

Policy on Degree Completion College of Business

Graduated files –

Academic record files for students who have graduated from the College of Business will be kept in the Advising Center for four years, after which they will be shredded. CB graduates who wish to return to WSU and complete a second major in business **after four years**, will be held to the current major requirements and be accepted as room in the major permits on a case by case basis or with the approval of the Associate Dean for Undergraduate Students.

Incomplete [Non-Graduated] files –

Academic record files for certified majors who do not graduate due to incomplete requirements will be kept in the Advising Center for six years as set forth in the WSU catalog.

“Undergraduates who will not graduate within the normal minimum degree time frame (four years for four-year baccalaureate programs, five for a five-year, and six for a six-year program) have a total of **eight years in four-year programs and ten in five- and six-year programs to complete their degrees under their original catalog listing of University graduation requirements. Those who take longer to complete their degrees must meet the University and General Education requirements for graduation as published in the catalog four years prior to the date of graduation. In addition, if more than four years elapses between certification and graduation, the major and specific college requirements in place four years prior to graduation will apply.” 2006-2007 WSU General Catalog**

Students who reactivate their degree during this time will be allowed to complete their degree under the requirements they certified.

Students who return to the Pullman campus to complete their degrees after six years will need to reapply for certification under the current rules and requirements of the College of Business, unless they are granted permission by the Associate Dean for Undergraduate Students. Students who are not completing their degree on the Pullman campus will only need to meet the current minimum qualifications for certification on their campus. They will not need to apply on-line.

The CB will no longer allow students to complete majors in the following discontinued majors: Business Law, Business Economics, General Business, E-Commerce, Insurance, Real Estate, Decision Science, or Human Resource and Personnel.