from the following address:

University of Washington  
Office of Student Financial Aid  
105 Schmitz Hall  
Box 355880  
Seattle, WA 98195-5880

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-160, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-160, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-160, filed 11/6/72.]

**WAC 478-160-162 Financial aid information.** Federal, state, and private financial aid applications and information may be obtained at the following address:

University of Washington  
Office of Student Financial Aid  
105 Schmitz Hall

Box 355880

Seattle, WA 98195-5880

Award of federal and state aid will be made in accordance with applicable federal and state laws and regulations.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-162, filed 6/19/97, effective 7/20/97. Statutory Authority: Chapter 34.05 RCW. WSR 90-15-005, § 478-160-162, filed 7/6/90, effective 8/6/90.]

**WAC 478-160-163 Waivers of tuition and fees. (1)**

The board of regents is authorized to grant tuition and fee waivers to students pursuant to RCW 28B.15.910 and the laws identified therein. A number of these statutes authorize, but do not require, the board of regents to grant waivers for different categories of students and provides for waivers of different fees. For the waivers that are authorized but not required by state law, the board of regents must affirmatively act to implement the legislature's grant of authority under each individual law. A list of waivers that the board has implemented can be found in the *University of Washington General Catalog*, which is published biennially. The most recent list may be found in the online version of the *General Catalog* at [www.washington.edu/students/reg/tuition\\_exempt\\_reductions.html](http://www.washington.edu/students/reg/tuition_exempt_reductions.html).

(2) Even when it has decided to implement a permissive waiver listed in RCW 28B.15.910, the university, for specific reasons and a general need for flexibility in the management of its resources, may choose not to award waivers to all students who may be eligible under the terms of the laws. Where the university has chosen to impose specific limitations on a permissive waiver listed in RCW 28B.15.910, those limitations are delineated in subsection (5) of this section. If the university has not imposed specific limitations on a permissive waiver listed in RCW 28B.15.910, the waiver is not mentioned in subsection (5) of this section. The university's description of the factors it may consider to adjust a waiver program to meet emergent or changing needs is found in subsection (8) of this section. All permissive waivers are subject to subsection (8) of this section.

(3) The board of regents also has the authority under RCW 28B.15.915 to grant waivers of all or a portion of operating fees as defined in RCW 28B.15.031. Waiver programs adopted under RCW 28B.15.915 are described in the *General Catalog*. The most recent list may be found in the online version of the *General Catalog* at [www.washington.edu/students/reg/tuition\\_exempt\\_reductions.html](http://www.washington.edu/students/reg/tuition_exempt_reductions.html). Waivers granted under RCW 28B.15.915 are subject to subsection (8) of this section.

(4) Waivers will not be awarded to students participating in self-sustaining courses or programs because they do not pay "tuition," "operating fees," "services and activities fees," or "technology fees" as defined in RCW 28B.15.020, 28B.15.031, 28B.15.041, or 28B.15.051, respectively.

(5) Specific limitations on waivers are as follows:

(a) Waivers authorized by RCW 28B.15.621 (2)(a) for eligible veterans and National Guard members, shall be awarded only to:

(i) Undergraduate students pursuing their first bachelor's degree to a maximum of 225 college-level credits, including

credits transferred from other institutions of higher education; and

(ii) Full-time graduate or professional degree students, provided however, that the waiver may be applied only toward a single degree program at the University of Washington, and, provided further, that graduate and professional degree students who received a waiver authorized by RCW 28B.15.621 (2)(a) as undergraduates at the University of Washington shall not be eligible for this waiver.

To qualify an individual as an "eligible veteran or National Guard member," the person seeking the waiver must present proof of domicile in Washington state and a DD form 214 (Report of Separation) indicating their service as an active or reserve member of the United States military or naval forces, or a National Guard member called to active duty, who served in active federal service, under either Title 10 or Title 32 of the United States Code, in a war or conflict fought on foreign soil or in international waters or in another location in support of those serving on foreign soil or in international waters, and if discharged from services, has received an honorable discharge.

(b) Waivers of nonresident tuition authorized by RCW 28B.15.014 for university faculty and classified or professional staff shall be restricted to four consecutive quarters from their date of employment with the University of Washington. The recipient of the waiver must be employed by the first day of the quarter for which the waiver is awarded. Waivers awarded to immigrant refugees, or the spouses or dependent children of such refugees, shall be restricted to persons who reside in Washington state and to four consecutive quarters from their arrival in Washington state.

(c) All waivers authorized by RCW 28B.15.558 shall be subject to such additional limitations as determined by the provost, pursuant to the terms of subsection (8) of this section. In addition, waivers authorized by RCW 28B.15.558 shall be awarded only to the classes of employees described in (i) of this subsection before considering waivers for the employees described in (ii) and (iii) of this subsection:

(i) University of Washington employees who are employed half-time or more, hold qualifying appointments as of the first day of the quarter for which the waivers are requested, are paid monthly, and, for classified staff new to the university, have completed their probationary periods prior to the first day of the quarter; or

(ii) State of Washington permanent employees who are employed half-time or more, are not University of Washington permanent classified employees, are permanent classified or exempt technical college paraprofessional employees, or are permanent faculty members, counselors, librarians or exempt employees at other state of Washington public higher education institutions; or

(iii) Teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

(6) Waivers mandated by RCW 28B.15.621(4), as amended by section 1, chapter 450, Laws of 2007, for children and spouses or surviving spouses of eligible veterans and National Guard members who became totally disabled, or lost their lives, while engaged in active federal military or naval service, or who are prisoners of war or missing in

action, shall be awarded in accordance with, and subject to the limitations set forth in state law.

(7) Waivers mandated by RCW 28B.15.380, as amended by section 4, chapter 261, Laws of 2010, for children and surviving spouses of any law enforcement officer (as defined in chapter 41.26 RCW), firefighter (as defined in chapter 41.24 or 41.26 RCW), or Washington state patrol officer, who lost his or her life or became totally disabled in the line of duty while employed by any public law enforcement agency or full-time volunteer fire department in this state, shall be awarded in accordance with, and subject to the limitations set forth in, state law.

(8) The university may modify its restrictions or requirements pursuant to changes in state or federal law, changes in programmatic requirements, or in response to financial or other considerations, which may include, but are not limited to, the need to adopt fiscally responsible budgets, the management of the overall levels and mix of enrollments, management initiatives to modify enrollment demand for specific programs and management decisions to eliminate or modify academic programs. The university may choose not to exercise the full funding authority granted under RCW 28B.15.910 and may limit the total funding available under RCW 28B.15.915.

[Statutory Authority: RCW 28B.15.558 and 28B.20.130. WSR 12-07-016, § 478-160-163, filed 3/12/12, effective 4/12/12. Statutory Authority: 2010 c 261, chapter 28B.15 RCW, RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-22-058, § 478-160-163, filed 10/28/10, effective 11/28/10. Statutory Authority: RCW 28B.15.558, 28B.15.621, and 28B.20.130. WSR 08-03-115, § 478-160-163, filed 1/22/08, effective 2/22/08. Statutory Authority: RCW 28B.15.621 and 28B.20.130. WSR 07-13-024, § 478-160-163, filed 6/11/07, effective 7/12/07. Statutory Authority: Chapter 28B.15 RCW and RCW 28B.20.130. WSR 06-12-008, § 478-160-163, filed 5/26/06, effective 6/26/06; WSR 02-06-021, § 478-160-163, filed 2/25/02, effective 3/28/02.]

**WAC 478-160-165 Continuing education procedures—Statement of purpose.** The purpose of these regulations is to provide information regarding the programs and services which are available and to indicate where additional information may be obtained.

[Order 72-5, § 478-160-165, filed 11/6/72.]

**WAC 478-160-170 Continuing education—Policy.** Continuing education at the University of Washington provides access to the academic and research resources of the institution in credit and noncredit courses for adults and occasionally for young people. Courses are offered by the University of Washington extension and continuing education units in the professional schools and colleges.

[Statutory Authority: RCW 28B.20.130. WSR 91-16-001, § 478-160-170, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-170, filed 11/6/72.]

**WAC 478-160-175 Credit definitions.** Credit courses are offered either for resident credit or for extension credit.

(1) Most courses offered through University of Washington extension are offered for resident credit, and grades earned in such courses are transcribed as resident credit and are included in the student's resident cumulative grade-point average.

(2) Courses offered through correspondence study, and some other courses, are offered for extension credit. These

credits and grades are not included in the resident grade-point average, and students may apply only ninety such university credits toward an undergraduate degree. Extension credit courses are identified by an "X" prefix when listed in catalog material.

Additional information concerning credit courses may be obtained by contacting the following office:

University of Washington Educational Outreach  
Box 359492  
Seattle, WA 98195-9492

(or phone 206-685-6308, or visit the web site at [www.pce.uw.edu](http://www.pce.uw.edu)).

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-175, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 02-06-021, § 478-160-175, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-175, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 91-16-001, § 478-160-175, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-175, filed 11/6/72.]

**WAC 478-160-190 Noncredit courses.** Noncredit courses, covering a variety of topics, are offered during the day and evening for both adults and young people.

The delivery format of noncredit courses include certificate programs, lecture-discussion series, symposia, seminars, short courses, and conferences.

Specific information may be obtained by contacting University of Washington extension or the appropriate professional school or college.

[Statutory Authority: RCW 28B.20.130. WSR 91-16-001, § 478-160-190, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-190, filed 11/6/72.]

**WAC 478-160-210 Change of residence application forms.** Nonresident students who desire to apply for a change in resident status must complete and submit a Washington institutions of higher education "Residency questionnaire" to the following address:

University of Washington  
Residence Classification Office  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

A residency questionnaire (including a section in which the student may explain his or her view of the matter) and complete instructions will be mailed to students upon request. The residence classification office shall provide to the student a written statement of the reasons for any decision it makes within ten days of taking action on the "Residency questionnaire." This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, governing brief adjudicatory proceedings, the provisions of which are hereby adopted.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-210, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-210, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-210, filed 10/21/80; Order 72-5, § 478-160-210, filed 11/6/72.]

**WAC 478-160-230 Appeal of change of residence determination.** Any student wishing to appeal an action of the residence classification office may request administrative review through the following committee:

University of Washington  
Residence Classification Review Committee  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Appeals must be requested orally or in writing within twenty-one days from the date of student receipt of the written response required by WAC 478-160-210. Decisions of the residence classification review committee shall be rendered within twenty days of receipt of the request for review. The residence classification review committee shall issue the institution's final decision.

Forms appropriate for this purpose may be obtained from the following address:

University of Washington  
Residence Classification Office  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-230, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-230, filed 5/22/92, effective 6/22/92; Order 74-2, § 478-160-230, filed 3/4/74; Order 72-5, § 478-160-230, filed 11/6/72.]

**WAC 478-160-231 Residence classification review committee.** The residence classification review committee shall be composed of four persons appointed by the vice-president and vice-provost for student life, each for a term of one academic year.

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-231, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-231, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). WSR 80-15-082 (Order 80-2), § 478-160-231, filed 10/21/80; Order 74-2, § 478-160-231, filed 3/4/74.]

**WAC 478-160-235 Enrollment and registration procedures—Statement of purpose.** The purpose of these regulations is to provide new, returning former, and continuing students with information regarding enrollment and registration procedures at the University of Washington.

[Order 72-8, § 478-160-235, filed 11/30/72.]

**WAC 478-160-240 Definitions.** For the purpose of these regulations the following definitions shall apply:

(1) An "admitted person" is one who has applied for and been offered an opportunity to enroll at the University of Washington for a given quarter.

(2) An "enrolled student" is one who is admissible to the university for a given quarter and has given a firm commitment, usually by means of an advance payment on tuition and fees, of his or her intention to attend the university. (The advance fee payment is not required summer quarter.)

(3) A "registered student" is one who has enrolled and has been assigned by the university registrar to one or more courses in a given quarter.

(4) A "new student" is either one who has not previously registered for residence credit courses at the university or one who will be in his or her first quarter in a status different from that in which he or she last attended.

(5) A "returning student" is one who has formerly attended the university and is returning after an absence of one or more quarters in the same classification.

(6) "Continuing student" is either one who was registered in the same status the preceding quarter or one who is registered autumn quarter in the same status he or she was registered the preceding spring quarter.

(7) "On-leave graduate student" is a graduate student in good standing who plans to be away from the university and who has applied for and been granted on-leave status.

(8) "Residence credit" is that academic credit associated with those courses which are offered by the university within the regular academic curriculum. Credit earned through the satisfactory completion of such courses is applicable toward a university degree or professional certificate to the extent it satisfies specific school or college degree requirements.

(9) "Matriculated student" is one who has been accepted into one of the university's schools or colleges to pursue a program of study which normally leads to a degree or professional certificate.

(10) "Nonmatriculated student" is one who will be permitted to register for courses on a space-available basis but whose educational objective does not include a University of Washington degree or professional certificate.

(11) "Summer only nonmatriculated" student is one who attends the university only during the summer quarter and who is not engaged in a degree or certificate program at the university. Such a student must apply for admission as a new student should he or she wish to attend any quarter other than summer quarter.

(12) The first 4-1/2 weeks of the summer quarter constitute "a" term. Some classes are offered during "a" term only.

(13) The second 4-1/2 weeks of the summer quarter constitute "b" term. Some classes are offered during "b" term only.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-240, filed 5/22/92, effective 6/22/92; Order 74-1, § 478-160-240, filed 3/4/74; Order 72-8, § 478-160-240, filed 11/30/72.]

**WAC 478-160-246 Enrollment confirmation deposit for new and returning students for autumn, winter and spring quarters.** An enrollment confirmation deposit is required of new students and of returning students in autumn, winter and spring quarters. If space is not available when the payment is received, the payment will be returned. The deposit is only refundable pursuant to WAC 478-160-256.

Further information about the enrollment confirmation deposit may be obtained from the following address:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

(3/12/12)

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-246, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-246, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-246, filed 5/22/92, effective 6/22/92; Order 73-9, § 478-160-246, filed 11/30/73.]

**WAC 478-160-256 Refund of the enrollment confirmation deposit.** The enrollment confirmation deposit is refundable under the following conditions:

(1) New and returning matriculated students who are unable to obtain courses required for completion of their degree or certificate program or courses which are determined by an appropriate academic adviser to be acceptable alternate courses, will be refunded their enrollment confirmation deposit. A written verification from the appropriate academic adviser must be attached to this petition. Such requests for refund must be submitted by Friday of the second week of the quarter.

(2) New and returning matriculated students who, after meeting with an appropriate academic adviser, determine that the program for which admission was granted differs substantially from what the student was led to expect based upon earlier available information, will be refunded the enrollment confirmation deposit. This petition for refund must be submitted before the student registers for courses and in no case later than the first day of the quarter for which admission has been granted. A written verification from the appropriate academic adviser must be included.

(3) New and returning students who apply by the prescribed deadline for financial aid administered by the university's financial aid office, and who cannot be awarded financial aid adequate to their needs as determined by that office, and who are therefore unable to attend the university, will be refunded the enrollment confirmation deposit. This petition and a copy of the *notice of award and acceptance* must be submitted *no later than two weeks* after receipt of notice of the financial aid award.

(4) New and returning students who are unable to attend the university because of *pregnancy, disability or death* or because they are called involuntarily into the military service of the United States or into civil duty may be refunded the enrollment confirmation deposit. Documentation is required.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-256, filed 5/22/92, effective 6/22/92; Order 73-9, § 478-160-256, filed 11/30/73.]

**WAC 478-160-260 International students—Accident insurance requirement.** All foreign students on temporary visas are required to have accidental injury and illness insurance while attending the University of Washington.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-260, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-260, filed 11/30/72.]

**WAC 478-160-265 Registration for residence credit courses.** No person, other than a faculty member attending informally with the approval of the instructor, may attend a university residence credit course in which he or she has not been registered.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-265, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-265, filed 11/30/72.]

[Ch. 478-160 WAC p. 9]

**WAC 478-160-270 Registration periods.** There are three official registration periods: Periods I - III. Specific dates, criteria for eligibility and procedural steps for each of the registration periods are published in the quarterly *Time Schedule*.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-270, filed 4/29/98, effective 5/30/98; WSR 92-12-011, § 478-160-270, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-270, filed 11/30/72.]

**WAC 478-160-271 Registration eligibility.** (1) *All students. Guaranteed registration eligibility.* All students at the university who remain in good standing and in compliance with other rules and regulations, with no outstanding financial obligations, are guaranteed the opportunity to register each quarter as long as they maintain continuous enrollment (summer quarter excepted).

(2) *Undergraduate and professional students.*

(a) *Quarter-off eligibility.* Subject to college, school, and departmental enrollment policies, undergraduate and professional students who have completed a quarter at the University of Washington may take the following quarter off and remain eligible to register in registration period I for the subsequent quarter without reapplication as returning students. Any quarter from which a student has completely withdrawn, or from which he or she is cancelled, does not constitute a completed quarter. Summer quarter enrollment is not required to maintain continuous registration eligibility.

(b) *Newly admitted or returning former students.* Newly admitted or returning former students are eligible to register the following quarter, beginning with registration period I, as long as they were enrolled for a least one day of the quarter.

(3) *Graduate students.* Graduate students who do not maintain continuous enrollment (summer quarter excepted) must file an on-leave application with the graduate school. On-leave graduate students returning to the university on or before the termination of the on-leave period must reapply as former students returning through the registration office. The quarter-off eligibility is not available to graduate students.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-271, filed 5/22/92, effective 6/22/92.]

**WAC 478-160-275 Late registration or course adds—Registration period III.** Any student who registers after registration periods I and II will be charged a late registration service fee.

No student shall be permitted to register or add a course after the seventh calendar day of autumn, or winter, or spring quarter without instructor approval.

No student shall be permitted to register or add a course for "a" term courses and full quarter courses after the seventh calendar day of "a" term or the full quarter, or for "b" term courses after the seventh calendar day of "b" term without instructor approval.

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-275, filed 4/29/98, effective 5/30/98; WSR 92-12-011, § 478-160-275, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-275, filed 11/30/72.]

**WAC 478-160-280 Registration changes.** Specific dates for registration changes are published in the quarterly *Time Schedule*.

[Ch. 478-160 WAC p. 10]

A student who has once registered for a course or courses may drop courses through the end of the fourteenth calendar day of the quarter. One exception per academic year (defined as September through August) is allowed through the seventh week of the quarter.

No grade will be entered on a student's permanent record for a course dropped during the first fourteen calendar days of autumn, or winter, or spring quarter.

No grade will be entered on a student's permanent record for an "a" term course dropped during the first seven calendar days of summer quarter, for a full-quarter course dropped during the first fourteen calendar days of summer quarter, or for a "b" term course dropped during the first seven calendar days of term "b."

[Statutory Authority: RCW 28B.20.130. WSR 98-10-048, § 478-160-280, filed 4/29/98, effective 5/30/98; WSR 92-12-011, § 478-160-280, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-280, filed 11/30/72.]

**WAC 478-160-285 Change of registration service fee.**

A service fee will be assessed when a student changes his or her registration beginning the eighth calendar day of the quarter or term.

[Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-285, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-285, filed 11/30/72.]

**WAC 478-160-290 Withdrawal from the university.**

Withdrawal from the university is official when written notification has been filed with the following office:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Students who officially withdraw may be entitled by law to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed.

An official withdrawal during the first *fourteen* calendar days of autumn, or winter, or spring quarter shall result in the student's permanent record showing only the date of withdrawal.

During summer quarter official withdrawals shall be entered on the student's permanent record as follows:

(1) For full-quarter courses, during the first *fourteen* calendar days of the quarter only the date of withdrawal shall be entered.

(2) For "a" term courses, during the first *seven* calendar days of the quarter only the date of withdrawal shall be entered.

(3) For "b" term courses, during the first *seven* calendar days of "b" term only the date of withdrawal shall be entered.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-290, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 92-12-011, § 478-160-290, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-290, filed 11/30/72.]

**WAC 478-160-295 Military withdrawals.** (1) If a student is conscripted into the armed forces or is called to active military duty, he or she may be entitled to a full refund or aca-

demeric credit depending on the time of the quarter the student officially withdraws. Official withdrawals must be in writing, signed by the student, and accompanied by a copy of the student's military orders.

(2) A student who withdraws may receive credit for courses or a full refund, under the following schedule:

(a) Students who withdraw through the seventh week of the academic quarter receive a full refund of fees. No academic credit is awarded.

(b) Students who withdraw after the seventh week of the academic quarter may choose to receive academic credit or a full refund of fees.

(3) Complete information is available from the following address:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, WSR 98-10-048, § 478-160-295, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-295, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, WSR 92-12-011, § 478-160-295, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-295, filed 11/30/72.]

**WAC 478-160-300 Registration requirements for graduate students.** Every graduate student from the time of first enrolling in the graduate school is required either to be registered each quarter or to be officially on leave until the completion of all requirements for the graduate degree for which such a student is working. Failure to register each quarter (except summer) or to go on leave will constitute presumptive evidence that the student has withdrawn and resigned from the graduate school.

[Order 72-8, § 478-160-300, filed 11/30/72.]

**WAC 478-160-305 On-leave status for graduate students.** If a graduate student in good standing plans to be away from the university and out of contact with the university faculty and facilities for a period of time, not to exceed four successive quarters except in the case of absence for military reasons, he or she may apply for on-leave status. Forms for this purpose and further information may be obtained from the departmental graduate program adviser.

A graduate student who is either registered or officially on leave for a given spring quarter and who does not register for the immediately following summer quarter is automatically on leave for that summer quarter.

[Statutory Authority: RCW 28B.20.130, WSR 92-12-011, § 478-160-305, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-305, filed 11/30/72.]

**WAC 478-160-310 Change of school or college.** An undergraduate student desiring to transfer from one school or college within the university to another must obtain approval from the deans or the deans' designees of the two schools or colleges concerned. Change of college forms may be obtained from and must be submitted to the following address:

(3/12/12)

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-310, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, WSR 92-12-011, § 478-160-310, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-310, filed 11/30/72.]

**WAC 478-160-315 Auditors.** With the consent of the instructor, and to the extent that space is available after the students who are registering for credit have been accommodated, a student may register as an auditor in a nonlaboratory course or the lecture section of a laboratory course.

A student who audits a course may not participate in class discussion or laboratory work, or take an examination in the course. The fact that a course has been audited will not appear on the student's permanent record.

[Order 72-8, § 478-160-315, filed 11/30/72.]

**WAC 478-160-320 Special instructional programs offered summer quarter.** In recognition of the special needs of students who can attend the university only in the summer, a number of institutes, workshops, and special programs are offered each summer quarter. Because the nature and content of the programs vary from year to year, interested persons are invited to contact the following address:

University of Washington  
Summer Quarter Office  
Box 359485  
Seattle, WA 98195-9485

(or phone 206-685-7542, or visit the web site at [www.summer.washington.edu](http://www.summer.washington.edu)).

[Statutory Authority: RCW 28B.20.130 and UWBR, Standing Orders, Chapter 1, § 2. WSR 10-23-039, § 478-160-320, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 97-14-004, § 478-160-320, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, WSR 92-12-011, § 478-160-320, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-320, filed 11/30/72.]