

Materials linked from the June 6, 2014 Executive Committee agenda.

Academic Requirements Committee Internal Guidelines

Revised on 4/22/2014

These guidelines are intended for committee members only. Students should follow the guidelines outlined under the Petition for Late Change of Registration found here

<http://oregonstate.edu/registrar/sites/default/files/forms/petition-late-change-registration.pdf>

General Policies

1. When a member of the ARC knows the student and/or are familiar with the situation they are petitioning, the member should let the committee know he/she has internal knowledge and ask if it is appropriate to share or if the member should recuse themselves from voting.
2. If more information becomes available after ARC has made a decision, ARC has the right to reverse their decision whether or not it's favorable to the student.
3. When a petition involves something not covered by the guidelines (i.e. articulation, graduation requirements, etc), ARC should request input from the Registrar regarding best practices.
4. If the outcome for a student could be resolved by an exception within their college, ARC can choose to return the petition to the college with a request for them to consider such an exception.
5. New students are generally granted more latitude for missing deadlines or not understanding the academic requirements within their first term of attendance.
6. One school day of latitude for missing a deadline is acceptable during the regular academic year for compelling reasons.
7. ARC is not responsible for Academic Fresh Start decisions unless the student appeals the Registrar's decision.
8. Students who have been suspended cannot petition to ARC until they are reinstated unless their petition was received by the Registrar's before they were suspended.
9. Graduate students receive more latitude with drops and withdrawals when there is documented miscommunication over the nature of their appointment, over requirements for maintaining continuous enrollment, or circumstances out of their control regarding their research.

10. Petitions from students called to active duty for the military will be handled in accordance with University policy on Academic Considerations for deployment
<http://oregonstate.edu/veterans/deployment/academic.php>

11. Transcripts cannot be revised after graduation.

Late adds

These are automatically approved by the Registrar's Office through the 10th week of the term, if they meet the petition guidelines.

Late drops

These can be approved even if a student did attend the class, as long as they stopped attending before the deadline. These are automatically approved by the Registrar's Office through the 10th week of the term. If attendance goes beyond the drop deadline, the committee has the latitude to deny the petition if the student's narrative does not provide a valid explanation for why they failed to drop the course and/or that there was intent to drop. If appropriate, official medical documentation for late course drops is required, regardless of the point at which a student's attendance ended. Financial consideration is the responsibility of Business Affairs, not the ARC, the Registrar's Office, or the faculty.

Late course withdrawals:

ARC will consider petitions for late course withdrawals in the event of a registration error if the student can provide evidence beyond their pattern of attendance that they intended to withdraw. Students should explain selectivity of withdrawal from individual courses rather than a withdrawal from the University. Official medical documentation for late course withdrawals is required, regardless of the point at which a student's attendance ended.

If the student has taken finals, petitions are only granted with the very rare exceptions of extreme mental/emotional/physical or medical problems and if the student can demonstrate to the committee that academic performance was not the cause.

Audit

Students may register to audit a course during the second week of the term. Requests for a change to audit are very rarely approved because of the possible motivation, stated or unstated, to avoid a "W" on the transcript. Conditions under which petitions to late audit would be approved include timing that is early enough in the term that avoiding

a poor grade or a "W" would not be a motivation. Petitions from students who are not enrolled in a course and want to add it as an audit are generally approved.

Late Change of Grading Basis

The deadline for changing grading basis is Friday of Week 7. Petitions to change grading basis after the deadline are usually not approved. The following are NOT valid reasons for changing grading basis after the deadline: 1) doing poorly in a class; 2) doing better than expected in a class; or 3) a poor result on a midterm or paper after the deadline. A change of program is not a basis for granting these changes because the grade can be certified by the Registrar's Office. A course may not be repeated on an S/U basis if it was taken previously on a normal grade basis.

Withdrawal from the University

Withdrawal from the University is permitted through Friday of the 10th week of classes (Dead Week). Approval of a late withdrawal from the university is based on attendance/non-attendance and completion/non-completion of finals as verified by the instructor, and documented medical, psychological, or family situations which prevented completion of the term. Medical withdrawal with all Incompletes is permitted in the last four weeks of the term. If the student has taken finals, petitions are only granted with the very rare exceptions of extreme mental/emotional/physical or medical problems and if the student can demonstrate to the committee that academic performance was not the cause.

There is a separate petition form for the following:

Course Overload

ARC reviews course overloads when students want to enroll in 25 or more credits. These are generally approved if the head advisor approves.

Incompletes

Petitions to extend the time to complete an "I" will be considered if there were circumstances outside of the student's control that interfered with timely completion of the course.

Graduation Requirements

ARC reviews these and if a petition is approved, it will go to the Associate Provost for Academic Success and Engagement for further review. Petitions that are denied are not reviewed by the Associate Provost unless requested by the student. Attendance by at least 50% of the ARC committee members is required for review of these petitions.