

Academic Requirements Committee (ARC) Guidelines

EC approved revisions 6/7/2021 – effective June 2021

Proposed updates recorded as tracked changes, initiated in January 2024, Reviewed by OtR Spring 2024, Shared with ARC May 2024:

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. Ex officio ARC members from the Office of the Registrar (OtR), the Graduate School, Disability Access Services, and Office of International Services, are present at committee meetings to provide additional information relevant to a petition. This may include things like articulation, graduation requirements, etc.
4. If the outcome for a student could be resolved by an exception within their 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 and other emergency/essential workers
 - 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 (AR 31 ([link: https://catalog.oregonstate.edu/regulations/#text](https://catalog.oregonstate.edu/regulations/#text)) 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. Academic standing does not change automatically due to an approved petition via ARC. Any change to a student's academic standing will follow the academic standing calculation protocol handled by the Office of the Registrar.
8. Graduate students *may* receive more latitude with drops and withdrawals when there are documented issues related to:

- a. miscommunication related to enrollment requirements for graduate assistantships, fellowships, or other appointments that have enrollment stipulations. Requirements for maintaining continuous enrollment, and/or
 - b. 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: <https://veterans.oregonstate.edu/deployment>. Petitions advanced by Equal Opportunity and Access and Office of Student Life in extreme circumstances (e.g., Title IX remediation, incapacitated student, etc.) are not considered by the ARC but annual numbers are included in the ARC annual report to Faculty Senate.
 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 be considered but are less likely to be approved due to limitations that prevent accurate information retrieval for older events from sources such as the university's learning management system and per the university's record retention policy (<https://registrar.oregonstate.edu/records-retention-statistics-0>).
 12. The ARC defines a quorum as 50% plus 1 of the voting faculty 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.

- 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 provide 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, paper, project, or presentation in the course?
- The ARC generally does not take the following factors into consideration as reasons for approval when reviewing a petition:
 - Performance in a course (doing worse or better than expected)
 - 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 yet enrolled 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 a documented medical, psychological, family situation, or other extenuating circumstance beyond the students' control which prevented completion of the term. The result is a withdraw from every course the student is registered for in the term. Completion/non-completion of the course final exam, project, paper, or presentation in each course is verified by the instructor as part of

the petition review process.

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 provide 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, paper, or presentation in the course?
- If requesting a withdraw from the term, it may be appropriate to excuse completion in one or more courses for such a significant disruption.

The ARC generally does not approve a late withdraw from a term if

- Last date of attendance is past the term withdraw deadline
- If the student has submitted the final exam, project, paper, or presentation without sufficiently addressing why.

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 takes into consideration the College head advisor and or major advisor's 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 Provost or Provost designee whose decisions are final and cannot be appealed.

However:

- Requests to graduate with less than 180 credits (or 212 for double degrees) are not recommended by theARC
- Requests to graduate with less than a 2.0 GPA are not recommended by theARC

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 [AR25IC1]

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) communicates the committee's reasons for denial through an email notification.

Students follow the appeal process outlined below. This includes petitions for exceptions to AR25, AR26 and AR27 (graduation requirements) that are not recommended by the ARC.

The appeal process follows this sequence:

1st Appeal (1st Reconsideration, [R1])

The first appeal must be done in writing and should address at a minimum the reasons for denial the ARC communicated by email. 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 decision and reasons for denial will be sent to the student 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 (as of 2020, the ARC has conducted all business via web conferencing and the option(s) for appearance will be presented by committee). The student should address the reasons for denial and/or provide additional information.

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.

3rd and Final Appeal (Appeal to Provost or Provost designee)

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

The Provost or Provost designee 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 and returning it 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 Provost or Provost designee. The form, summary, and other relevant information is compiled by the OtR representative who was involved in the meetings concerning this particular student 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 Provost or Provost designee. The Provost or Provost designee discusses the petition with all individuals who they feel are necessary to make the appropriate decision. That can include, in addition to the student, the ARC Chair, advisor(s), instructor, and OtR representative who attended the ARC meeting.

The Provost or Provost designee communicates the decision directly to the student and copies the OtR. Decisions by the Provost or Provost designee 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 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 file.