




**MEMORANDUM**

To: WSU Faculty, Instructors, and Teaching Assistants

From: T. Chris Riley-Tillman, Provost and Executive Vice President 

Subject: Reminders of Key Academic Policies (2025-2026)

Date: August 7, 2025

I hope this memo finds you well. As we look forward to the start of the next academic year, it is my pleasure to welcome back our returning faculty and instructors and to welcome our colleagues. I recognize that the last several years have been a time of great change. I sincerely appreciate all that you have done for our students and Washington State University (WSU).

Please review this memorandum carefully to revisit or introduce yourself to the key academic policies at WSU. These policies are critical to ensuring that we all work together to provide our students with a high-impact, robust educational experience.

A table of contents is provided immediately below for your convenience. We specifically call your attention to important changes made recently to the University Syllabus and to Academic Regulation 72 regarding reasonable religious accommodations.

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Washington State University policy compilations can be found in the following:

- WSU *Faculty Manual* (<https://facsen.wsu.edu/>)
- WSU Academic Regulations (<https://registrar.wsu.edu/academic-regulations/>)
- State of Washington Standards of Conduct for Students (<http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26>)

Additionally, the Educational Policies and Procedures Manual (EPPM) provides additional information about various academic processes relating to curriculum and students (<https://s3.wp.wsu.edu/uploads/sites/3253/2022/10/2022-EPPM-Version.pdf>).

### **The University and Course Syllabi**

As [announced a few years ago](#), the Faculty Senate approved the creation of the University Syllabus. Under the leadership of the Faculty Senate's [Syllabus Subcommittee](#), work was conducted to explore ways to curtail the growing length of course syllabi and to alleviate faculty of the task of ensuring that university-wide statements remain current from year to year.

As you begin the Fall 2025 semester, please ensure you comply with the University Syllabus by carefully reviewing all required and recommended syllabus elements on the [WSU Syllabus website](#). The elements of the University Syllabus will be automatically generated for all courses in their Canvas space. The elements of the course syllabus should be generated by instructors and uploaded to the Canvas course space.

### **Student Accommodations and Disability Resources**

In collaboration with [WSU Student Accommodations and Disability Resources](#) (Student Accommodations), instructors play a crucial role in facilitating academic accommodations so students with disabilities can engage with course material and equitably demonstrate knowledge. Student Accommodations determines student eligibility for accommodations. To be eligible for accommodations, students must submit (to Student Accommodations) an application and documentation of a disability. Instructors will be notified if/when a student in their course has is approved for accommodation.

Student Accommodations provides the following [resources to support faculty](#).

- MyAccess Faculty Portal – This allows faculty to view approved accommodations by course.
- Accommodation Types
- Rights and Responsibilities

Student Accommodations does not approve accommodations for students when they have routine illnesses. The procedures outlined in the section "[Class Attendance and Absences](#)" should be followed in these situations..

### **Academic Integrity Policy**

Washington State University, a community dedicated to the advancement of knowledge, expects all students to adhere to high expectations of scholarship and the Standards of Conduct for Students. Academic Integrity violations must be referred to the Center for Community Standards (CCS). CCS's mission is to provide student accountability to support community wellbeing. CCS supports students, upholds their rights and responsibilities, and holds them accountable for behavior that doesn't meet our community expectations.

University instructors have the authority, and are expected to intervene, in all situations where students may have violated [academic integrity expectations](#). Where an instructor believes it is more likely than not that a student violated expectations, they have the authority to assign an academic consequence consistent with the academic integrity statement found in their course syllabus. More information regarding responding and reporting to academic integrity violations can be found at: <https://www.handbook.wsu.edu/communitystandards/faculty-resources/>.

Before determining responsibility for an academic integrity violation, the instructor must offer to meet with the student(s) to discuss the allegation and provide the student an opportunity to respond. **If the instructor finds the student(s) responsible and assigns an academic consequence, the instructor must report the academic integrity violation to CCS.** This procedure provides a fundamentally fair process for the student(s).

Please contact CCS if you would like more specific information about reporting an academic integrity violation. You can [direct schedule an appointment with CCS](#), call them at 509-335-4532 or email them at [community.standards@wsu.edu](mailto:community.standards@wsu.edu).

The Writing Program (<https://writingprogram.wsu.edu/>; 509-335-7959) can assist with proactive assignment design that minimizes the risk of academic dishonesty.

### **Guidance on Artificial Intelligence (AI)**

WSU supports instructors in their choices regarding the most appropriate pedagogy for their discipline and specific course context. Therefore, it is the instructor's prerogative to allow or prohibit the use of any generative AI tool. This decision comes with the obligation to accurately and clearly communicate AI policies in the respective syllabi to students enrolled in WSU courses across all campuses. Further, since courses are embedded within curricula, it is critical that instructors work with the programs that offer degrees and certificates to develop AI expectations across sequences of courses or throughout a curriculum of study.

Unauthorized use of artificial intelligence is prohibited by the [Standards of Conduct](#). If an instructor clearly states in their syllabus that using AI text generators is not allowed, and it is more likely than not that a violation occurred the case must be referred to the Center for Community Standards. **It is important to be clear about what your policies are for any class, specific assignment, and/or activity, especially if the guidelines will vary.** The Provost's Office does not approve of the use of any online AI detection tool (e.g., Turnitin AI Detector) as the sole source of evidence of AI use by a student. This is because of the known biases and high false positive rates exhibited by these tools.

As you are considering what your course artificial intelligence expectations will be, it is imperative to note that WSU policies, including Executive Policy 8, prohibit the inclusion of legally protected or regulated data (e.g., proprietary, personally identifiable information, HIPAA, FERPA) in queries provided to generative AI platforms like ChatGPT. WSU staff, faculty, and students do have access to Microsoft Co-Pilot. More information about acceptable use of this tool can be found on the [Information Technology Services website](#).

**It is imperative to note that WSU policies, including Executive Policy 8, prohibit the inclusion of legally protected or regulated data (e.g., proprietary, personally identifiable information, HIPAA, FERPA) in queries provided to generative AI platforms like ChatGPT.** Please see the [accompanying memo from the Provost's Office](#), which outlines how instructors need to clearly communicate AI expectations in courses and on assignments for WSU students.

#### **Policy Prohibiting Discrimination and Harassment (Executive Policy 15)**

Washington State University (WSU) is committed to complying with state and federal laws prohibiting discrimination. WSU recognizes that discrimination and harassment can impact the ability of students, staff, faculty, and community members to participate in, access, or reap the benefits of educational and employment opportunities. Thus, WSU prohibits specific forms of discrimination and harassment (see [Part 15.A](#): Discrimination and Discriminatory Harassment and [Part 15.B](#): Title IX Sexual Harassment). WSU provides response options and resources to address concerns of discrimination as described in this policy.

WSU encourages reporting and questions, even anonymous questions, to Compliance and Civil Rights (CCR) under this policy. In addition, WSU recognizes that reporting discrimination may be difficult for a number of reasons and puts the burden on the person experiencing harm. Thus, WSU requires all WSU employees to help create a culture of compliance with this policy (see [Section 16.0](#) regarding employee responsibilities).

Complaints under this policy are to be reviewed on a case-by-case basis to ensure that the University maintains its tradition of intellectual freedom, the trust and respect expected in the University community, and the rights of individuals.

If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Compliance and Civil Rights (CCR) and/or the WSU Title IX Coordinator to discuss resources, including confidential resources, and reporting options (visit <https://ccr.wsu.edu/> for more information). Faculty, staff, and students may also contact the [University Ombuds](#). The primary purpose of the office is to protect the interests, rights, and privileges of students, staff, and faculty at all levels and locations of WSU operations and programs. The Ombuds is a neutral and confidential resource to all members of the university community.

#### *University Support and Response for Discrimination and Harassment*

Discrimination, discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) are prohibited at WSU

(see Executive Policy 15 - [WSU Policy Prohibiting Discrimination and Harassment](#), the [WSU Standards of Conduct for Students](#), and relevant employee manuals). WSU has instituted procedures to respond to violations of these laws and standards, programs aimed at the prevention of such conduct, and supportive measures for participants.

If you are in immediate danger, call 911.

If you are experiencing sexual assault, domestic violence, stalking, discrimination, or harassment, **you have support and options**. CCR is a system-wide resource (all campuses) which is available for intake consultations for you to learn more about available support. You can reach them directly at 509-335-8288, [ccr@wsu.edu](mailto:ccr@wsu.edu), or [report online](#) (anonymous reports accepted).

You can also speak to a victim advocate, a medical provider, University Ombuds or counselor confidentially about your concerns. Advocates help survivors of crime determine their own needs in regard to their physical and emotional health, reporting options, and academic concerns. At no cost, advocates connect survivors to campus and community services, and provide accompaniment to important appointments (court, hospital, and police) and support throughout the process. For a list of confidential resources please visit [CCR Resources](#).

WSU Police Department (WSU PD) officers and campus security will treat victims of sexual assault, domestic violence, stalking, hate crimes, and other crimes with respect and dignity. WSU PD, campus security departments, CCR, and victim advocates can also help you with safety planning.

### **Class Attendance and Absences (Academic Regulation 72)**

It is not uncommon for seasonal illnesses to move through our communities in which students will need to follow local and state public health policies and guidance. Instructors are strongly encouraged to consider how to deal with extended absences and ensure that their policies are clearly communicated to students at the beginning of the semester. When a student misses an assessment deadline, the mechanisms for dealing with this event should be clearly specified in the course syllabus. A missed assessment due to illness does not necessitate communication with the WSU Access Center and the mechanisms for dealing with this event should be clearly specified in the course syllabus.

Per Academic Regulation 72, students are responsible for ensuring that they attend all class meetings and complete all in-class and out-of-class work as assigned by the instructor. Students are also responsible for communicating with the instructor should they need to be absent.

- *Attendance Policy*  
The instructor is responsible for determining the attendance policy and for making decisions regarding the policy, including the consequence of missed classes, within guidelines established by the academic unit. The instructor is responsible for communicating the policy to the students in the course syllabus.

- *Administrative Drops for Non-Attendance*

Students who have not attended class meetings (including lectures, laboratories, and other meetings) during the first week of the semester or according to a prorated schedule for shorter sessions may be dropped from the course by the department. Students enrolled in online classes may be dropped if they have not logged into the class during the first week.

Students should not assume that they have been dropped without checking their class schedules.

- *Absences*

Students should make all reasonable efforts to attend all class meetings. However, in the event a student is unable to attend a class, it is the responsibility of the student to inform the instructor as soon as possible, explain the reason for the absence (and provide documentation, if appropriate), and make up class work missed within a reasonable amount of time, if allowed. Missing class meetings may result in reducing the overall grade in the class.

1. University-Sponsored. Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc., should obtain an official Class Absence Request form from the faculty or staff member supervising the on- or off-campus activity. The form must contain specific information concerning the activity and date, be signed by the supervising faculty or staff member, and be submitted by the student at least one week in advance to the individual instructors of the student's classes. Alternative forms of the Class Absence Request may also be provided by the supervising faculty or staff member and are acceptable for requesting university-sponsored absences. It is recommended, but not required, that a student not be penalized for absence from class provided a properly signed form has been filed with the instructor prior to the absence. These university-sponsored absences are subject to an instructor's attendance policy and are not intended to imply additional acceptable absences. In all instances, it is the student's responsibility to make up all work missed.
2. Military Service Members. Students who are members of the National Guard or a reserve branch of a military service are occasionally required to miss class for weekend drills, active duty, and related responsibilities and are entitled to make up the class (RCW 28B.10.270). In such a case, instructors must not penalize students for the absences and must allow them to make-up the missed work. In each instance, it is the responsibility of the student to inform the instructor of the duty before the absence, provide appropriate documentation if requested, and complete the missed work as soon as reasonably possible.

3. Flexible Attendance as an Access Accommodation. Some students have disabilities or chronic medical conditions of an episodic nature that may require flexibility regarding attendance. The WSU Office of Student Accommodations and Disability Resources (Student Accommodations) recognizes that in some cases, allowing absences beyond those normally allowed in a course is a reasonable accommodation. However, there are courses in which a specified standard of attendance may be an essential part of the course. When Student Accommodations determines that flexible attendance may be a reasonable accommodation, instructors will receive notification of approved accommodations and procedures for their consideration. Final determinations regarding flexible attendance will be determined on a case-by-case basis. See the Flexible Attendance Guidelines at the Student Accommodations website and Rule 83.

NOTE: Student Accommodations does not provide accommodations for acute illnesses that cause extended absences (e.g., mono, strep throat, conjunctivitis). In these cases, students are to work with their instructors as indicated under c.6. Other Absences.

4. Reasonable Religious Accommodation (\*This section was revised in Fall 2024). WSU provides reasonable religious accommodations enabling students to avoid conflict with their sincerely held religious beliefs or practices. Students seeking reasonable religious accommodations must submit written requests to the Office of the Dean of Students (ODOS), identifying:
  - A. The course and instructor names,
  - B. The specific accommodations they are requesting (including dates/frequency),
  - C. Their sincerely held religious belief or practice, and
  - D. How the requested accommodation would avoid conflict with that religious belief or practice.

Upon receiving a request for religious accommodation, ODOS will ask for any additional information needed to review the request and contact the student's instructor to provide notice of the student's requested accommodation. If necessary, ODOS will collaborate with the student, the instructor, and the instructor's department to assess whether there are any effective alternatives that may align with the student's needs and the requirements of the course at issue. Students, instructors, and ODOS may contact [WSU Compliance and Civil Rights \(CCR\)](#) for a consultation if they have questions or concerns at any point in the process. If they believe they have not been appropriately accommodated, students may [report](#) their concerns to CCR. Students are encouraged to submit requests as soon as possible to allow sufficient time for this review and collaboration and the implementation of any reasonable religious

accommodations. Proactive review of their course syllabi or program requirements and other resources may enable students to make more timely requests. Although it is not a requirement, it is best practice for students to request accommodations at least two weeks before the start of the course, lab or assignment deadline, program or event, or other relevant activity. See <https://deanofstudents.wsu.edu/student-resources/religious-accomodations/>.

5. Adverse Weather Conditions. When appropriate campus authorities declare a “Yellow / Delayed or Limited Operations” or “Red / Closed” campus condition (BPPM 50.40-46), or travel to instructional locations is unsafe, classes may be cancelled or delayed. When a student does not attend due to adverse conditions, the instructor will not penalize the student. See the Inclement Weather Policy online at each campus website and at the [Office of the Provost website](#).
6. Other Absences. Students must sometimes miss class meetings, examinations, or other academic obligations affecting their grades due to extenuating circumstances. It is the responsibility of the student to provide a written explanation for the absence to the instructor as soon as it is reasonable to do so. When possible, students should provide appropriate documentation for their absence but instructors cannot require written excuses from health care professionals.

As long as absences are not excessive, it is recommended, but not required, that the instructor provide and document reasonable arrangements. Determinations regarding the acceptance of an absence are the discretion of the instructor based on the attendance policy as stated in the class syllabus.

Students who attempt to gain advantage through abuse of any aspect of the absence policy (e.g., by providing an instructor with false information) may be referred to the Center for Community Standards.

- Emergency Notifications  
While the Office of the Dean of Students does not excuse or verify student absences, in the event a student is going to be away from class for an extended period and is unable to contact the instructor in a timely manner, the Office of the Dean of Students may provide an emergency notification on the student’s behalf to the instructors, informing them of the student’s absence and the planned duration of the absence. An emergency notification should not be required or used to excuse a student’s absence.

It is the responsibility of the student to make contact with their instructors as soon as possible to make arrangements for missed work. It is up to the instructor to determine what if any arrangements will be made for the student based upon the attendance policy as stated in syllabus.

- *Request for Consideration*

The Office of the Dean of Students and/or the Office of Civil Rights Compliance and Investigation may contact instructors on a student's behalf when the student's involvement in a matter implicating the WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct, Executive Policy #15 is having a significant impact on the student's academic progress.

In such cases, the instructor is strongly encouraged to work with the student to address the student's needs without compromising learning objectives. It is the responsibility of the student to contact the instructor to make these arrangements.

- *Complaints*

Students who wish to raise a concern about the instructor's arrangement regarding missed work should follow the procedures for addressing course concerns as presented in Rule 104.

**Academic Complaint Procedures (Academic Regulation 104)**

Students should follow these steps to resolve concerns or complaints about grades, instruction, or course policies:

- For concerns on course policies as outlined in the course syllabus, the concern should be emailed to the instructor within 5 business days after the first day of class instruction, or for students who enroll after the first day of class within 5 days of receiving access to the syllabus, in either hard-copy or electronic form.
- For grades on individual assignments, the concern should be emailed to the instructor in a timely way (typically within a week of receiving the grade, or as defined by the instructor) so that the issue may be addressed.
- For final grades, the concern must be emailed to the instructor within 10 business days of the final grading deadline and posting to the transcript.
- For any other concerns about instruction that arise during the course, the student should email the instructor to attempt to resolve the issue.

If the concern is not resolved with the instructor within 10 business days of sending the email, or if the instructor is unavailable, then the student may work directly with the chair of the academic department in which the course is offered. The chair's decision shall be rendered within 10 additional business days.

After the chair's decision, the student may appeal to the Dean's Office of the academic college. Concerns must be emailed to the college dean within 10 business days of the chair's decision. The written statement should:

- describe the concern,
- provide supporting evidence of how the student has attempted to resolve the concern,
- indicate how the issue affects the student, and
- state the remedy sought from the college dean.

The decision of the college dean is the final step and shall be made within 10 business days.

On the Everett, Tri-Cities, and Vancouver campuses, the program leader or academic director will act in place of the department chair. The program leader or academic director will outline next steps if the student is dissatisfied.

The University Ombuds is available at any stage for advice or assistance in resolving academic concerns.

Note: Though chairs and college deans (and program leaders and campus chancellors) may resolve concerns about instruction and grading, they may not change a final grade without the consent of the instructor, except as provided by Rule 105.

### **Academic Freedom**

WSU supports the faculty's academic freedom, right to freedom of expression, and responsibility to fulfill course objectives that are approved by the Faculty Senate. This is fundamental to who we are as an institution. Along with these rights comes the responsibility to protect the freedom of expression of all members of our community, including students. The same is stated clearly in our own policies and procedures, including the Faculty Responsibilities section of the *WSU Faculty Manual*:

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect their true merit. They respect the confidential nature of the relationship between professor and student. They avoid the exploitation of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom."

We also want to emphasize the importance of protecting freedom of expression in the classroom. Section II.B (Freedom of Expression and Accompanying Responsibilities) of the *Faculty Manual* covers freedom of expression and accompanying responsibilities:

"It is the policy of Washington State University to support and promote the rights of all individuals to express their views and opinions for or against actions or ideas in which they have an interest, to associate freely with others, and to assemble peacefully. The faculty has the right to dissent and protest.

The above rights exist in equal measure for each member of the University community. They exist regardless of the professional stature of the individual and regardless of the degree of acceptability among others of views or opinions advocated.

In order that these rights may be exercised by all and that orderly functioning of the University may be assured, certain limitations must be placed upon the manner in which these freedoms are exercised.

Accordingly, Washington State University insists that the free expression of views and opinions, whether by individuals or by groups, be such that the rights of others are not violated. Use of physical means to disrupt the educational processes and functions of the University, including classroom and laboratory activities, services, meetings, or ceremonies conducted by the University, its departments, divisions, or affiliated organizations, would constitute such a violation.

Members of the University community who violate the rights of others will be subject to appropriate disciplinary procedures. Principles of due process will be observed throughout such procedures.”

We recognize that faculty have a strong interest in promoting respectful dialogue in the classroom. Speech and conduct that disrupts the educational process and creates a hostile environment, as defined in WSU’s non-discrimination policy (Executive Policy 15), is not protected. If concerns arise, faculty should consult the WSU’s Office of Compliance and Civil Rights at 509-335-8288 or [ccr@wsu.edu](mailto:ccr@wsu.edu).

Additionally, we must aim to protect the freedoms and rights of every member of the WSU community, and to promote learning about varied perspectives while ensuring that students experience a safe, constructive learning environment.

A [faculty speech guide](#) can be found on the [WSU’s Freedom of Speech](#) website.

### **Student Records**

Please review information about the Family Educational Rights and Privacy Act of 1974 (FERPA) at the following website: <http://ferpa.em.wsu.edu/>. Each department is responsible to maintain the confidentiality of student records in accordance with FERPA. Questions regarding the access to or release of student records may be referred to the Registrar’s Office at 509-335-5346 or [registrar@wsu.edu](mailto:registrar@wsu.edu).

### **Student Care Networks**

The Student Care Network serves the entire WSU system to provide individualized student support, access to resources, and general student assistance. The Student Care Network is a great resource for faculty, TAs, and others who are concerned about a student’s well-being, behavior, or health. If you have concerns about a student’s academic performance, or behavior in or out of class, please make a Student Care Network referral at <https://studentcare.wsu.edu/>. You may also contact the Student Care & Support team directly at 509-335-5757 or you can reach out to your campus’ [Student Care Team chairperson](#).

### **Disruptive Student Behavior**

Occasionally faculty or teaching assistants will experience disruptive or threatening student behavior. Please remember that as an instructor, you have the authority to ask a student to stop a behavior that is disrupting the class. If you address the concerning behavior and it continues, you can ask the student to leave class for the remainder of the course period. If the student does not leave, please contact WSU Police or local law enforcement.

The Center for Community Standards strongly encourages documenting behavior concerns early and thoroughly—even more than you think might be necessary. The more detailed the documentation, the more options WSU will have to respond effectively. Additional resources for recognizing and responding to student behavior can be found on the [Office of the Dean of Students website](#).

**Service and Support Animal Guidelines (Executive Policy 39)**

Please review the University policies on service animals and support animals at [Service Animals](#). Pets are not allowed on campus. Emotional support animals are not allowed in public buildings or in classrooms, unless there is an approved reasonable accommodation in place. Trained service animals and service animals in training are allowed in classrooms and most other public university locations, unless there is a documented exclusion area. If you have questions about animals on campus, please contact the university ADA Coordinator at [ADA.coordinator@wsu.edu](mailto:ADA.coordinator@wsu.edu) and refer to [Executive Policy 39](#) Service and Support Animal Policy.

**Consensual Romantic or Sexual Relationships Between Faculty, Staff, and/or Students BPPM (60.13)**

To maintain a healthy and respectful educational and work environment, Washington State University (WSU, University) generally prohibits employees from engaging in romantic or sexual relationships when the employee holds a position of academic or professional authority over the romantic or sexual partner. In some cases, a written conflict management plan may be entered into when the relationship is promptly disclosed and management is feasible, in accordance with [Section 4.2](#). (See also [BPPM 60.14 regarding nepotism](#).)

WSU recognizes the importance of personal, consensual relationships but emphasizes the need to prevent negative consequences that may arise from romantic or sexual relationships within the University community, including but not limited to:

- Conflicts of interest;
- Power imbalances;
- Abuse of power;
- Coercion;
- Deterioration of the unit's morale;
- Exploitation;
- Favoritism;
- Unfair treatment of others.

In certain situations where there is overlap in work responsibilities, a conflict of interest may exist even when neither party holds a position of academic or professional authority over the other. In those situations, the conflict of interest provisions in the University Ethics Policy ([EP45, Section 4.0](#)) apply.

### **Academic Policy Reminders Pertaining to Courses**

The following are reminders about academic policies intended to create clear communication between faculty and students, and fair and equitable conditions of teaching and learning. The full text of all academic regulations is available at <http://registrar.wsu.edu/academic-regulations>.

#### *Request for Consideration*

The Office of the Dean of Students and/or the Office of Civil Rights Compliance and Investigation may contact instructors on a student's behalf when the student's involvement in a matter implicating the WSU Policy Prohibiting Discrimination, Sexual Harassment, and Sexual Misconduct, Executive Policy #15 is having a significant impact on the student's academic progress.

In such cases, the instructor is strongly encouraged to work with the student to address the student's needs without compromising learning objectives. It is the responsibility of the student to contact the instructor to make these arrangements.

#### *Grade Changes (Academic Regulation 98)*

An instructor may not change a grade after the final grade deadline has passed and grades have posted to the transcript, except to correct a previously submitted grade, or to provide a grade for an I, X, or blank / missing grade.

In the case where a grade is being corrected, the chair of the department is notified when the request is submitted.

Grade changes must be submitted within one year following the end of the term when the course was taught. In extenuating circumstances or when prompted by an academic integrity violation, exceptions to the one-year limit may be considered by request to the Registrar's Office.

#### *Incomplete Grades (Academic Regulation 90)*

An incomplete is the term used to indicate that a grade has been deferred. It is for students who for reasons beyond their control are unable to complete their work on time. All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of the degree. It is strongly recommended that students who are granted an Incomplete limit their total number of credits to 18 credits (including credits for the Incomplete course and any new courses) during the semester when they are finishing an Incomplete.

Students who receive an I grade have up to the end of the ensuing year to complete the course, unless a shorter interval is specified by the instructor. If the incomplete is not made up during the specified time or the student repeats the course, the I is changed to an F. For courses having the S,U grading basis, the I is changed to a U. Instructors are required to submit an Incomplete Grade Report (IGR) to the departmental office with every I given. The IGR must specify conditions and requirements for completing the incomplete, as well as any time limitations less than one year.

*Final Examinations*

The final examination schedule can be found at this site:

<https://registrar.schedule.wsu.edu/exams/final-exams/>. There is a provision for the administration of two- or three-hour final examinations outside the regular class period in a way that minimizes conflicts for students. No regulation requires a final examination and no policy prevents the introduction of new material during closed week. Any departure from Academic Regulation 78 or 79 should have the prior written approval of the college dean.

*Three or more in one day* (Academic Regulation 77): During final examination week, if the scheduled arrangement results in students having three or more examinations scheduled for any one day, any one of their instructors is authorized to excuse the students from the regularly scheduled examination and give a final examination to the students during the special exams time blocks.

In cases of difficulty in arriving at a solution, students shall refer the matter to the chairpersons of their departments or to their academic advisors.

*Preparation Week* (Academic Regulation 78): No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction. Paper-proctored exams given for Global Campus courses can be exempt from this rule when scanning/emailing in this timeframe is not possible.

*No Early Examinations* (Academic Regulation 79): A student will not be granted special examinations for the purpose of leaving the institution before the close of the semester.

*Retention of Final Examinations, Final Projects, and Final Papers* (Academic Regulation 93): Final examinations, final projects, and final papers are university records which must be maintained for one year after the end of the term, unless they are returned directly to the student. Department chairs or directors are responsible for identifying appropriate storage location, which may include the instructor's campus office. Both the chair or the director or their designees and the instructor shall have ready access to these final examinations, final projects, and final papers.

Thank you for your attention to these important policies. Best wishes for the academic year, and Go Cougs!

Cc: Douglas Call, Senior Vice Provost  
William B. Davis, Vice Provost for Academic Engagement and Student Achievement  
Kristina Peterson-Wilson, Vice Provost for Academic Administration & Chief of Staff  
Romando Nash, Vice Provost for Student Affairs  
Jenna Hyatt, Dean of Students  
Faculty Senate Executive Leadership  
Office of the Ombuds