

Academic Requirements Committee

Annual Report 2023-2024

To: Executive Committee, Oregon State University Faculty Senate
From: Kyle Whitehouse and Sara Clark, Co-chairs, Academic Requirements Committee
Date: July 2024
Re: Academic Requirements Committee Annual Report, 2023-2024

The Academic Requirements Committee (ARC) meets weekly during the academic year, generally filling the scheduled two-hour meeting block with petition reviews. During summer term, meetings are held every two weeks. Committee meetings continue to be conducted using Zoom, which accommodates hybrid work schedules and participation. The committee consists of both voting and ex-officio members from a variety of central campus units, colleges and departments and is supported by the Office of the Registrar (OtR). Committee membership for the 2023–2024 academic year is listed at the end of this report.

The Academic Requirements Committee reviewed 1,141 petitions in 2023-2024 out of the 2,697 petitions submitted to the OtR. The OtR pre-approved the remaining 1,556 petitions per the Pre-Approved ARC chart. The Committee does not see pre-approved petitions; therefore, these numbers are not included in counts throughout this report. See [Appendix A](#) for pre-approved numbers and [Appendix B](#) for pre-approved chart.

Additionally, the committee does not see petitions advanced by Equal Opportunity and Access (EOA) or Office of Student Life (OSL). In 2023-24, EOA advanced 81 petitions and OSL advanced 0 petitions.

		2023-2024	2022-2023	2021-2022	Percent Change: Current Year over Last Year
Total Petitions		1141	1175	1039	-3%
	Approved ¹	500 (43.8%)	601 (51.1%)	613 (59%)	
	Denied ²	568 (49.8%)	483 (41.1%)	339 (32.6%)	
	Denied drop/Approved withdraw ³	71 (6.2%)	80 (6.8%)	75 (7.2%)	
	Deferred ⁴	2 (.2%)	11 (1%)	12 (1.2%)	
Campus		1141	1175	1039	-3%
	Corvallis	716 (62.8%)	742 (63.1%)	642 (61.8%)	-3.5%
	Ecampus	389 (34.1%)	404 (34.4%)	357 (34.4%)	-3.7%
	Cascades	33 (2.9%)	28 (2.4%)	39 (3.7%)	+17.9%
	La Grande	3 (0.2%)	0 (0%)	1 (.1%)	+300%
	PDX	0 (0%)	1 (.1%)	0 (0%)	-100%
		1141	1175	1039	-3%

¹ Includes Approved by committee; Deferred by committee, then approved.

² Includes Denied by committee; Deferred by committee, then denied.

³ The committee may deny a drop and approve a withdrawal instead if the student's petition does not meet the drop guidelines but meets the withdraw guidelines. Includes denied drop, approve Withdraw; Deferred then denied drop, approve Withdraw.

⁴ The committee defers petitions when there is important information missing, such as medical documentation or course activity records. (Deferred by committee).

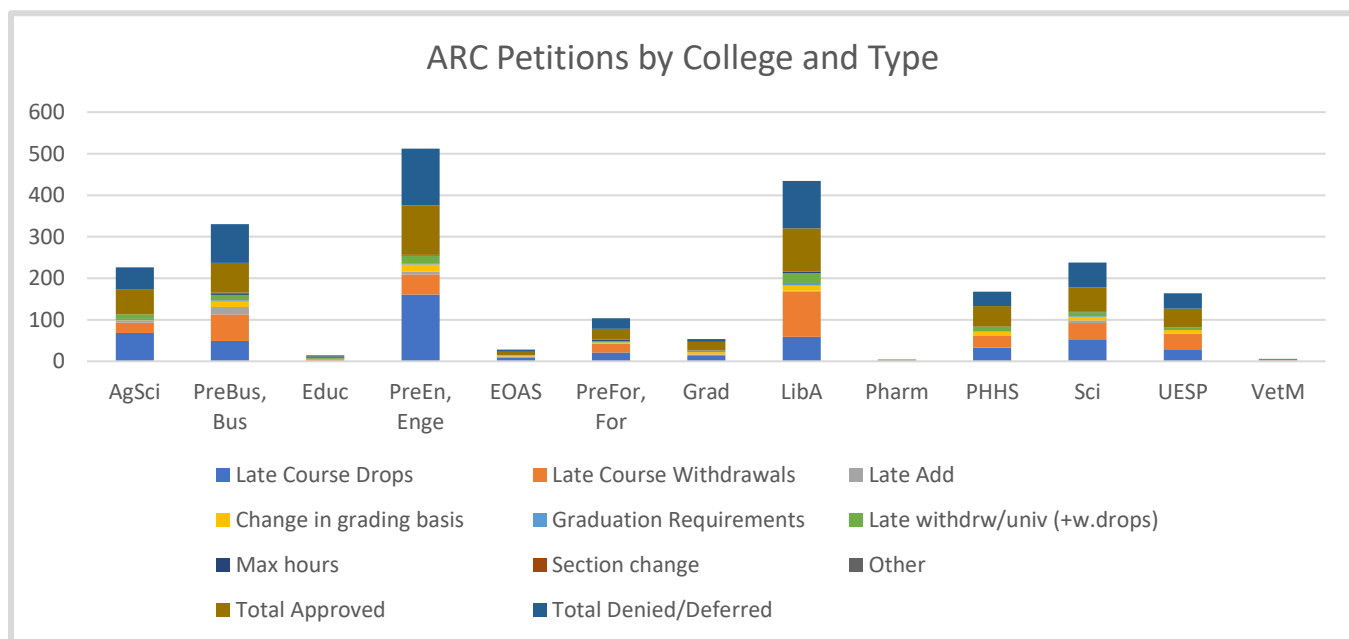
International					
	Domestic	1072 (94%)	1077 (91.7%)	972 (93.5%)	-0.5%
	International	69 (6%)	98 (8.3%)	67 (6.5%)	-29.6%
Late Course Adds⁵	Total	42 (3.7%)	32 (2.7%)	15 (1.4%)	+31.3%
	Approved	7 (16.7%)	8 (25%)	5 (66.6%)	
	Denied	35 (83.3%)	24 (75%)	10 (33.4%)	
	Deferred	0 (0%)	0 (0%)	0 (0%)	
Late Course Withdrawals	Total	385 (33.7%)	372 (31.7%)	272 (26.2%)	+3.5%
	Approved	174 (45.2%)	212 (57%)	155 (57%)	
	Denied	211 (54.8%)	155 (41.7%)	116 (42.6%)	
	Deferred	0 (0%)	5 (1.3%)	1 (.4%)	
Late Course Drops⁵	Total	496 (43.5%)	521 (44.3%)	543 (52.3%)	-4.8%
	Approved	199 (40.1%)	239 (45.9%)	317 (58.4%)	
	Denied	235 (47.4%)	215 (42.1%)	173 (31.9%)	
	Deferred	2 (0.4%)	5 (.1%)	2 (.3%)	
	Denied drop/approve withdraw	60 (12.1%)	62 (11.9%)	51 (9.4%)	
Changing of grading basis	Total	78 (6.8%)	104 (8.9%)	68 (6.5%)	-25%
	Approved	40 (51.3%)	56 (53.8%)	47 (69.1%)	
	Denied	38 (48.7%)	48 (46.2%)	18 (26.5%)	
	Deferred	0 (0%)	0 (0%)	3 (4.4%)	
Late Withdrawals from the university/term	Total	69 (6.0%)	76 (6.5%)	65 (6.3%)	-9.2%
	Approved	54 (78.3%)	58 (76.3%)	52 (80%)	
	Denied	15 (21.7%)	17 (22.4%)	13 (20%)	
	Deferred	0 (0%)	1 (1.3%)	0 (0%)	
Late Withdrawals from the university/term with drops⁵	Total	37 (3.2%)	37 (3.1%)	65 (6.3%)	No Change
	Approved	15 (40.5%)	12 (32.4%)	32 (49.3%)	
	Denied	15 (40.5%)	7 (18.9%)	11 (16.9%)	
	Denied drop, approve withdraw	7 (19.0%)	18 (48.7%)	22 (33.8%)	
	Deferred	0 (0%)	0 (0%)	0 (0%)	
Exception to graduation requirements	Total	16 (1.4%)	8 (.7%)	7 (.7%)	+100%
	Approved	3 (18.8%)	1 (12.5%)	1 (14.3%)	
	Denied	13 (81.2%)	7 (87.5%)	6 (85.7%)	
Misc. petitions⁶		18 (1.6%)	25 (2.1%)	4 (.3%)	-28%

⁵ Not included are those petitions preapproved according to the Pre-Approval ARC chart.

⁶ AR13, AR20, section changes not pre-approved, max hours

Undergraduate Petitions	No. of students submitting petitions ⁷	Late Course Drops	Late Course Withdrawals	Late Adds	Change in grading basis	Grad. Requirements	Late withdraw/univ (incl.	Other	TOTAL
Freshman	87	48	61	7	10	0	9	0	135
Sophomore	110	77	66	8	25	0	18	1	195
Junior	141	108	63	6	9	2	18	3	209
Senior	256	159	152	16	23	10	34	13	407
TOTAL	594	392	342	37	67	12	79	17	946

Student by Level ⁸	No. of students submitting petitions ⁷	Late Course Drops	Late Course Withdrawals	Late Adds	Change in grading basis	Grad Requirements	Late withdraw/univ (incl.	Other	TOTAL
1 (Undergrad)	594	392	342	37	67	12	79	17	946
2 (MA, PhD)	78	56	24	1	6	0	10	1	98
3 (Post-Bacc)	44	39	12	2	0	4	9	0	66
4 (Non-degree)	27	9	5	2	5	0	8	0	29
5 (Professional students/VetMed/Pharm)	1	0	2	0	0	0	0	0	2
6 (INTO)	0	0	0	0	0	0	0	0	0
TOTAL		496	385	42	78	16	106	18	1141



⁷ De-duplicated list. This is individual students.

⁸ As defined in Banner

By College	Late Course Drops	Late Course Withdraws	Late Add	Change in grading basis	Grad Requirements	Late withdraw/univ (+w.drops)	Max hours	Section	Other	Total Approved	Total Denied/Denied
AgSci	68	25	5	1	3	11	0	0	0	61	52
PreBus, Bus	49	64	18	13	3	13	4	0	1	72	93
Educ	0	4	0	0	0	3	0	0	0	4	3
PreEn, Enge	161	48	7	17	3	19	1	0	0	120	1,36
EOAS	9	2	1	2	0	0	0	0	0	9	5
PreFor, For	21	21	0	3	0	4	3	0	0	26	26
Grad	13	3	1	5	0	4	0	0	1	20	7
LibA	59	109	2	12	4	26	4	0	1	103	114
Pharm	2	0	0	0	0	0	0	0	0	2	0
PHHS	33	28	2	8	2	9	1	0	1	49	35
Sci	51	41	6	9	1	10	0	0	1	59	60
UESP	29	38	0	8	0	7	0	0	0	45	37
VetM	1	2	0	0	0	0	0	0	0	1	2

Discussion

The total number of petitions submitted by students in academic year 2/0203-24 was 2,697, a slight increase (5.5%) over the previous academic year. 58% of these petitions met conditions for pre-approval by the OtR team (see footnote 5 above and a more complete depiction of those pre-approved petitions at the end of this report). The remaining 1,141 petitions were forwarded to and considered by the committee. Of those reviewed by the committee this year, the distribution of petition types was mostly for late course drops (44%) followed by late course withdraws (34%).

Closer consideration of the total number of petitions shows the greatest increase over the previous year appears to be for late course adds (by more than 31%); however, most of those petitions were not supported by the instructor and were denied by the committee. Of the petitions received for late course drops, which continues to be the most common petition submitted to the committee, more were denied than approved. Sixty denied petitions, or 12% of the petitions, for a late drop met the requirements for a course withdraw instead, given the timing of the extenuating circumstances. In these cases, the committee denied the petition for late drop and approved late withdraws.

Demographic distribution of the students submitting petitions in AY24 does not appear to be significantly different than the previous academic year. Despite differences in growth between campuses, petition by campus is not significantly different in AY24 than in AY23. The number of petitions submitted by domestic and international students maintained a similar ratio to previous years. The college distribution by petition type confirms that the leading petition types by college are similar; late course drops and withdraws lead other petition types, and the number of petitions submitted for late change of registration continue to be higher in the College of Engineering and the College of Liberal Arts. Additionally, students in the College of Liberal Arts submitted more petitions for a late course withdraw or a late withdraw from the term/university than those from other colleges, and these patterns are consistent with previous years.

The committee approved 44% of the total petitions reviewed while denying 50%. The remaining 6% were late-drop petitions denied and then approved by committee vote as withdraws. Students are entitled to appeal denials, submitting additional support

materials in the first appeal and then meeting with the committee to respond to unaddressed questions or issues.

Accomplishments in AY24

1. On May 20, 2024, edits to the Academic Requirements Committee Guidelines and Academic Requirements Committee Standing Rules were submitted to the Faculty Senate Office for review by the Executive Committee. These updates were suggested to reflect current position titles (Standing Rules) and processes (Academic Requirements Committee Guidelines) more accurately.
2. The committee maintained a full roster of members throughout 2023-2024, which included rotating ex-officio members, voting members and one student representative. Although there was some confusion at the beginning of the year when a new ex-officio was appointed without communicating effectively to the current representatives from that office, the rest of the year was mostly smooth in this area. Maintaining full membership – or filling vacancies effectively and quickly – is especially needed for the weekly review of student petitions to be processed efficiently as well.
3. The committee piloted a co-chair model that was highly successful. Specifically, the past chair and a second voting member shared the weekly docket review and pre-meeting preparations, shared facilitation of the meetings and filled in for the other in case of an absence. Given the great amount of time and coordination with multiple offices the role must engage in to support the work of this committee each week, sharing the duties was a helpful experience.
4. As mentioned briefly, one student member served as a voting member on the committee in AY24. Coordinating the nomination and onboarding of this position is more complicated (coordination between ASOSU, Faculty Senate Office, Chair and Office of the Registrar) and it can be difficult for a student to join consistently due to their schedule; however, the committee can be more flexible because it is valuable to include student representation.
5. New Academic Advisor training: the chair continues to work closely with the director of Cross Campus Strategic Initiatives (CCSI) to update communication and training regarding committee practices and student petition processes for all new academic advisors, faculty advisors and program leads, and academic counselors. This ensures timely delivery of updates and resulted in a co-delivered presentation. These sessions are offered approximately four times a year, or every academic quarter.

Recommendations for AY24

The following recommendations are offered with much consideration and with two goals in mind: improving committee efficiencies and improving the student experience.

1. Re-consider the impact of certain academic holds on student's ability to make academic progress without encountering undue institutional barriers. *Rationale, using one example*: an immunization hold prevents not only future term registration, but current term registration changes as well (late add, drop, withdraw, grading basis change, etc.). This creates additional and undue steps and costs for students who may already be experiencing hardship. Is this the intended consequence of holds like these?
2. Update standard denial reasons – I believe updates were made in AY24, so these updates may have already been made. If not yet included, the committee offers

these as common reasons for denial be added to the Academic Requirements Committee Denial Checklist and/or to denial email messages:

- a. Student's narrative does not provide the required explanation for why they failed to make the registration change on their own in a timely manner (Academic Requirements Committee Guidelines)
 - b. Instructor indicates student does not have a reasonable chance of successfully completing the course (for late add)
 - c. Documentation provided does not support the extenuating circumstances presented in this petition
3. Update language on petitions for late drop and late withdraw to match the Academic Requirements Committee Guidelines in the question for the course instructor/signer: "*Did the student complete a final exam, paper, project, presentation, or equivalent completion assignment?*"
 4. Improved Faculty Senate Office support and communication would be helpful, especially at critical times and with issues related to membership updates.

The following issues have been identified in previous committee annual reports as opportunities for improvement to the petition review process. *Proposal:* The Academic Requirements Committee Chair should meet with the OtR staff during AY25 to discuss a road map for addressing reasonable solutions that include both previous and current recommendations.

1. Update the online petition form, workflow, or internal processes to eliminate the extra fees students must bear for requesting late drops/withdraws from an entire term's enrollment.
2. Determine how to enforce the requirement that students provide supporting documentation, a requirement of the committee's review per Academic Requirements Committee Guidelines.
3. Revisit the language on the petition that describes the petition as a "one-time exception". Determine with the OtR what the intent of this phrase has been and what capacity there is to monitor and uphold this expectation. If there is no rationale or means for enforcing, this phrase should be addressed.
4. Provide highly visible instructor/advisor and student resources to improve navigation of petition processes, terminology and concepts such as selectivity, course engagement/exposure to the curriculum and that clarifies the university's definitions and timelines for a course drop vs. course withdraw.
5. Explore how to provide annual training (that includes DEI and trauma-informed perspectives) and data on an annual basis to inform committee processes and decision making.
6. Pilot a new review process for petitions for an exception to graduation requirements (AR 25), more fully discussed in the Academic Requirements Committee [Annual Report AY23](#).

It has once again been an honor to serve as chair for the Academic Requirements Committee and to be joined by Sara Clark as co-chair this year. The committee was powered by full membership this year, which enabled broad viewpoints and efficient reviews. Both voting and ex-officio members prioritize a great deal of time and do good, difficult work in service to this Faculty Senate committee. OSU's students are serious about their learning and academic goals, and many are also navigating incredibly difficult personal events and unexpected crises. The committee aims to honor both the student and university processes, as well as to consider appropriate exceptions according to the Academic Requirements Committee Guidelines. I respectfully submit this report and recommendations on behalf of the Academic Requirements Committee members who served in the 2023-2024 academic year.

Kyle Whitehouse

2023-2024 Academic Requirements Committee Members

Sara Clark, Co-Chair '24	Mathematics
Kyle Whitehouse, Co-Chair '25	Ecampus
Michael Trevathan '24	Political Science
Faith Vawter '24	Agricultural Education & Agricultural Science
Keith Raab '25	Financial Aid
Evan Smouse '25	College of Business
Joy King '26	Electrical Engineering & Computer Science

Student Members:

- Andria Slaughter (undergrad)
- TBA (grad)

Ex-Officio Members:

Disability Access Services – Tracy Bentley-Townlin; Kevin Bonomolo
Graduate School – Jessica Beck
International Services – Jennifer DuBois
Registrar – Jennifer Ketterman – Summer 2023; Mike Jefferis – Fall 2023; Chris Hunt – Winter 2024; Julia Guinn – Spring 2024 (with special thanks to Kristin Benson for preparing the data for the annual report)

Executive Committee Liaison – Andrew Valls

Although not members, appreciation is given to the following Office of the Registrar Support Staff (varies by week): Becky Gunn, Cindy Smith and Katherine Osten-Harris