Academic Requirements Committee (ARC) Guidelines – AY 2017-18

Revised 9/2017; EC approval 10/26/2017 – effective at the end of fall term 2017

General Policies – these policies apply to all petitions reviewed by the ARC

1. When a member of the ARC knows the student and/or is familiar with the petition situation, they should let the committee know prior to the petition review.
   a. Committee members may share additional knowledge of the situation for the purpose of clarifying a situation but not as a way to sway committee members to reach a certain decision.
   b. Members of the ARC can choose to recuse themselves from any petition discussion/decision for any reason. A member should recuse themselves if they have a reason to favor a particular outcome over another or have any other bias pertaining to the petition.

2. If more information regarding a student’s petition becomes available after the ARC has made a decision, the ARC reserves the right to reverse their decision whether or not it’s favorable to the student.

3. The Office of the Registrar (OtR) is an ex-officio member of the ARC and as such provides information and shares best practices as needed. This may include things like articulation, graduation requirements, etc. The ARC can request information from the OtR as well as the Graduate School when needed.

4. If the outcome for a student could be resolved by an exception within their college, the ARC can choose to return the petition to the college with a request for the college to consider an exception.

5. The ARC takes certain factors into account when making each decision. This may include but is not limited to
   a. First term at OSU
   b. Non-degree seeking student status
   c. Veteran status
   d. Volunteer fire-fighters
   e. Ecampus students
   f. International students
   g. Missing a deadline by only one day, etc.

These factors can be included in the discussion regarding the petition but do not automatically result in approval. All factors of the situation are considered as a whole.

6. The ARC is not responsible for Academic Fresh Start decisions unless the student appeals the Registrar’s decision.

7. Academically suspended students can submit an ARC petition if the petition could potentially alter the decision to suspend the student. Students must meet petition guidelines of the ARC.

8. Graduate students may receive more latitude with drops and withdrawals
   a. when there is documented miscommunication over the nature of their appointment,
   b. over requirements for maintaining continuous enrollment, and/or
   c. under circumstances out of their control regarding their research.
9. Petitions from students called to active duty for the military will only be considered by the ARC when they fall outside of the scope of the university policy on academic considerations for deployment:  
http://studentlife.oregonstate.edu/veterans/deployment#Academic_consideration

10. If the student has already graduated when they submit the petition, the ARC will attempt to expedite the decision as transcripts can no longer be revised 90 days after the degree has been officially awarded.

11. Petitions for more than three years in the past will not generally be considered. (Per the university’s data retention policy). (Note: This is under discussion by the University Archivist, General Council, and the Registrar. A recommendation has been made but has not yet been approved. 8/24/2017) (Records Retentions Rules at http://registrar.oregonstate.edu/records-retention-statistics)

12. The ARC defines a quorum as 50% of the voting faculty and staff committee members. A quorum is required for the ARC to review any petition. Student participation on the ARC is encouraged but not included in the quorum because of spotty attendance.

13. The ARC operates its internal guidelines by directing the OtR to pre-approve petitions in limited situations. These pre-approvals are validated by the ARC when they review and approve the internal guidelines annually. Refer to Pre-Approved/ARC Chart in Appendix A.

Late Adds [AR11]  
These are automatically approved by the OtR through the 10th week of the term as long as they meet the criteria on the Pre-Approved/ARC Chart in Appendix A.

Late Drop/Late Withdrawals [AR12]  
Deadline to drop a course: End of first full week  
Deadline to withdraw from a course: End of 7th full week

Effective at the end of fall term 2017, The ARC has determined that last date of attendance (LDA) should not be the sole criteria for determining if a student should be allowed a late drop or withdrawal. LDA may be taken into account but is not the primary factor for approving a petition. Each petition review must take into account all the various factors presented. This is a change from previous guidelines.

- If a student misses the drop or withdrawal deadline, they must submit a petition to the ARC.
- Appropriate supporting documentation is required before a petition can be reviewed.
- The ARC has the latitude to deny the petition if the student’s narrative does not provide a valid explanation for why they failed to drop or withdraw from the course in a timely manner.
- The ARC may take the following circumstances into consideration
  - What is the seriousness of the situation/life event and how strongly did it affect the student?
  - Was the event reasonably foreseeable?
  - Does the timeline make sense? Is it clearly laid out and is it verifiable?
  - Does the student provided sufficient documentation to support the petition?
  - Does the student clearly explain selectivity with compelling reasons and relevant supporting documentation? (Note: Applies if the student wants to withdraw from individual course(s) rather than completely withdrawing from the term)
  - Is academic performance a significant factor?
Did the student submit the final exam, project, or presentation in the course?

The ARC generally does not take the following factors into consideration when reviewing a petition:

- Poor performance in a course
- Grade management/academic performance
- Student’s financial situation
- Change of academic program

Audit [AR30]
Deadline: 2nd week of the term

Deviations from AR30 require a petition to the ARC

- If the student has not been in the course, the ARC will generally approve the petition if it has all the required signatures.
- After week 2, if a student is already enrolled in a course and wants to change to an audit, then the student must petition. The ARC rarely approves a late change to an audit.

Committee rationale: When a student already in a course decides to make a late change to an audit, it is often a case of grade management. Students who petition to make this change must provide a compelling argument why this is not the case.

Late Change of Grading Basis [AR18, AR20]
Deadline: Friday of Week 7

- Petitions to change grading basis after the deadline are rarely approved.
- The following are NOT valid reasons for changing grading basis after the deadline:
  - Doing poorly in a class;
  - Doing better than expected in a class;
  - A poor result on a midterm or paper after the deadline;
  - A change of academic program;
  - New or different academic requirements;
  - A subsequent program of study requires different grading basis
- A course may not be repeated on an S/U basis if it was taken previously on a standard grading basis.

Committee Notes: A C- is considered Satisfactory while a D- is considered a passing grade in many courses. However, for courses that are part of a sequence, a D- is insufficient to continue with the sequence. Therefore, to continue with the sequence or to meet college degree requirements, a student must have a C- or S in the course.

Withdrawal from the Term [AR13]
Deadline: Friday of week 10 (Dead Week)

Approval of a late withdrawal from the term is based on completion/non-completion of the course final exam, project or presentation as verified by the instructor, and documented medical, psychological, or family situations which prevented completion of the term. (Note: Students requesting a medical withdrawal from the university should work with the Office of the Dean of Student Life. These petitions are not seen by the ARC. See AR13B)

The ARC may take the following factors into consideration:

- What is the seriousness of the situation/life event and how strongly does it affect the student?
- Was the event reasonably foreseeable?
- Does the timeline make sense? Is it clearly laid out and is it verifiable?
- Does the student provided sufficient documentation to support the petition?
• Does the student clearly explain selectivity with compelling reasons and relevant supporting documentation? (Note: If the student wants to withdraw from individual course(s) rather than completely withdrawing from the term)
• Is academic performance a significant factor?
• Did the student submit the final exam, project, or presentation in the course?

The ARC generally does not take the following factors into consideration:
• Last date of attendance
• If the student has submitted the final exam, project or presentation.

Committee Notes: Petitions for withdrawal from the term are only granted in unusual situations. These typically include documented instances of severe mental/emotional/physical or medical problems where the student can demonstrate to the committee that academic performance was not the cause.

Course Overload [AR7]
The ARC only reviews course overloads when students want to enroll in 25 or more credits. The ARC generally approves these but takes into consideration the following:
• Past academic performance
• Head advisor and or major advisor approval

There are separate petition forms for the following:

Incompletes [AR17]
Petitions to extend the time to complete an “I” only needs to be considered by the ARC if the circumstances fall outside of the normal extension process.

Graduation Requirements [AR25]
If a student chooses to petition for an exception to AR25, the ARC will review the petition and make a recommendation to the Vice Provost for Academic Programs and Learning Innovation. Decisions by the Vice Provost (or designee) are final and cannot be appealed.

However:
• Requests to graduate with less than 180 credits are not recommended by the ARC
• Requests to graduate with less than a 2.0 GPA are not recommended by the ARC
• The Vice Provost (or designee) does not review petitions not recommended by the ARC unless the student requests it.

The ARC rarely recommends the following petitions for approval:
• Academic residence requirement (45 of the last 75 credits are taken here at OSU) [AR25F])
• The total of 212 credits for a double/dual degree [AR26]
• The number of upper-division credits required to graduate [AR25C1]

Academic Requirements Committee Appeals Process
Created 11-30-2016, Revised September 2017

If a student’s petition is denied the Office of the Registrar (OtR) (either a member of the records staff who sits in the meeting and records results, and/or the registrar who was in the meeting) will go over the summary sheet with the student and explain the reasons for the denial.
Students are entitled to appeal denials up to two (2) times to the ARC and one time (1) to the Vice Provost or designee.

The appeal process follows this sequence:

**1st Appeal [R1]**
The first appeal must be done in writing, and should address at a minimum the reasons the ARC gave on the summary sheet for the denial. The student can submit additional information, particularly where the information clarifies or addresses a denial reason.

**2nd Appeal (Personal Appearance) [PA]**
If the first appeal (R1) is also denied, the summary sheet will again be amended to include the most recent appeal decision and any other pertinent information. Personal appearance is required for a second appeal. A student can make this appearance in person, over the phone or via web conferencing software. The student should address the information on the denial summary sheet and/or provide additional information.

If the 2nd appeal [PA] is denied, the student can appeal once more to the Vice Provost (or designee).

Students may be accompanied by an advisor, instructor, or mentor for a Personal Appearance. The student is expected to present any new or additional information themselves. Advisors, mentors or instructors may supply clarifying information if requested by the ARC. Students must submit a completed FERPA release form or have one on file with the University if they are accompanied by someone other than an OSU employee with an educational need to know.

**Appeal to Vice Provost for Academic Programs and Learning Innovation or designee**

The Vice Provost (or designee, hereafter Vice Provost) is the final level of appeal, and the student can appeal by completing the Appeal of Committee Decision Form which will be provided by the Registrar’s office, signed and returned to the OtR.

The form requires a brief explanation of the student’s intent to appeal. The OtR creates a summary of the petition, including the student’s position and main points, the ARC’s rationale for denial, and other relevant information for the Vice Provost. The form, summary, and other relevant information is compiled by either the Ex-officio registrar who was involved in the meetings concerning this particular student or by the Associate Registrar for Compliance and presented to the Registrar for review.

The Appeal of Decision Form, the OtR summary, and a copy of the petition, including all appeal information and summary sheets, are given to the Vice Provost. The Vice Provost typically meets with the student in person, and also discusses the petition with all individuals who she feels are necessary for to make the appropriate decision. That can include, in addition to the student, the ARC Chair, advisor(s), instructor, and OtR representative at the meeting.

The Vice Provost communicates the decision directly to the student, and copies the OtR. Decisions by the Vice Provost are final and cannot be appealed.

If the decision is to approve the petition, the OtR processes the petition, and images the appeal paperwork in the student’s Nolij file.

If the decision is to uphold the decision of the ARC, the OtR makes no changes to the student’s record, and images the appeal paperwork in the student’s Nolij file.

*Materials linked from the Academic Requirements Committee (ARC) Guidelines – AY 2017-18*
## Appendix A. Pre-Approved/ARC Chart

### Petition Decision Process

<table>
<thead>
<tr>
<th>Petition Action</th>
<th>Current Term</th>
<th>Past Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Course Credit</td>
<td>Pre-approved</td>
<td>Pre-approved</td>
</tr>
<tr>
<td>Extension of I</td>
<td>Pre-approved</td>
<td>Pre-approved</td>
</tr>
<tr>
<td>Exam for Credit</td>
<td>Pre-approved</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduate Students: change of registration to maintain full-time status.</td>
<td>Pre-approved</td>
<td>Pre-approved</td>
</tr>
<tr>
<td>Level Change (i.e. 400 to 500, etc.)</td>
<td>Pre-approved for Grad students only if have instructor, department, and grad school approvals</td>
<td>Pre-approved for Grad students only if have instructor, department, and grad school approvals</td>
</tr>
<tr>
<td>Course Add*</td>
<td>Pre-approved for all students if have instructor, department, and head advisor/grad school approvals</td>
<td>Pre-approved for all students if have instructor, department, and head advisor/grad school approvals</td>
</tr>
<tr>
<td>Section Changes – see definitions below</td>
<td>Pre-approved for all students if have instructor, department, and head advisor/grad school approvals</td>
<td>Pre-approved for all students if have instructor, department, and head advisor/grad school approvals</td>
</tr>
<tr>
<td>Withdraw from the Term</td>
<td>ARC after W/T deadline</td>
<td>ARC</td>
</tr>
<tr>
<td>Course Drop</td>
<td>Pre-approved to end of 10th week (if instructor indicates no attendance) ARC (if instructor indicates attendance of any period of time)</td>
<td>Pre-approved within three years from original term (if instructor indicates no attendance) ARC (if instructor indicates attendance of any period of time)</td>
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<tr>
<td>Course Withdrawal</td>
<td>ARC</td>
<td>ARC</td>
</tr>
<tr>
<td>Graduation Requirement</td>
<td>ARC</td>
<td>ARC</td>
</tr>
<tr>
<td>Max Credit Overload (25+)</td>
<td>ARC</td>
<td>ARC</td>
</tr>
</tbody>
</table>

* If student has taken the OtR survey to withdraw for the term and wishes to re-add all the courses affected by having taken the survey, the student must submit a complete add petition with instructor, department, and college head advisor approval for each course. If this is done, petitions are pre-approved. If any courses affected by having taken the survey are not included, all petitions submitted must go to ARC. *(Jennifer Ketterman, 9/6/2017)*

**Section Changes** – to get automatic approval for a section change at least one of the following conditions must be met.

- Section change for the exact same course (e.g. drop MTH 251 sec 01 and add MTH 251 sec 02).
- Different campus of the exact same course (e.g. drop MTH 251 Corvallis campus section and add MTH 251 online)
- Cross listed or equivalent courses (e.g. dropping PHL 206 and adding cross-listed REL 206), switching the regular section of a course for the Honor’s College section of the same course
- Independent Learning courses (e.g. thesis/research/internships to reflect the type of independent work)