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*VOLUME FOUR: General
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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.

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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

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BR, April 1920; rev. March 1972

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