

[RETURN TO](#)[HANDBOOK
HOME](#)

*VOLUME FOUR: General
Information and Selected Rules and
Policies*

CONTENTS

[INTRODUCTION](#)

PART I INSTITUTIONAL OBJECTIVES AND ROLES

[Volume Four, Part I, Chapter 1:
Role and Mission of the
University](#)

[Volume Four, Part I, Chapter 2:
Non-Discrimination and
Affirmative Action](#)

Section

- [1](#) Non-Discrimination Policy
- [2](#) Affirmative Action Policy
- [3](#) Definitions
- [4](#) Application of Policy
- [5](#) Exceptions
- [6](#) Complaint Procedures
- [7](#) Retaliation
- [8](#) Consequences of Violation of Policy

PART II UNIVERSITY RESEARCH

[Volume Four, Part II, Chapter
1: Classified and Proprietary
Research](#)

Section

INTRODUCTION

Volume Four of the *University Handbook* is a selection of policies, regulations, rules, practices and procedures of University departments and offices which are of particular interest to faculty, students and staff members.

When the 1969 edition of the *Handbook* was printed, there had been a great multiplication of the University's academic and administrative activities, and a corresponding increase in printed rules and procedures. Accordingly, at that time an *Operations Manual* was developed for material dealing essentially with administrative policies, regulations and procedures, and incorporating relevant items formerly in the *Handbook* or in other campus sources. More of this material has now been transferred to the *Manual*, with appropriate reference indication in the *Handbook*.

As new policies or regulations supersede the old, they will be published and distributed through the new system of reference stations (see [Volume Two, Section 21-71](#)) for inclusion in the *Handbook* or as *Administrative Policy Statements*, or as separate reference items. This revision procedure has been adopted with the hope that campus personnel will benefit from the availability of up-to-date, useful and usable information.

Under provisions of the Washington Higher Education Administrative Procedures Act of 1971 (RCW 28B.19), additional regulations have been adopted by the Board of Regents, which now constitute a part of the Washington Administrative Code. These regulations are designated under the category [WAC 478](#) Rules of the University of Washington and are made available through the Reference Station System, together with those designated as [WAC 251](#) Rules of the Higher Education Personnel Board, which are applicable to classified employees of the University.

Organization of Materials

Although the materials of Volume Four were not prepared as an integrated whole, the format follows basically that of Volume Two, with divisions into Parts, Chapters and Sections, but without the more sophisticated chapter and section numbering system of the other volume.

Source Terminology and Abbreviations

All information in this volume has been documented with as complete accuracy as has been possible, and has been approved for this edition by the issuing source where this could be established. Sources are normally given following sections or chapters, except where, for clarity, it has seemed desirable to insert them at applicable subsections. The following explanatory notes will be helpful; other entries will be self-explanatory.

- [1 Basic Principles](#)
- [2 Obligation](#)
- [3 The Review Process](#)

[Volume Four, Part II, Chapter 2: Use of Human Subjects](#)

Section

- [1 General Principles](#)
- [2 Human Subjects Research Excluded from Review Requirements](#)
- [3 Human Subjects Research Eligible for Departmental Approval](#)
- [4 Human Subjects Research Requiring Approval by a Human Subjects Review Committee](#)
- [5 Review of Human Subjects Research by Human Subjects Review Committees](#)
- [6 Appeals Procedures](#)
- [7 Oversight Responsibility](#)
- [8 Research Activities Exempt from Federal Regulations \(Title 45, Code of Federal Regulations, Part 46.101.b\)](#)
- [9 Research Activities Eligible for Review Under Expedited Review Procedures \(Title 45, Code of Federal Regulations, Part 46.110\)](#)

[Volume Four, Part II, Chapter 3: Use of Experimental Animals](#)

[Volume Four, Part II, Chapter 4: Grant and Contract Support of University Activities](#)

Section

- [1 Grant and Contract Research Policy](#)
- [2 Grants and Contracts from Non-University Funds](#)
- [3 Institutional Costs Associated with Grants and Contracts](#)

AI: Administrative Information. An informational statement prepared by an office or agency of the University administration, with date of issue.

BR: Board of Regents. An action or ruling of the Board, with date of enactment.

CR: College Rule. A rule of a college or school of the University.

Executive Order: A ruling or directive of the President, unnumbered before 1972, with date of enactment; for 1972ff., a numbered series, with dates of enactment, which encompasses the now discontinued numbered University Memoranda.

GIM: Grants Information Memorandum.

GSM: Graduate School Memorandum.

GSR: Graduate School Rule.

HB: Handbook. One of a series of compilations of University rules and regulations issued at irregular intervals, containing material revised to date of issuance, e.g., HB, 1946.

APS: Administrative Policy Statements. (See Introduction.)

RCW: Revised Code of Washington State.

Senate Action: The records of the University Senate which preceded the present system of bulletins, particularly a compilation of University rules and regulations included in the records of May 19, 1939.

S-B: Faculty Class B legislative action, with Presidential approval, normally effective without referendum, together with the number and date of the relevant *Class B Bulletin*. (See Volume Two, Sections [22-71](#) and [22-74](#).)

S-C: Non-legislative Senate Class C actions, effective upon adoption by the Senate, together with the number and date of the relevant *Class C Bulletin*. (See Volume Two, Sections [22-71](#) and [22-75](#).)

WAC: [Washington Administrative Code](#). (See Introduction.)

RESERVED POWER TO AMEND RULES AND REGULATIONS

The University reserves the right to change the rules regulating admission to the University and its schools and any other regulations affecting the student body, or the granting of degrees, and such regulations shall go in force whenever the proper authorities may determine, and shall apply not only to

[4 Allocation of Institutional Allowances Associated with Graduate Fellowships](#)

[Volume Four, Part II, Chapter 5: Internal Support of Graduate Study and Research](#)

Section

[1 University of Washington Research Funds](#)
[2 The Graduate School Fellowship and Assistantship Division](#)

PART III SCHOLASTIC REGULATIONS

[Volume Four, Part III, Chapter 1: Admission](#)

Section

[1 Policy Statements on Admission](#)
[2 Preliminary Statements and Definitions](#)
[3 Admission to Undergraduate Standing \(Washington Residents\)](#)
[4 Admission to Post Baccalaureate Study in an Undergraduate College](#)
[5 Admission of Nonresidents](#)
[6 Acceptance of Transfer Credit](#)
[7 Admission to Graduate Standing](#)

[Volume Four, Part III, Chapter 2: Registration](#)

Section

[1 Registration for Residence Courses](#)
[2 Methods of Registration](#)
[3 Late Registration](#)
[4 Change of Registration](#)
[5 Registration for Graduate](#)

prospective students, but also to those who may, at such time, be matriculated in the University. The University also reserves the right to withdraw courses at any time.

BR, April 1920; rev. March 1972

Courses

- [6](#) Continuous Enrollment of Graduate Students
- [7](#) Registration for Independent Study by Correspondence Courses
- [8](#) Concurrent Registration at Other Collegiate Institutions
- [9](#) Overseas Study

[Volume Four, Part III, Chapter 3: Graduate Student Classifications](#)

Section

- 1 Graduate Student Classifications

[Volume Four, Part III, Chapter 4: Auditors](#)

Section

- 1 Auditors

[Volume Four, Part III, Chapter 5: Credit by Examination](#)

Section

- 1 General Regulations

[Volume Four, Part III, Chapter 6: Advanced Placement](#)

Section

- 1 Conditions and Procedures

[Volume Four, Part III, Chapter 7: Academic Probation and Dismissal for Low Scholarship](#)

Section

- [1](#) Cumulative Grade-Point Average
- [2](#) Academic Probation
- [3](#) Effect of Academic Probation
- [4](#) Removal from Academic Probation

- [5](#) Dismissal for Low Scholarship
- [6](#) Reinstatement
- [7](#) Seniors in Final Quarter
- [8](#) Continuation or Termination of Students in the Graduate School

[Volume Four, Part III, Chapter 8: Armed Forces Training School Credit](#)

Section

- 1 Conditions of Acceptance

[Volume Four, Part III, Chapter 9: Continuing Education](#)

Section

- [1](#) General Function
- [2](#) Continuing Education Programming Authority
- [3](#) Credit Programs
- [4](#) Professional and Personal Development Programs
- [5](#) Continuing Education Fee Policy

[Volume Four, Part III, Chapter 10: Physical Education](#)

Section

- 1 Courses and Programs

[Volume Four, Part III, Chapter 11: Grades, Honors, and Scholarship](#)

Section

- [1](#) The Grading System
- [2](#) Change of Grade
- [3](#) Honors Awards
- [4](#) Degrees with University Honors
- [5](#) Alumnus Summa Laude Dignatus Award

[Volume Four, Part III, Chapter](#)

[12: Examinations](#)

Section

- [1](#) General Requirements
- [2](#) Final Examinations

[Volume Four, Part III, Chapter 13: Withdrawals](#)

Section

- [1](#) Withdrawal from the University
- [2](#) Withdrawal from the University for Military Service
- [3](#) Dropping a Course

[Volume Four, Part III, Chapter 14: Degrees, Graduation and Commencement](#)

Section

- [1](#) Depth Requirements
- [2](#) Requirements for the Bachelor's Degree
- [3](#) Two Bachelor's Degrees at the Same Time
- [4](#) A Second Bachelor's Degree
- [5](#) Advanced Degrees
- [6](#) Language Competence Examinations
- [7](#) Master's Degrees
- [8](#) The Candidate Certificate
- [9](#) Doctor's Degrees
- [10](#) Scholarship
- [11](#) Theses and Dissertations
- [12](#) List of Candidates for Advanced Degrees
- [13](#) Commencement Exercises
- [14](#) Revocation of Degrees

[Volume Four, Part III, Chapter 15: Courses](#)

Section

- [1](#) Course-Numbering System
- [2](#) Repeating of Courses
- [3](#) Repeating of Dental Courses

[Volume Four, Part III, Chapter 16: University Calendar](#)

Section

1 Quarters

[Volume Four, Part III, Chapter 17: Attendance](#)

Section

[1](#) Leaves of Absence

[2](#) Military Training Leave During Summer Quarter

[Volume Four, Part III, Chapter 18: Financial Obligations](#)

Section

1 Attachment

[Volume Four, Part III, Chapter 19: Change of College](#)

Section

1 Change of College

[Volume Four, Part III, Chapter 20: Satisfactory Progress](#)

**PART IV UNIVERSITY
EMPLOYMENT**

[Volume Four, Part IV, Chapter 1: Types of University Personnel](#)

Section

[1](#) Academic Personnel

[2](#) Regular Professional Staff

[3](#) Classified Staff

[4](#) Temporary Staff

[5](#) Student Employee

[Volume Four, Part IV, Chapter 2: Salary and Terms of](#)

[Employment \(Academic Personnel\)](#)

Section

[1](#) Salary Payments and Employment Periods

[Volume Four, Part IV, Chapter 3: Excess Compensation to Faculty](#)

[Volume Four, Part IV, Chapter 4: Tutoring](#)

[Volume Four, Part IV, Chapter 5: Academic Research Personnel](#)

[Volume Four, Part IV, Chapter 6: Graduate Student Service Appointments](#)

Section

- [1](#) Introduction
- [2](#) Titles, Eligibility, Selection, Promotion, and Termination
- [3](#) Training, Supervision, and Activities of Appointees
- [4](#) Procedures for Petition
- [5](#) Procedure for Appeal of Grievance or Complaint
- [6](#) Provisions for Summer Quarter

[Volume Four, Part IV, Chapter 8: Graduate Student Fellowship and Traineeship Awards](#)

[Volume Four, Part IV, Chapter 9: Student Employees](#)

Section

- [1](#) Student Employees
- [2](#) Student Employment Policy

[Volume Four, Part IV, Chapter 10: Temporary Appointments](#)

Section

- [1](#) Walker-Ames Fund
- [2](#) The Jessie and John Danz Fund
- [3](#) Consultants to Departments

[Volume Four, Part IV, Chapter 11: Staff Personnel](#)

Section

- [1](#) Department of Personnel Services
- [2](#) Delegation of Authority for Non-Academic Personnel Actions
- [3](#) Professional Staff Personnel Policy

[Volume Four, Part IV, Chapter 12: Processing Aliens for Faculty Positions](#)

Section

- [1](#) Temporary Appointments
- [2](#) Permanent and Extraordinary Appointments
- [3](#) Visa Request Procedure

PART V EMPLOYEE PRIVILEGES AND OBLIGATIONS

[Volume Four, Part V, Preamble: A Statement of Principle--Academic Freedom and Responsibility](#)

[Volume Four, Part V, Chapter 1: Employee Responsibilities \(Preamble\)](#)

[Volume Four, Part V, Chapter 2: Employee Conflict of Interest](#)

Section

- [1 Basic Principles](#)
- [2 Employment of More than One Member of a Household](#)
- [3 Definition of Substantial Economic Interest](#)

[Volume Four, Part V, Chapter 3: Faculty Opinions](#)

Section

- [1 Faculty Referenda Mechanisms](#)
- [2 Extraneous Use of University Affiliation](#)

[Volume Four, Part V, Chapter 4: Professional Leave Policy](#)

Section

- [1 Purpose and Authority](#)
- [2 Principles Governing the Granting of Professional Leave With Pay](#)
- [3 Application Procedures for Professional Leave](#)
- [4 Report of Leave](#)

[Volume Four, Part V, Chapter 5: Assignments to Grant and Contract Research](#)

[Volume Four, Part V, Chapter 6: Outside Professional Work Policy](#)

Section

- [1 Purpose and Authority](#)
- [2 Outside Consulting Activities](#)
- [3 Procedures](#)
- [4 Annual Report](#)
- [5 Exclusions from this Policy Governing Outside Professional Work](#)
- [6 Involvement with Commercial Enterprise, Deeper than](#)

Consulting

[7 Policy Governing Acceptance of Honoraria](#)

[8 Policy on Candidacy for Public Office](#)

[**Volume Four, Part V, Chapter 7: Patent, Invention, and Copyright Policy**](#)

Section

[1 Patent and Invention Policy](#)

[2 Copyright Policy](#)

[**Volume Four, Part V, Chapter 8: Leaves and Vacations**](#)

Section

[1 Faculty Sick Leave](#)

[2 Family Leave](#)

[3 Waiver](#)

[4 Military Leave](#)

[**Volume Four, Part V, Chapter 9: Travel Policy and Regulations**](#)

[**Volume Four, Part V, Chapter 10: Legal Counsel**](#)

[**Volume Four, Part V, Chapter 11: Health Services and Insurance**](#)

Section

[1 University Health Service](#)

[2 Group Insurance for University Employees](#)

[3 University Blood Donor Pool](#)

[**Volume Four, Part V, Chapter 12: Textbooks**](#)

Section

[1 Mimeographed Textbooks](#)

[**Volume Four, Part V, Chapter 13: Earning Advanced Degrees**](#)

Section

1 Exclusion of Faculty

[**Volume Four, Part V, Chapter 14: Tuition Exemption**](#)

[**Volume Four, Part V, Chapter 15: Fulbright Program**](#)

Section

1 Stipends for Leaves
2 Information

[**Volume Four, Part V, Chapter 16: Housing**](#)

Section

1 Temporary Housing and Rental Listing Service
2 Residence Halls, Apartments, and Family Housing

[**Volume Four, Part V, Chapter 17: Athletic Tickets, Identification Cards and Campus Privileges**](#)

Section

1 Football Season Tickets
2 Winter-Spring Athletic Cards
3 Identification Cards
4 Use of University Facilities
5 Visiting Scholar Identification Card

[**Volume Four, Part V, Chapter 18: Retirement**](#)

Section

1 Establishment of Plan
2 Definitions
3 Eligibility and Participation
4 Retirement

- [5 Administration](#)
- [6 Miscellaneous](#)
- [7 Contributions](#)
- [8 Fund Sponsors and Funding Vehicles](#)
- [9 Benefits](#)
- [10 Supplemental Benefit](#)
- [11 Amendment and Termination](#)

[Volume Four, Part V, Chapter 19: Insurance](#)

Section

- [1 Employee Group Insurance](#)
- [2 Worker's Compensation and Medical Aid](#)
- [3 Liability Coverage](#)

[Volume Four, Part V, Chapter 20: Participation in University-Sponsored Training and Development Programs](#)

Section

- [1 Purpose of Programs and Participant Eligibility](#)
- [2 Application Procedures](#)
- [3 Definition and Use of Release Time](#)

PART VI ADMINISTRATIVE REGULATIONS

[Volume Four, Part VI, Chapter 1: Advertising by University Departments](#)

[Volume Four, Part VI, Chapter 2: Legislative Representation](#)

Section

- [1 President's Approval Required](#)
- [2 Faculty Legislative Representative](#)

[Volume Four, Part VI, Chapter](#)

[3: Gifts to the University](#)

Section

- [1](#) Policies and Procedures
- [2](#) Gifts and Loans to University Museums: Burke Museum, Henry Gallery and the Plestcheeff Institute

[Volume Four, Part VI, Chapter 4: University Safety Programs](#)

Section

- [1](#) Statement of Policy and Responsibilities
- [2](#) Department of Environmental Health and Safety
- [3](#) University of Washington Police Department
- [4](#) Fire Prevention and Protection
- [5](#) Vehicle Safety

[Volume Four, Part VI, Chapter 5: Payroll Deduction Plans Guidelines](#)

[Volume Four, Part VI, Chapter 6: Open Meetings](#)

[Volume Four, Part VI, Chapter 7: Records Management Policy](#)

Section

- [1](#) The Policy
- [2](#) Records Management Program

[Volume Four, Part VI, Chapter 8: Disclosure of Public Records](#)

[Volume Four, Part VI, Chapter 9: Risk Management Policy](#)

Section

- [1 General Policy](#)
- [2 Program Objectives](#)
- [3 Organization](#)
- [4 Related Policies](#)

[**Volume Four, Part VI, Chapter 10: Policy on Human Immunodeficiency Virus**](#)

PART VII CAMPUS AND BUILDINGS

[**Volume Four, Part VII, Chapter 1: Room Assignments**](#)

Section

- 1 Classes Added to Time Schedule
- 2 Room Reservations

[**Volume Four, Part VII, Chapter 2: Conduct on Campus**](#)

[**Volume Four, Part VII, Chapter 3: Use of University Facilities**](#)

Section

- [1 General Use](#)
- [2 Boat Moorage Facilities](#)
- [3 University Libraries](#)
- [4 Non-University Speakers on Campus](#)
- [5 Helicopter and Airborne Vehicle Policy](#)

[**Volume Four, Part VII, Chapter 4: Suspended Operation Policy**](#)

Inclement Weather
Compensation Policies

[**Volume Four, Part VII, Chapter 5: Transportation Policy**](#)

Section

- [1](#) Transportation Modes
- [2](#) Organization and Planning
- [3](#) Funding Strategies
- [4](#) Transportation/Parking Program Cost Elements
- [5](#) Structure of Parking Fee Schedule
- [6](#) Parking Fee Levels
- [7](#) Parking and Traffic Regulations

[**Volume Four, Part VII, Chapter 6: Smoking in University Buildings**](#)

[**Volume Four, Part VII, Chapter 7: Concessions on Campus**](#)

Section

- [1](#) Goods Which May be Sold on Campus
- [2](#) Vending Machines

[**Volume Four, Part VII, Chapter 8: Campus Art Collection Committee**](#)

Section

- [1](#) General Policy
- [2](#) Specific Functions
- [3](#) Approval of Acquisitions

[**Volume Four, Part VII, Chapter 9: Campus Art Collection Policy**](#)

[**Volume Four, Part VII, Chapter 10: Naming of Permanent Buildings and Other Facilities or Areas**](#)

Section

- [1](#) General Policy
- [2](#) Name Recommendations
- [3](#) Approval of Names

[Volume Four, Part VII, Chapter 11: Environmental Protection](#)

[Volume Four, Part VII, Chapter 12: Placement of Buildings](#)

**PART VIII MISCELLANEOUS
CAMPUS SERVICES**

[Volume Four, Part VIII, Chapter 1: Publishing and Printing](#)

Section

[1](#) University of Washington Press

[2](#) Office of University
Publications

[Volume Four, Part VIII, Chapter 2: Other Campus Services](#)

Building Security
Duplicating
Educational Assessment Center
Emergencies
Equipment Inventory
Instructional Media Services
Mail
Media Center Services
Microfilming
Motor Pool
News Services
Office Machine Servicing
Official Notice of Concern to
Students
Physical Plant Department
Printing
Purchasing
Records Management
Reference Station System
Secretarial and Clerical Services
Surplus Property Program
Telephone
Trucking Services
University Records Center
University Week
Visitors Information Center

PART IX PROCEDURAL

**GUIDELINES ADDRESSING
ALLEGATIONS OF SCIENTIFIC
AND SCHOLARLY
MISCONDUCT**

**[Volume Four, Part IX, Chapter
1: Procedural Guidelines
Addressing Allegations of
Misconduct in Scientific and
Scholarly Research](#)**

Section

- [1](#) Introduction
- [2](#) Definition
- [3](#) Reporting and Confidentiality
- [4](#) Receipt of Allegations and
Inquiry
- [5](#) Investigation
- [6](#) Notification of Funding
Agencies