

# Faculty Senate

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## Archive from 1997-2017

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# Faculty Senate

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## Academic Requirements Committee

### Standing Rules

The Academic Requirements Committee considers and acts on Student Petitions referred to the Committee by the Office of the Registrar. Such petitions normally request approval of deviations from Academic Regulations or procedures and, in special cases, may require interpretations of the regulations. In considering academic matters or problems, the Committee consults with appropriate individuals, committees, or academic units. The Committee may recommend changes for improvement of regulations or procedures to the Academic Regulations Committee. The Committee consists of seven Faculty, one of whom may be retired on a 1039-hour appointment, with at least one undergraduate academic advisor, two Students (one graduate, one undergraduate) and the Registrar (or representative), ex-officio, non-voting.

(5/05)

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# Faculty Senate

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## Academic Requirements Committee

### Membership

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# Faculty Senate

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## Academic Requirements Committee

### Scheduled Meetings - 2013-2014

The Academic Requirements Committee typically meets weekly during the academic year and every other week during Summer term. Meetings are scheduled every Wednesday from 9:00 AM to at least 11:00 AM, typically in the Registrars Conference Room, 1302 Kerr Administration Building.

#### 2013-2014 Academic Year

Every Wednesday from 9:00-11:00 AM during the academic year beginning October 2.

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# Faculty Senate

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## Academic Requirements Committee

### Annual Reports

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## Information for Student Petitions to the Academic Requirements Committee for Transactions After Required Guidelines

- **Petitioning the Academic Requirements Committee (ARC)** – Students may petition the ARC for exceptions to Academic Regulations (<http://oregonstate.edu/registrar/petitioning-academic-regulation>).
- **Complying with Academic Regulations** – Students are responsible for knowing and complying with the Academic Regulations and deadlines as published in the [Catalog/Schedule of Classes](#). Students are responsible for decisions they make, such as a decision to choose S/U grading for a course.
- **Suspended Students** – Suspended students may not petition the ARC. A suspended student may apply for reinstatement via the Academic Standing Committee. Students who are academically suspended are denied all privileges of the institution and of all organizations in any way connected to it until they are reinstated to the university.
- **Financial consideration** – Students whose reason to seek an exception to a regulation is solely to alleviate a financial situation may wish to contact the OSU Business Affairs, 541-737-3775. Academic petitions are not approved to resolve financial concerns.
- **Petitions for terms 3 years prior** – Petitions for exception to academic regulations will not generally be approved if the circumstance is more than 3 years in the past.
- **Expectations** – Petitions are requests for exceptions to university policy and approval is not guaranteed.
- **The role of instructor & advisor comments/approvals** – Instructor's and advisor's comments and approvals are advisory and are not binding on the committee's decision.

**Late Course Add During the Term** – Considered only if instructor approves the request and verifies that the student: 1) has been participating in class; and 2) has a reasonable chance to complete the course by the end of the term. In addition, the student must provide the reasons why the request is late, and the reason for the request.

**Late Course Drop During the Term** – Permitted only when the student has made an **error in registration** and the instructor verifies that the student has **never attended** class. Late course drops are not granted when the student has attended class. **Financial consideration** is the responsibility of **Business Affairs**, not the ARC, the Registrar's Office, or the faculty.

**Late Course Adds and Drops After the End of the Term** – In addition to the justifications listed above for adds and drops during the term, convincing reasons must be provided as to why the request was not petitioned during the stated term.

**Late Section Changes (Add/Drops)** – Requests for late changes in sections within the same course are considered only when the instructor and college head advisor approve. Registration errors such as section changes, add/drops due to incorrect CRN numbers and the like, are usually automatically approved when the instructor and college head advisor approve.

**Late Audit** – Students may register to audit a course during the second week of the term (days 6 to 10) only. \*Requests to change to or from an audit registration after the end of the second week must be accompanied by convincing evidence that the change could not be done on time. Changing from registration to audit later in the term to avoid a "W" or a bad grade is not allowed.

**Late Change of Grading Basis – (A/F to S/U and S/U to A/F)** The deadline for changing grading basis is Friday of Week 7. \*Petitions to change grading basis (A/F to S/U and S/U to A/F) after the deadline are **usually not approved**. The following are NOT valid reasons for changing grading basis after the deadline:

- 1) Doing more poorly in a class (to change to S/U after the deadline)
- 2) Doing better than expected in a class (to change to A/F grading)
- 3) Earning a poor result on a midterm or paper after the deadline for changes of grading basis

**Late Course Withdrawal** – A late withdrawal from an individual course is granted only when there are documented reasons—such as family emergencies, registration error or illness—as to why a student could not withdraw by the deadline (end of the 7th week\*). Documentation for late course withdrawals is typically required, regardless of the point at which a student's attendance ended. Poor performance in a course is not a valid reason for a late withdrawal. The student should continue attending class until the ARC reaches a decision. **Students who have completed the course, and taken finals, are not eligible to withdraw** from the course.



**Return to:**

Registrar's Office

Oregon State University, 102B Kerr Administration Building, Corvallis, OR 97331-2130

T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | http://oregonstate.edu/registrar

**Withdrawal from the University (refer to [Academic Regulation 13](#))** – (Withdrawal from **all classes**) 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. Students who have **completed the term, and taken finals**, are **not eligible** for late withdrawals from the term. Withdrawal for health or accident emergencies resulting in incomplete grades is available the last four week of the term. \*Students must provide documentation of the emergency.

**Signatures** (in order):

1. Instructor's comments and signature must be obtained first. Instructor should **verify attendance/nonattendance** and ability to complete the course. **Additional comments are welcome and helpful.** (Instructor signature not required for change of grading basis for maximum course overload).
2. College head advisor signature is required for undergraduates. **Graduate students** must obtain the Graduate School dean's signature.

**College Head Advisors:**

College of Agricultural Sciences, Strand Ag Hall 137

College of Business, Bexell Hall 214

College of Earth, Ocean, and Atmospheric Sciences, Wilkinson Hall 102

College of Engineering, Batcheller Hall 151

College of Forestry, Peavy Hall 140

College of Liberal Arts, Gilkey Hall 213

College of Pharmacy, Pharmacy Hall 203

College of Public Health and Human Sciences, Milam Hall 116

College of Science, Kidder Hall 128

University Exploratory Studies Program, Waldo Hall 102

**\* Deadlines for Summer Session differ from the regular terms. Please see “Important Registration and Related Dates” in the Summer Session Schedule of Classes.**

*Once the ARC has reviewed the petition, it is the responsibility of the student to inquire with the Office of the Registrar (541-737-4048) regarding the outcome.*

**I have read the Guidelines and understand my responsibilities in submitting the Petition.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Faculty Senate

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## Academic Requirements Committee

### Membership – 2013-2014

Nancy Allen, Chair '14

Kira Hughes '14

Alfonso Bradoch '15

Maureen Childers (v. Bentley-Townlin) '15

Urmila Mali '16

Andrea Nelson '16

Jeff Walker '16

Fisheries & Wildlife Advising

College of Forestry

Extended Campus

Disability Access Services

Educational Opportunities Program

Public Health & Human Sciences Advising

Chemistry

Student Members -

- TBA

- TBA

Ex-Officio: Registrar Representative: Amy Flint (Fall 2013 and Summer 2014), Nancy Laurence (Winter 2014), Tom Watts (Spring 2014)

*Executive Committee Liaison –Alix Gitelman*

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### Academic Requirements Committee

#### Membership -- 2012-2013

Kira Hughes, Chair '14  
Adam Kent (v. Kneece) '13  
Marilyn Stewart '13  
Nancy Allen '14  
TBA (v. Reesman) '14  
Tracy Bentley-Townlin '15  
Alfonso Bradoch '15

College of Forestry  
Earth, Ocean & Atmospheric Sciences  
Educational Opportunities Program  
Fisheries & Wildlife  
  
Disability Access Services  
Extended Campus

#### Student Members -

- TBA
- TBA

Ex-Officio: Registrar Representative: Amy Flint (Fall 2012 and Summer 2013), Nancy Laurence (Winter 2013), Tom Watts (Spring 2013)

*Executive Committee Liaison – Donna Champeau*

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## Academic Requirements Committee

### Membership -- 2011-2012

Kelly Kneece, Chair '13	College of Science
Maureen Childers '12	Disability Access Services
Richard Halse '12	Botany & Plant Pathology
Marilyn Stewart '13	Educational Opportunities Program
Nancy Allen '14	Fisheries & Wildlife
Kira Hughes '14	College of Forestry
Dodi Reesman '14	Animal Sciences

#### Student Members -

- TBA
- TBA

Ex-Officio: Registrar Representative: Amy Flint (Fall 2011 and Summer 2012), Nancy Laurence (Winter 2012), Tom Watts (Spring 2012)

*Executive Committee Liaison - Donna Champeau*

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## Academic Requirements Committee

### Membership -- 2010-2011

Kelly Kneece, Chair '13  
Joy Jorgenson '11  
Tjodie Richardson '11  
Andrea Wirth '11  
Maureen Childers (v. Alexander) '12  
Richard Halse '12  
TBA '13

CLA Student Services  
Enrollment Management  
Agricultural & Resource Economics  
Library  
Disability Access Services  
Botany & Plant Pathology

Student Members-  
- TBA  
- TBA  
- TBA

Ex-Officio: Registrar Representative (Fall 2010/Summer 2011 - Amy Flint; Winter 2011 - Nancy Laurence; Spring 2011 - Tom Watts)

*Executive Committee Liaison - Kevin Gable*

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### Academic Requirements Committee

#### Membership -- 2009-2010

Sheila Roberts '10, Chair	Educational Opportunities Program
Kelly Kneece'10	Liberal Arts
Tjodie Richardson '11	Agricultural and Resource Economics
Andrea Wirth '11	University Libraries
Joy Jorgenson '11	Enrollment Management
Maureen Childers (v. Alexander) '12	Disability Access Services
Richard Halse '12	Botany & Plant Pathology

Student Members-  
- DeeDee Overholser (Graduate)  
- (Undergrad)

Ex-Officio: Nancy Laurence (F '09/Sp '10) and Amy Flint (S '09/W '10)

*Executive Committee Liaison - Leslie Burns*

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## Academic Requirements Committee

Membership -- 2008-2009

Sheila Roberts '10, Chair  
Kelly Donegan (v. Elias) '09  
Anthony Brock(v. Winograd) '09  
TBA '10  
Tjodie Richardson '11  
Andrea Wirth '11  
Joy Jorgenson '11

Educational Opportunities Program  
Horticulture  
Network Engineering  
  
Agricultural and Resource Economics  
Library  
Enrollment Management

Student Members-  
- TBA (Graduate)  
- TBA (Undergrad)

Ex-Officios: Nancy Laurence - fall '08/spring '09; Amy Flint - summer '08/winter '09

*Executive Committee Liaison - Leslie Burns*

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## Academic Requirements Committee

### Membership -- 2007-2008

Jeff Malone '08, Chair	Academic Success Center
Ebi Netto '08	Industrial Engineering
LeeAnn Baker (v. Wendt) '08	University Honors College
Kelly Donegan (v. Elias) '09	Horticulture
Anthony Brock (v. Winograd) '09	Operating Systems
TBA (v. Muna) '10	
Sheila Roberts '10	Educational Opportunities Program
TBA '10	

Student Members-  
- TBA (Graduate)  
- TBA (Undergrad)

Ex-Officios: Tom Watts - fall '07/spring '08; Heather Chermak - winter/summer '08

Executive Committee Liaison - Paul Doescher

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## Academic Requirements Committee

### Membership -- 2006-2007

Jeff Malone '08, Chair	Academic Success Center
LeeAnn Baker (v. Dyer) '07	University Honors College
Ronald Keil '07	Mechanical Engineering
Ebi Netto '08	Industrial Engineering
Nancy Wendt '08	Speech Communication
Kate Elias '09	Liberal Arts Student Services
Ken Winograd '09	Education

Student Members-  
- Caitlin Donlan (Graduate)  
- TBA (Undergrad)

Ex-Officios: Tom Watts - fall '06/spring '07; Heather Chermak - winter/summer '07

Executive Committee Liaison - Moira Dempsey

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### Academic Requirements Committee

Membership -- 2005-2006

Garrison Dyer (v. Kimura), Chair '07  
Earlean Wilson Huey (v. Louhaichi) '06  
Linda Johnson '06  
Ronald Keil '07  
Nancy Wendt '08  
Jeffrey Riha '08  
Ebi Netto '08

College of Business  
Minority Education Office  
Athletics  
Mechanical Engineering  
Speech Communication  
Academic Success Center  
Industrial Engineering

#### Ex-Officios:

Heather Chermak (Fall 2005 & Spring 2006)  
Tom Watts (Winter 2006 & Summer 2006)

#### Student Members--

-- TBA (Graduate)  
-- TBA (Undergrad)

Executive Committee Liaison - Moira Dempsey

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## Academic Requirements Committee

### Membership -- 2004-2005

Sheila Roberts (v. Belair) '05, Chair	Educational Opportunities Program
Cheryl Pereira '05	Pre-Health Advising
Dodi Reesman (v. Toth) '05	Animal Sciences
Earlean Wilson Huey (v. Louhaichi) '06	Minority Education Office
Linda Johnson '06	Athletics
Garrison Dyer (v. Kimura) '07	College of Business
Ronald Keil '07	Mechanical Engineering

Ex-Officio: Registrar  
Tom Watts (Fall 2004 & Spring 2005)  
Heather Chermak (Winter 2005 & Summer 2005)  
Student Members--  
-- TBA (Graduate)  
-- TBA (Undergrad)

Executive Committee Liaison - Juan Trujillo

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## Academic Requirements Committee

### Membership -- 2003-2004

Sheila Roberts (v. Belair) '05, Chair	Educational Opportunities Program
Cheryl Pereira '05	College of Science
Dodi Reesman '05	Animal Sciences
Linda Johnson '06	Athletics
Mounir Louhaichi '06	Rangeland Resources
SuAnn Bottoms '04	Athletics
Phil Rossignol '04	Rangeland Resources
Ex-Officio: Registrar	
Summer 2003 - Mary Rhodes	
Fall 2003 - Mary Rhodes	
Winter 2004 - Tom Watts	
Spring 2004 - Heather Chermak	

Student Members--  
-- TBA (Graduate)  
-- TBA (Undergrad)

Executive Committee Liaison - Tony Trujillo

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## Academic Requirements Committee

### Membership -- 2002-2003

Sarah Ann Hones (v. Ip) '03, Chair	Art
Sheila Roberts (v. Moon) '03	Educational Opportunities Program
SueAnn Bottoms (v. Champeau) '04	SMILE
Phil Rossignol '04	Entomology
Diane Belair '05	Services for Students with Disabilities
Cheryl Pereira '05	College of Science
Joe Toth '05	Valley Library

Ex-Officio: Registrar (Heather Chermak, Mary Rhodes, and Tom Watts)

Student Members--

-- TBA  
-- TBA  
-- TBA

Executive Committee Liaison - Janet Nishihara

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## Academic Requirements Committee

Membership -- 2001-2002

Clay Torset '02, Chair  
Charlotte Vickers '02  
Sarah Ann Hones '03  
Sheila Roberts (v. Moon) '03  
Donna Champeau '04  
Phil Rossignol '04  
TBA (v. Wellick) '04

Forestry  
Fisheries & Wildlife  
Art  
Educational Opportunities Program  
Public Health  
Entomology

Ex-Officio: Registrar (Heather Chermak, Mary Rhodes, and Tom Watts)

Student Members--  
-- Uyen Nguyen (Undergrad.)  
-- Montague Saulez  
-- TBA

Executive Committee Liaison - Janet Nishihara

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## Academic Requirements Committee

### Membership -- 2000-2001

Charlotte Vickers '02, Chair	Fisheries & Wildlife
Ataa Akyeampong '01	Educational Opportunities Program
Larry Flick '01	Science & Math Education
Kim McAlexander '01	Home Economics & Education
Clay Torset '02	Animal Sciences
Sarah Ann Hones '03	Art
Barbara Moon '03	Distance & Cont. Ed.

Ex-Officio: Registrar (Heather Chermak & Mary Rhodes)

Student Members--

- TBA
- TBA
- TBA

Executive Committee Liaison - Rubin Landau

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## Faculty Senate

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### Academic Requirements Committee

#### Membership -- 1999-2000

Jane Siebler '99, Chair (v. Peters)	University Honors College
Ataa Akyeampong '00	Educational Opportunities Program
Larry Flick '01	Science & Math Education
Kim McAlexander '01	Home Economics & Education
Clay Torset '02	Greek Life
Charlotte Vickers '02	Fisheries & Wildlife

Ex-Officio: Registrar (Heather Chermak)

Student Members--

- TBA
- TBA
- TBA

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# Faculty Senate

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## Academic Requirements Committee

### 2012-2013 Annual Report

To: Kevin Gable, President, Faculty Senate  
 From: Kira Hughes, 2012-2013 Chair, Academic Requirements Committee  
 Date: July 17, 2013  
 Re: Annual Report for 2012-2013

The Academic Requirements Committee (ARC) met biweekly during the 2012 summer term and weekly during the academic year. Meetings during the academic year generally lasted less than the two hours set aside, except for the traditionally heavy weeks after the 7<sup>th</sup> week withdraw date when the committee met until we completed the docket, often longer than two hours. Summer meetings often did not require the full two-hour period.

#### Data

The committee considered 1006 petitions, a 1.2% decrease over last year.

Late Course Withdrawals	258
Late Course Drops	285
Late Course Adds	86
Late Change of grading basis	105
Withdrawals from the university	235
Miscellaneous Petitions	14
Deferrals	23

Late Course Withdrawals (258) and Late Course Drops (285) and Withdrawals from the University (235) were the most common actions requested. Petitions for Withdrawals from the University increased 49.4% from last year (235 compared to 119). This continues the trend of significant increases in Withdrawals from the University that has been seen over the last few years; whether or not this increase is related to increasing Ecampus enrollment or overall university enrollment, or some other reason, remains to be determined. This trend should be monitored.

- Late Course Withdrawals were approved at a 46.1% rate. This is a fairly large increase over last year. Should this approval rate continue to rise, some investigation would seem to be required.
- Late Course Drops were approved at a 62.8% rate with 3.2% of the Late Course Drop petitions being approved as a late withdraw instead of a drop. This is a fairly large increase over last year. Should this approval rate continue to rise, some investigation would seem to be required.
- Late Course Adds were approved at a 96.5% rate
- Late Change of Grading Basis petitions were approved at a 31.4% rate, which is in keeping with the percentage of approved petitions during the 2011-2012 academic year (30%).
- The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, continued to remain low at 3.2%. This is in keeping with the percentages seen in 2011-2012 and 2010-2011.

#### Revisiting Issues from Last Year

- **Distance Students**  
 In 2011-2012 ARC reviewed many Ecampus petitions. These petitions typically came from students who

signed up for classes but never attended nor logged into Blackboard and assumed, until they received their bill from OSU, that they had been automatically dropped from the course. As the ARC was seeing so many petitions like this, we decided to hold those petitions in a separate file for documentation and review. At the beginning of 2012-2013 we decided we needed to continue to monitor these petitions. With the appointment of Alfonso Bradoch from Ecampus to the 2012-2013 committee we thought this would be an opportune time to informally discuss a "no show drop" policy for Ecampus. The committee discussed this policy with Mr. Bradoch but, due to the significant change in policy/protocol, not to mention workload required of Ecampus staff, it was determined that a "no show drop" policy was not feasible at this time. To further address this issue, the committee reviewed the [Registrar's Office "pre-approval" list](#). This list identifies those petitions that are simple and straightforward and are approved by the Registrar's Office staff and not added to the ARC's docket. The process of updating the pre-approval list may have resulted in fewer Ecampus petitions being seen by the committee and, thus, we experienced a reduction in the desire for a "no show drop" policy. We have ceased collecting Ecampus petitions as a result.

- **Increase in Petitions from College of Veterinary Medicine and College of Pharmacy**

In 2011-2012 there were a larger number of petitions from Vet Med and Pharmacy graduate programs than seen in previous years. It appears that this may have been a one-time issue as the number of petitions seen in 2012-2013 was not concerning. The return to "normal" levels may mean that these two colleges resolved their enrollment management/registration problems.

### **New Challenges for this Academic Year**

- In Fall term 2012, we lost one of our members. The reason for this was not shared with the ARC Chair. The primary concern with this is simply that this member was never replaced and our committee was short one member. Additionally, we continue to have trouble obtaining two student members (as is required by our Standing Rules).
- We spent a significant amount of time discussing changes/improvements to the petition. We met with the Academic Advising Council to discuss these changes prior to adopting them. Our primary goal behind the changes to the petition is to provide the ARC with more information from the student's academic advisor as opposed to simply a stamp from the Head Advisor, and to ensure that the international students have visited with their international advisor prior to making any changes that may affect their VISA status. We expect that the final version of the revised petition will be finalized by the Registrar's Office very soon and will be in place for use starting Fall 2013.
- We made a request to visit with the OSU Office of Legal Counsel and Counseling & Psychological Services (CAPS) during Spring 2013 due to the increased number of petitions we had been seeing from students in some state of mental distress. Our primary goals were to seek information about our legal obligations and documentation requirements, and to obtain information from CAPS on their process and criteria for writing support letters for students.
- As a follow-up to our meeting with OSU legal and CAPS, also during Spring 2013, we met with the Office of Equity & Inclusion (OEI) regarding our obligations to inform their office should we, through the petition narratives, learn of any discrimination, harassment or abuse issues. ARC members will use the information provided in this meeting as we review petitions in the future and now know we are obligated to refer petitions to OEI when any discrimination, harassment or abuse issues are detailed in the student's narrative. Additionally, the ARC understands that Rebecca Mathern will follow-up with the Registrar's Office staff to develop a process for review of petitions for Title IX concerns prior to being seen at weekly ARC meetings such that any issues of concern are brought to OEI's attention as soon as possible. A notation will be made on such petitions to inform the ARC that the petition has been sent to OEI for follow up.
- During Spring term 2013, the ARC Chair met with Susie Brubaker-Cole, Kevin Gable, and Rebecca Mathern to discuss, review, and promote consistency and accuracy in the decision process. Rebecca Mathern is investigating how the petition process works at other universities and will bring this information to meetings slated to occur in the Summer 2013 term. The goal of these meetings is to update the processes and procedures that govern the ARC to ensure consistency from year-to-year. We also plan to review and update the committee's internal guidelines and discuss training or orientation for new members.

### **Recommendations**

The Registrar's Office kindly provides statistics regarding ARC petitions at the end of each academic year, and this data is used extensively for this report. For future reporting purposes, it is requested that data is collected on the number of petitions that are reviewed and pre-approved by the Registrar's Office. Additionally, we would like to see the overall numbers for late drop, withdraw, and withdraw from the university petitions specifically broken down by eCampus, Corvallis campus, and from international students. We hope this information could help us understand some of the trends we are seeing (detailed above).



## 2011-2012 Academic Requirements Membership

Kira Hughes, Chair '14	College of Forestry
Nancy Allen '14	Fisheries and Wildlife
Tracy Bentley-Townlin '15	Disability Access Services
Alfonso Bradoch '15	Extended Campus
Adam Kent (v. Kneece) '13	College of Earth, Ocean, and Atmospheric Sciences
TBA (v. Reesman) '14	
Marilyn Stewart '13	Educational Opportunities Program

Ex-Officio Registrar's Office Representatives: Tom Watts (Spring 2013), Amy Flint (Fall 2012 and Summer 2013), and Nancy Laurence (Winter 2013)

Executive Committee Liaison: Donna Champeau

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# Faculty Senate

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## Academic Requirements Committee

### 2011-2012 Annual Report

To: Kate Hunter-Zaworski, President, Faculty Senate  
 From: Kelly Kneece, 2011-2012 Chair, Academic Requirements Committee  
 Date: July 3, 2012  
 Re: Annual Report for 2011-2012

The Academic Requirements Committee (ARC) met biweekly during the 2011 summer term and weekly during the academic year. Meetings during the academic year generally lasted less than the two hours set aside, except during weeks eight, nine, and ten of each term. Occasionally they went beyond the two-hour time frame during these weeks. Summer meetings generally lasted less than two hours.

#### Data

The committee considered 1,018 petitions, a 31% increase over last year and 59% increase over the year before that.

Late Course Withdrawals	266
Late Course Drops	338
Late Course Adds	188
Late Change of grading basis	64
Withdrawals from the university	119
Graduation requirement	5
Max Credit Overload	3

Late Course Withdrawals (266) and Late Course Drops (338) were the most common actions requested. Petitions for Withdrawals from the University increased 2.5 times the amount last year (34 to 119). This trend may be due to the overall increase in numbers of Ecampus petitions received (discussed below).

- Late Course Withdrawals were approved at a 30% rate. Late course withdrawals tend to be less clear-cut and require more documentation, thus the lower approval rate.
- Late Course Drops were approved at a 55% rate with 6% of the Late Course Drop petitions being approved as a late withdraw instead of a drop.
- Late Course Adds were approved at a 94% rate.
- Late Change of Grading Basis petitions were approved at a 30% rate – an increase from 11% approval rate from last year. This seems like quite a large jump in approvals for this type of petition. Usually, there are not many circumstances that justify approving these requests. So the higher rate of approval is an interesting trend and with an unknown reason behind the increase.
- The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, stayed low at 3% in 2011-2012 similar to last year's percentage.

#### Revisiting recommendations from last year

- [Application for Degree by students with Junior Standing](#)  
 Last year a new challenge we saw were petitions from students with junior standing trying to apply for early graduation. These petitions for exception to AR 25i would allow the student to apply for

graduation as a junior and walk in commencement. These new petitions were most likely a result of a Registrar rule change which allows students planning to complete required course work fall term of next year to walk in the graduation ceremony during spring term. This new policy allowed many more seniors to walk in the commencement ceremony (see [last year's report](#) for more detail on the policy).

We decided last year as a committee that commencement should remain a privilege of students who reach senior standing. It was the agreement of the group that allowing juniors to petition to apply for early graduation could potentially cause an increase in juniors overloading their course schedules and petitioning to walk in commencement. We therefore denied several petitions in Spring of 2011 for exception to this regulation.

**Update:** as a follow-up to this issue last year, we saw maybe one petition of this regulation, so it does not seem to be an issue that would require a change in the ARC guidelines.

- Distance Students

Last year it was noted that the ARC reviewed a large number of Ecampus petitions from distance students. The typical Ecampus petitions we saw were either students who signed up for one class (or a few classes), never logged on to Blackboard or checked their ONID email account, and assumed they had been dropped from the class, or thought they dropped the class, or completely forgot about the class but never attended or participated.

Typically, our guidelines indicate that if a student does not attend or participate in the class we approve the petition. However, due to the number of petitions of this type we see, and the time it takes to review these petitions, the committee decided that data needed to be kept on these Ecampus petitions. We wanted to see if a new guideline, policy, or process should be discussed to mitigate the rise in numbers of this type of petition. We also had the sense that most of these students were Non-Degree seeking students, who do not get specific advising and often get confused with policies from other universities. The other possible types of students these petitions could be from are fully on-line degree seeking students or on-campus students taking an Ecampus course. These last two types of students would most likely have a major advisor that would reinforce the communication about the drop/withdraw deadlines. Therefore, we wanted to get data on the type of student in these petitions as well.

**Update:** This year during winter and spring term 2012 we collected all Ecampus petitions that fit the description above. During the winter 2012 term we had 38 Ecampus petitions that fit the category of "Late Drop" or "Withdrawal from the University" because the student never attended or didn't participate in the course. This was 28% of all of the "Late Drop" (90) and "Withdrawal from the University" (43) petitions for winter term. During spring 2012 term we had 16 of these types of petitions or 17% of the Late Drop (64) and Withdraw from the University (26) petitions for spring term. In regards to the type of students that fall into the category above, the overwhelming majority were Non-degree seeking students.

Using the percentages above for the small amount of data collected over Winter and Spring terms, it is the committee's recommendation that it would be useful to either collect more extensive data, revisit the guidelines for the committee, or discuss implementing a new Ecampus policy.

## **New Challenges for this academic year**

- Increase in Petitions from College of Veterinary Medicine and College of Pharmacy

This last year we seemed to see a large number of petitions from the Veterinary Medicine and Pharmacy graduate school programs. At the end of the year we saw around 17 pharmacy late adds, 12 pharmacy late drops, 10 Vet Med late adds and 7 Vet med late drops, a total of 29 pharmacy changes and 17 Vet Med changes. We wanted to keep track of these numbers because each change in registration (adds, drops, etc.) that the Registrar makes to a student's record costs the student \$20 to be processed. It also takes committee time to review these petitions, which were all approved by the committee. It is recommended that, if this number continues to grow, a discussion with the above colleges about their scheduling processes should take place with a possible change in registration process for these graduate students.

## **2011-2012 Academic Requirements Membership**

Kelly Kneece '12, Chair	College of Science
Richard Halse '12	Botany & Plant Pathology
Maureen Childers (v. Alexander) '12	Disability Access Services
Kira Hughes	College of Forestry
Nancy Allen	Fisheries and Wildlife
Dodi Reesman	Animal Sciences

Marilyn Stewart '13

Educational Opportunities Program

Ex-Officio Registrar's Office Representatives: Tom Watts, Amy Flint and Nancy Laurence  
Executive Committee Liaison: Jack Higginbotham

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# Faculty Senate

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## Academic Requirements Committee

### 2010-2011 Annual Report

To: Jack Higginbotham, President, Faculty Senate  
From: Kelly Kneece, 2010-2011 Chair, Academic Requirements Committee and Advisor, College of Science-Biology/Zoology  
Re: Annual Report for 2010-2011

#### Data

The Academic Requirements Committee (ARC) met biweekly during the summer term, 2010, and weekly during the academic year. The committee considered 775 petitions, which is a 21% increase over the previous year. Meetings during the academic year generally lasted less than the two hours set aside, except typically during weeks eight, nine, and ten of each term. Occasionally they went beyond the two-hour time frame during these weeks. Summer meetings generally lasted less than two hours.

Late Course Withdrawals (291) and Late Course Drops (262) were the most common actions requested, but the committee was also asked to consider 97 late course adds and 56 requests to "late change the grading basis" from A/F to S/U or vice versa. The ARC also considered 34 withdrawals from the university and a few petitions dealing with potential waivers of graduation requirements and exceeding 24 credits. We also saw for the first time a few petitions requesting an exception to Academic Regulation (AR) 25i: Application for Degree (discussed below.)

We approved late course withdrawals at a 30% rate, late course drops at a 48% rate with an additional 30% being approved as late withdrawals, and late course adds at an 85% rate. Late course withdrawals tend to be less clear-cut and require more documentation, thus the lower approval rate. The continued low approval rate on late changes of grading basis, 11%, reflects the fact that there are not many circumstances that justify approving these requests.

The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, dropped slightly from 5% in 2009-2010 to 3% in 2010-2011. The document "[Form to Provide Feedback to Students](#)" created last year works well and has probably reduced the workload for the Registrar's Office in their follow-up communication with students on the decision of their petition.

#### Application for Degree by Students with Junior Standing

A new challenge this year was petitions from students with junior standing trying to apply for early graduation. These petitions for exception to AR 25i would allow the student to apply for graduation as a junior and walk in commencement. These new petitions were most likely a result of Registrar rule changes allowing students planning to complete required course work during the next fall term to walk in the graduation ceremony during spring term. This new policy allowed many more seniors to walk in the commencement ceremony.

However, AR 25i states that, "To become a candidate for a degree, a student must have achieved senior standing and must make formal application for degree.... the student's deadline to file an application with the Registrar is the end of the second week of the term in which he or she expects to complete requirements for a degree." Juniors would not achieve senior standing by the deadline to apply for graduation and would not be able to sign up for commencement.

The Registrar's Office and ARC considered allowing an automatic approval for these petitions from juniors if they outlined a reasonably attainable plan (approved by their academic advisor) to complete degree requirements during spring, summer, and fall terms. However, this idea was rejected by the Registrar who wanted the ARC to review the individual petitions. The ARC denied all such petitions and upheld AR 25i. It

was the consensus of the committee that commencement should remain a privilege of students who reach senior standing. It was the agreement of the group that allowing juniors to petition to apply for early graduation could potentially cause an increase in juniors overloading course schedules and petitioning so they can walk in commencement. The guidelines on this issue may need to be revisited again this next year if faculty and advisors are concerned about the denial of these petitions.

### **Distance Students**

There still seems to be a high number of petitions coming from distance students, particularly students who sign up for the first time, never log on to Blackboard or check their ONID email account, and assume they have been dropped. We may want to talk to the Registrar's Office about tracking these numbers in the future. We can then make recommendations for better communication if the numbers bear this out.

### **2010-2011 Academic Requirements Membership**

Kelly Kneece '13, Chair	Biology
Joy Jorgensen '11	Enrollment Management
Tjodie Richardson '11	Agricultural and Resource Economics
Andrea Wirth '11	Library
Richard Halse '12	Botany & Plant Pathology
Maureen Childers (v. Alexander) '12	Disability Access Services
TBA '13	

Ex-Officio Registrar's Office Representatives: Tom Watts and Amy Flint  
Executive Committee Liaison: Kevin Gable

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## Academic Requirements Committee

### 2009-2010 Annual Report

To: Jack Higginbotham, President Elect, Faculty Senate  
From: Sheila Roberts, 2009-10 Chair, Academic Requirements Committee Advisor, Educational Opportunities Program  
Re: Annual Report for 2009-2010

#### Data

The Academic Requirements Committee (ARC) met biweekly during the summer term, 2009, and weekly during the academic year. The committee considered 639 petitions which is an 8% decrease over the previous year. Meetings during the academic year generally lasted less than the two hours set aside, except during weeks eight, nine, and ten of each term. Occasionally they went beyond the two-hour time frame during these weeks. Summer meetings generally lasted less than two hours.

Late Course Withdrawals (193) and Late Course Drops (216) were the most common actions requested, but the committee was also asked to consider 82 late course adds and 57 requests to "late change the grading basis" from A/F to S/U or vice versa. The ARC also considered 48 withdrawals from the university and a few petitions dealing with potential waivers of graduation requirements and exceeding 24 credits. We approved late course withdrawals at a 56% rate, late course drops at a 63% rate with an additional 17% being approved as late withdrawals, and late course adds at a 95% rate. Late course withdrawals tend to be less clear cut and require more documentation, thus the lower approval rate. And the approval rate on late changes of grading basis, 30%, reflects the fact that there are not many circumstances that justify approving these requests.

The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, dropped slightly from 8% in 2008-09 to 5% in 2009-10. But we have also made a change in how deferrals are handled which has reduced the work load for the Registrar's Office. See below under "**Form to Provide Feedback to Students.**"

#### Notes on Guidelines

We continued the practice of making notes and consulting them in our decision-making process in interpreting the external guidelines that are provided to students. This served us well when faced with a petition to waive graduation requirements by a student athlete. The student's major advisor had signed off on an NCAA form stating that he had met graduation requirements, but he had in fact not met requirements from the College of Liberal Arts.

Our notes on waiving graduation requirements prompted us to consult with the Registrar, since we see so few of these cases. We had a prior case where the advisor had made an error and the student requested a waiver of the graduation requirement. We met with the Registrar and it was his opinion that we would be straying too far from best practices in granting this exception. The petition was denied in spite of the clear documentation of advisor error.

This year, in the case of the student athlete, the Registrar once again weighed in with his opinion that the exception was too major. So, whether or not the responsibility for the problem was on the shoulders of the student or the advisor, we decided to deny his petition. The student appealed to the Associate Provost for Academic Success and Engagement, Susie Brubaker-Cole, and she called a meeting with the Provost, the Dean of the College of Liberal Arts, the Director of Academics for Student Athletes, the student's counselor from Academics for Student Athletes, the student's major advisor, the ARC ex-officio representative from the Registrar's Office, and with me. Susie Brubaker-Cole ultimately decided to uphold ARC's decision and stated that maintaining consistency with prior decisions was a key factor in this situation.

Another issue that broke new ground was whether to treat a distance student on active military duty whose duty assignment changes, in the same way we treat students who are deployed in the middle of a term. As long as we had proper documentation of the change, we decided to take into consideration the guidelines used for students who have been deployed to allow for greater flexibility. The policy for students who are deployed is as follows:

1. **Full withdrawal from all courses** at any point during the term without academic or financial penalty. Tuition would be refunded in full.
2. **Partial withdrawal from some (but not all) courses** at any point during the term without academic or financial penalty. Students who have completed a significant portion of their course work may be eligible to: a) receive the grades earned in courses up to that point in time and/or b) request incomplete grades according to existing guidelines. Tuition would be refunded for withdrawn courses.
3. **No withdrawal from any courses.** Students who have completed a significant portion of their course work may be eligible to: a) receive the grades earned in courses up to that point in time and/or b) request incomplete grades according to existing guidelines. No tuition would be refunded.

*Whether or not this is processed as withdrawals or drops is decided on a case-by-case basis.*

### **OSU Cascades Petitions**

We were asked by Leslie Burns to consider a change in membership of the committee to include a faculty member from Cascades, and that individual could join us remotely via Skype, Polycom or conference call. Finally, it was decided to get Cascades input by having Dianna Raschio, their Academic Advisor, sign Cascade's students' petitions as Head Advisor. So there has been no change in membership.

### **Distance Students**

It seems as though there is a disproportionate number of petitions coming from distance students, particularly students who sign up for the first time, never log on to Blackboard or check their ONID email account, and assume they have been dropped. Perhaps we should track these numbers in the future and make some recommendations for better communication if the numbers bear this out.

### **Form to Provide Feedback to Students**

We continue to use a [form](#) that was created to give students more information on deferrals or denials. This was prompted by the amount of time the Registrar's Office was spending following up with students who failed to include documentation or other key points of information. Except for rare situations, follow-up on deferrals is the responsibility of the student.

We feel that the practice of making notes on our decisions and providing feedback to the students creates more consistency in our decision making and a better understanding of the process by students and advisors. I personally appreciate the opportunity to serve on this committee and am going to miss it this coming academic year.

### *2009-10 Academic Requirements Membership*

Sheila Roberts '10, Chair	Educational Opportunities Program
Joy Jorgensen '11	Enrollment Management
Tjodie Richardson '11	Agricultural and Resource Economics
Andrea Wirth '11	Library
Richard Halse '12	Botany & Plant Pathology
Kelly Kneece '10	Liberal Arts
Maureen Childers (v. Alexander) '12	Disability Access Services
Dee Dee Overholser	Graduate Student Representative

Ex-Officio: Registrar's Office Representatives: Tom Watts and Amy Flint

Executive Committee Liaison: Jack Higginbotham

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## Academic Requirements Committee

### 2007-2008 Annual Report

September 21, 2009

To: Paul Doescher, President, Faculty Senate

From: Sheila Roberts, 2008-2009 Chair  
Academic Requirements Committee  
Advisor, Educational Opportunities Program

Re: Annual Report for 2008-09

#### Data

The Academic Requirements Committee (ARC) met biweekly during the summer term, 2008, and weekly during the academic year. The committee considered 701 petitions which is an 8% increase over the previous year. Meetings during the academic year generally lasted less than the two hours set aside for the meetings, except during weeks eight, nine, and ten of each term. Occasionally they went beyond the two-hour time frame during these weeks. Summer meetings generally lasted less than two hours.

Late Course Withdrawals (203), Late Course Drops (271), and Late Course Adds (113) were the most common actions requested, but the committee was also asked to consider 60 requests to "late change the grading basis" from A/F to S/U or vice versa. The ARC also considered 42 withdrawals from the university and a few petitions dealing with potential waivers of graduation requirements and exceeding 24 credits. We approved late course withdrawals at a 51% rate, late course drops at a 62% rate with an additional 20% being approved as late withdrawals, and late course adds at a 93% rate. Late course withdrawals tend to be less clear cut and require more documentation, thus the lower approval rate. And the approval rate on late changes of grading basis, 36%, reflects the fact that there are not many circumstances that justify approving these requests.

The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, dropped slightly from 10% in 2007-08 to 8% in 2008-09. But we have also made a change in how deferrals are handled which has reduced the work load for the Registrar's Office. See below under "**Form to Provide Feedback to Students.**"

#### Notes on Guidelines & Changes to External Guidelines

Probably the most significant change this year has been the practice of keeping notes on our decision making process as they pertain to the external guidelines that are handed to students. This led to a decision to revise the external guidelines. The key issue was regarding this guideline:

**Late Course Withdrawal.** A late withdrawal from an individual course is granted only when a documented medical or family emergency makes it impossible for the student to withdraw on time or complete the course. Poor performance in a course is not a valid reason for a late withdrawal. Late withdrawals are rarely granted. The student should keep going to class until the Academic Requirements Committee reaches its decision. Students who have completed the course, and taken finals, are not eligible to withdraw from the course.

The actual practice was quite different from this guideline. If a student's pattern of attendance clearly supported their intention to withdraw, then we approved the petition without any documentation. We made a presentation to the Academic Advising Council requesting their input and then made a decision as a committee to require that students also provide some type of documentation supporting their intention to

withdraw, such as corroboration from an instructor or advisor. In light of that decision, we changed the external guidelines to read as follows (key changes are underlined):

***Late Course Withdrawal*** - A late withdrawal from an individual course is granted only when there are documented reasons, such as family emergencies, registration error, or illness, as to why a student could not withdraw by the deadline (end of the 7th week\*). Documentation for late course withdrawals is typically required, regardless of the point at which a student's attendance ended. Poor performance in a course is not a valid reason for a late withdrawal. The student should continue attending class until the ARC reaches a decision. Students who have completed the course, and taken finals, are not eligible to withdraw from the course.

We also asked for feedback from Academic Advising Council on these proposed additions to the external guidelines:

Petitions for exceptions to academic regulations will not generally be approved if the circumstance is more than 3 years in the past.

Students are petitioning for *exceptions* to university policy and approval is not guaranteed

Instructors and advisor's comments and approvals are advisory and are not binding on the committee's decision.

Faculty Senate Executive Committee expressed reservations on the first item above, because the three-year limit might be in conflict with the newly implemented Academic Regulation 31, Academic Fresh Start, which allows students to petition for exclusion of courses that were taken more than five years previously. We requested feedback from the Academic Regulations Committee and they felt the new guideline we were trying to implement was not in conflict with AR 31.

All of these changes were approved by Faculty Senate Executive Committee on April 23 and implemented shortly thereafter. Students are also now required to initial their review of the guidelines when they pick up the petition form from the Registrar's Office.

In our discussions regarding the above changes with the Academic Advising Council, they expressed a need to have a better understanding of our process. So ARC met and discussed information we felt would be helpful for them and sent it to their listserve in December, 2008. [See attached.](#)

### **Form to Provide Feedback to Students**

Another change we implemented this year was a form ([see attached](#)) that was created to give students more information on deferrals or denials. This was prompted by the amount of time the Registrar's Office was spending following up with students who failed to include documentation or other key points of information. Except for rare situations, follow-up on deferrals is now the responsibility of the student. We also conveyed this change to the Academic Advising Council.

We hope that these changes will provide for more consistency in our decision making and a better understanding of the process by students and advisors. I personally appreciate the opportunity to serve on this committee and look forward to another year.

### 2008-09 Academic Requirements Membership

Sheila Roberts '10, Chair	Educational Opportunities Program
Anthony Brock '09	Network Engineering
Kelly Donegan '09	Horticulture
Joy Jorgensen '11	Enrollment Management
Tjodie Richardson '11	Agricultural and Resource Economics
Andrea Wirth '11	Library

Ex-Officio: Registrar's Office Representatives: Nancy Laurence and Amy Flint

*Executive Committee Liaison: Leslie Burns*

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# Faculty Senate

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## Academic Requirements Committee

### 2007-2008 Annual Report

July 25, 2008

To: Lynda Ciuffetti, President, Faculty Senate

From: Jeffrey Malone, 2006-2008 Chair  
Academic Requirements Committee  
Academic Advisor, Academic Success Center/UESP

Re: Annual Report for 2007-2008

The Academic Requirements Committee (ARC) met biweekly during the summer term, 2007, and weekly during the academic year. The committee considered 649 petitions; a significantly lower volume of petitions than that of the previous academic year. Meetings during the academic year averaged two hours per week, with some running as long as three hours around the "peak periods," i.e., weeks eight, nine, and ten of each term. Summer meetings averaged between one hour and two hours in length due to lighter petition traffic. On rare occasions, petitions were reviewed, discussed, and voted on via email initiated by Registrar's Office. This situation occurred when the decision was especially time sensitive or when a requested item for consideration (medical documentation, instructor's verification of information/dates, etc) arrived after the weekly meeting had adjourned.

Late Course/Term Withdrawals (224), Late Course Drops (230), and Late Course Adds (125) were the most common actions requested, but the committee was also asked to consider numerous requests to "late change the grading basis" from A/F to S/U or vice versa. The ARC also considered a few petitions dealing with potential waivers of graduation requirements during winter and spring terms.

The number of petitions which resulted in deferrals, typically for clarifying information, documentation and/or appropriate/required signatures, dropped from over fourteen percent in the 2006-2007 academic year to under ten percent this year. This seems to indicate that a suggestion from the previous year's annual report (requesting that the Registrar's Office assist the ARC by not accepting incomplete petition forms from students) has been implemented effectively.

Consistent, reliable attendance by committee members was a persistent issue throughout my first two years on the ARC, often hindering our ability to function effectively and efficiently within the guidelines established for our committee. While I acknowledge that the time demands of this committee are quite heavy, especially during the regular school year, I felt compelled to promote a change to this aspect of the culture of the ARC. With the assistance of Vickie Nunnemaker, who stressed the extent of commitment required by this committee during the member "recruitment" process, some intentional and pointed comments by myself early in the fall with respect to attendance, and actively tracking attendance, I am pleased to report, committee member attendance was much improved this year (see the attached excel spreadsheet).

In early March, a student complaint regarding a petition to the ARC was filed with the Office of Affirmative Action and Equal Opportunity. In response to this complaint, I had a meeting with Ronie Sue, OSU's Equal Opportunity Associate. At that meeting I explained the ARC guidelines, process, and procedures. I also attempted to reconstruct the ARC's deliberations and decisions regarding said petition. Curiously this student had not chosen to take advantage of their opportunity to request an appeal or reconsideration of our initial finding. In my follow-up conversation with Ronnie Sue regarding her findings (she found no evidence that the student had been discriminated against), she did make a suggestion towards clarifying student options. She indicated that in her review of this situation she found that the process after the initial petition had been submitted was unclear to students and wondered if the ARC couldn't offer a written synopsis of the potential

steps along with the guidelines at the time when the students pick up the petition. This is truly more of a Registrar's Office issue and decision, but the ARC did draft and forward some language to the Registrar's Office for their consideration. The potential addition to the materials given to students would be something to this effect:

1. Initial Petition submission and committee consideration.
2. If Petition is denied and the student feels they can provide additional information for consideration, they can appeal for a reconsideration.
3. If the reconsideration also yields an unsatisfactory result, and the student can offer new and compelling information by attending a meeting in person, they should inquire about scheduling a Personal Appearance at the next available ARC meeting.
4. Further appeals to ARC results should be directed to the Director of Academic Programs and Assessment.

This message was delivered to the Registrar's Office after the ARC meeting on May 28th.

I would like to thank the Faculty Senate for the opportunity to serve on and chair this committee over the last three years. It has been a wonderful learning opportunity and has greatly increased my knowledge of the campus and its policies. I would also like to thank Tom Watts, Heather Chermak, Nancy Laurence, Amy Flint, and the Registrar's Office for their assistance with the work of this committee.

#### 2006-07 Academic Requirements Membership

Jeff Malone '08, Chair	Academic Success Center/UESP
LeeAnn Baker '08	University Honors College
Anthony Brock '09	Operating Systems
Kelly Donegan '09	Horticulture
Cynthia Muna '09 (resigned mid-year)	Disability Access Services
Sheila Roberts '10	Educational Opportunities Program

Ex-Officio: Registrar's Office Representatives: Tom Watts, Heather Chermak, Nancy Laurence, and Amy Flint

Executive Committee Liaison: Moira Dempsey

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# Faculty Senate

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## Academic Requirements Committee

### 2006-2007 Annual Report

July 18, 2007

To: Mike Quinn, President, Faculty Senate

From: Jeffrey Malone, Chair  
Academic Requirements Committee  
Academic Advisor, Academic Success Center/UESP

Re: Annual Report for 2006-2007

The Academic Requirements Committee (ARC) met bi-weekly during the summer term, 2006, and weekly during the academic year. The committee considered 1009 petitions. Meetings during the academic year averaged two hours a week, with some running as long as three hours around the "peak periods," i.e., weeks eight, nine, and ten of each term. Summer meetings averaged between one hour and two hours in length due to lighter petition traffic. On a few occasions, petitions were reviewed, discussed, and voted on via email initiated by Tom Watts of the Registrar's Office. This situation occurred when the decision was especially time sensitive or when a requested item for consideration (medical documentation, instructor's verification of information/dates, etc.) arrived after the meeting had adjourned.

Late Course Adds, Late Course Drops, and Late Course/Term Withdrawals are the most common actions requested, but the committee is also asked to consider dozens of requests to "late change the grading basis" from A/F to S/U or vice versa. At a few of the meetings, the committee was also requested to consider waiving graduation requirements (usually involving the residency requirement in particular).

Over fourteen percent of petitions resulted in deferrals, which seems fairly high. While the ARC initiated many deferrals by requesting further documentation (medical or otherwise) from the petitioner, a good percentage of deferrals might be negated if the student and/or instructor/department completed their sections of the petition more thoroughly. The committee has requested that the Registrar's Office assist with this issue by not accepting incomplete petitions, but perhaps information could also be disseminated so that instructors responding to petitions are better aware of the Academic Regulations under consideration and, therefore, can comment more appropriately on the situation at hand.

I acknowledge that the time demands of this committee are quite heavy, especially during the regular school year, but nonetheless I feel compelled to mention the inconsistent attendance of some members. While we all are busy professionals, some members seem to feel that at certain times of the year they are too busy to attend. This certainly hinders our ability to act as a consistent body when considering student petitions. Perhaps the length of appointment and extent of commitment could be stressed at the time of appointment to the ARC. I am under the impression that this issue is not a new phenomenon for the Academic Requirements Committee.

Lastly, I would like to thank Tom Watts, Heather Chermak, and the Registrar's Office for their assistance with the work of this committee.

### 2006-07 Academic Requirements Membership

Jeff Malone '08, Chair	Academic Success Center
LeeAnn Baker '07	University Honors College
Ronald Keil '07	Mechanical Engineering

Ebi Netto '08	Industrial Engineering
Nancy Wendt '08	Speech Communication
Kate Elias '09	Liberal Arts Student Services
Ken Winograd '09	Education

Ex-Officio: Registrar

Tom Watts (fall 2006 & spring 2007)

Heather Chermak (summer 2006, winter 2007)

Executive Committee Liaison: Moira Dempsey

**Attachments:**

- [Statistics Spreadsheets](#) [Requires Microsoft Excel]

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## Academic Requirements Committee

### 2004-2005 Annual Report

August 30, 2005

TO: Jeff Hale, President  
Faculty Senate

FROM: Sheila Roberts, Chair of Academic Requirements Committee 2004-05

RE: Annual Report for 2004-05

#### Meetings

Academic Requirements met bi-weekly during summer term, 2004, and weekly during the academic year. The meetings tended to be shorter this year and, at one point during spring term, we canceled meetings due to short dockets. We're not sure why this occurred, because the automatic review process was expanded in the 2003-04 academic year, so that can't account for the change. But it was welcome!

#### Departments must approve late adds

The most significant change in process during 2004-05 for the Academic Requirements Committee was the addition of departmental approval for late adds. This was the result of ARC's approval of petitions by two residential students to late add a history class taught by Distance Education. The committee was unaware that the History Department does not allow residential students to enroll in online history courses. Approval by the department was added to prevent future occurrences of late adds that violate departmental policy.

#### Chart of Automatic Processing by Registrars

At the suggestion of the Faculty Senate President, we agreed it is critical for advisors to have the chart available that the Registrar's Office uses to automatically approve a petition. For example, students who are petitioning to late add a class in the term the class is taught are automatically approved if the instructor, advisor (and now the department--see above) approve. Advisors may not be aware of the weight their approval may carry on a petition. If the advisor, instructor, or department does not approve a petition, or if there are any issues that raise a concern, the petition is seen by the committee. The chart is attached and I am recommending that it be distributed at the next Academic Advising Council meeting.

#### Slash Course Registration Changes

Bruce Rettig, Associate Dean of the Graduate School, sent the following to heads/chairs/directors in November, 2004:

All slash courses (4XX/5XX) are required to provide a qualitative different learning experience for the graduate students (or the undergraduates planning to reserve such courses for use on a future graduate program). More detail is available [here](#).

If you have any graduate students who are enrolled for 4XX credit and if they are completing the requirements to achieve your graduate learning objectives, they should use the form for a late change of registration at this time. After a course is completed and a grade is assigned for a 4XX course, I will not endorse a late drop of the 4XX component and a late add of the 5XX component. As you teach slash courses in the future, I recommend that you make this issue clear at the beginning of the term as you discuss your syllabus. Those students who are willing to make the effort to achieve the graduate level learning objectives should insure that they are registered for the 5XX course during the drop/add period.

In communicating with Academic Requirements Committee regarding this, Bruce Rettig noted that there are

occasions when retroactive approvals on changes of slash courses from 4XX to 5XX should be given, particularly when it's documented that there was a registration error, and that the Academic Requirements Committee is the final authority on this matter.

The committee takes Bruce Rettig's recommendations on all of these petitions into close consideration and departs from his recommendations only after thorough consideration of his concerns.

### **Retroactive Withdrawal From Multiple Terms**

This year, for the first time in my memory, the Academic Requirements Committee did approve a retroactive withdrawal on multiple terms for a student. We have considered several of these petitions in the last few years and have typically denied withdrawal from multiple terms. The petitions have tended to be based on mental health issues, such as depression. Our rule of thumb has been that we approve the petition for the term that the student actually received a diagnosis, but not terms prior to the diagnosis. The exception we made this year was a case that involved such debilitating psychosis it was evident from the documentation provided that the student had been incapable of making reasoned decisions for a lengthy period of time. We were also able to see evidence from the student's transcript that they had been capable of academic success prior to the onset of their illness. Since that decision, we received another petition with documentation of psychosis, but the doctor was unable to confirm that the psychosis was present in prior terms. The parents may be appealing this decision.

Approvals of retroactive withdrawals should be made with a close eye to the fact that by so doing, the committee is altering academic history. This is especially critical when there is no evidence that the student would ever have been capable of academic success at OSU.

### **Publicity and Education**

Academic Requirements attempted to gain publicity for deadlines for registration changes, by contacting the Barometer, but was not successful. Faculty Senate President suggested that Academic Programs might be willing to fund advertising for this in the Barometer. We recommend this for 2005-06, particularly during fall term when there are so many new students on campus.

Once publicity has been gained on the deadlines, we suggest reviewing the guidelines for petitions to late drop submitted after the end of the term. Instead of approving a drop, the committee might want to consider approving a withdrawal. A common rationale for these late drops is that they didn't realize they were registered for the course, but when space is at such a premium, the student really should be held responsible for their registration.

### **2004-05 Academic Requirements Membership**

Sheila Roberts '05, Chair	Educational Opportunities Program
Cheryl Pereira '05	Pre-Health Advising
Dodi Reesman '05	Animal Sciences
Earlean Wilson Huey '06	Minority Education Office
Linda Johnson '06	Athletics
Garrison Dyer '07	College of Business
Ronald Keil '07	Mechanical Engineering

Ex-Officio: Registrar  
Tom Watts (Fall 2004 & Spring 2005)  
Heather Chermak (Winter 2005 & Summer 2005)

### **Attachments:**

- [Statistics Spreadsheets](#) [Requires Microsoft Excel]
- [Petition Decision Process](#) [Requires Microsoft Excel]

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# Faculty Senate

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## Academic Requirements Committee

2003–2004 Annual Report

TO: Stella Coakley  
President, Faculty Senate

FROM: Academic Requirements Committee  
Sheila Roberts, Chair

RE: Annual Report, 2004–05

### Process for automatic review

In August, 2003, Sarah Ann Hones, the previous chair of ARC, and I met with Bruce Sorte regarding the volume of petitions the committee reviews. Since many of the petitions we reviewed were routine and automatically approved, he recommended defining categories that the Registrar's Office should be able to pre-approve without committee review. The committee met and recommended that the following categories of petitions be reviewed by the Registrars Office instead of by the committee:

*Late Course Adds during the current term* – all late adds submitted during the term for which the add is requested. The committee will continue to review late course adds beyond the end of the term.

*Section Changes (Add/Drops)* – when the instructor and the college head advisor approve, the Registrars Office will review all petitions submitted during the term for which they are requested. The committee will continue to review late section changes beyond the end of the term.

*Late Course Drops* – If a student indicates that they registered in error for the course and the instructor verifies that they never attended, the Registrars Office will review all petitions submitted up to the 7<sup>th</sup> week of the term. The committee will continue to review after the 7<sup>th</sup> week of the term.

*Extension of Incompletes beyond one year* – if the instructor and the department approves, the Registrars Office to review all of these petitions.

*Special Examination for Credit or for Waiver* – if the department and college head advisor approve and they meet all of the conditions in AR 23, the Registrars Office to review all of these petitions.

*Graduate Students* – changes in registration to correct course enrollment or to enable the student to maintain full-time status, the Registrars Office will review all that the Graduate School has approved.

Categories the committee reviews: The committee will review petitions to late withdraw from individual courses, to change grading basis, to drop if the student attended class, to audit, to exceed maximum course overload, and to withdraw from the university.

This system appears to be working well. We continue to meet weekly during the academic year and every other week during the summer, but the meetings tend to be shorter.

### Review of Proposed Changes by Academic Regulations Committee

The other action the committee was involved with was reviewing two proposed changes by the Academic Regulations Committee.

*The first change was to AR28a as follows:*

"First sentence change involving placing a period after the word 'enrolled' and then deleting the rest of the sentence. Rationale: the Academic Regulations Committee does not get involved in these decisions and so

this change brings the Academic Regulations into alignment with current practice."

Academic Requirements reviewed and approved this proposed change.

*The second change was to AR 11, paragraph "a" as follows:*

delete whole paragraph and replace with "Students may add courses each term through the end of Dead Week, depending on the nature of the course and the availability of space. During week 1 of the term, students may add classes via the web. Beginning week 2 of the term, add forms are obtained from and returned to the Registrar's Office. During week 2, add forms must be approved and signed by instructors. During week 3 and continuing through Friday of Dead Week, permission forms must be approved and signed by instructors and the student's college head adviser. Not all requests to add after the first week of the class will be approved by instructors or advisers. Unofficial 'attendance' of a class will not guarantee approval of a request to add. "The purpose of this change was originally to make the academic regulations fit the reality, which is that the Academic Requirements Committee now routinely approves all requests to add if the instructor and advisor have also approved it."

Academic Requirements approved this change with the recommendation that the forms to request late adds be termed "permission forms" to underline the fact that this process is not automatic, we clarified the week numbers, and we initially recommended that the departments be included in the process since the current 2<sup>nd</sup> week add forms include them and since they sometimes have grounds for not approving an add even when an instructor has approved it. Academic Regulations requested that we reconsider this latter recommendation based on the reasoning that individual departments can request instructors to obtain their approval, without making it a campus-wide policy. We discussed it and agreed to drop the recommendation that all departments be required to approve late adds.

### **Audits**

One other item of interest arose from the proposed changes that the Academic Regulations Committee worked on. They had also considered changing the timing on audits, allowing students to change to audit through the 7<sup>th</sup> week of the term. The Academic Advising Council opposed this change based on the rationale that students would use the audit to avoid withdrawals or poor grades. The timing of changing to audits was a question Academic Requirements posed in the annual report for 2002–03, so it's helpful to have an answer.

### **Publicity and Education**

Academic Requirements has also attempted to gain some coverage in the Barometer on the deadlines for registration changes without much success. We tried sending them a "sample article," and we also asked them to just print a quick reminder a day or two before the deadline. Our next attempt should probably involve a meeting with the editor.

We have also discussed meeting with departments that tend to have a high volume of petitions, but since we've continued to meet weekly just to review petitions, we haven't taken the additional time that would require.

### **Guideline Changes for Petitions Submitted After the End of the Term**

One other item we have discussed, but taken no action on, is devising guidelines on the timing of petitions, particularly when students are attempting to drop a course after the term has ended. A common rationale for these late drops is that they didn't realize they were registered and it wasn't until they saw their grades for the term that they became aware that they were registered for the course. This is a particular concern since seats in classes are at such a high premium. Hopefully we will be able to revisit this issue during the summer.

Attachments:

[Statistics on Petitions Reviewed Spreadsheet](#) (Excel file)

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## Academic Regulations Committee

### Academic Requirements Committee

Annual Report 2002-2003

July 21, 2003 **TO:** Bruce Sorte

Vickie Nunnemaker

OSU Faculty Senate **FROM:** Sarah Ann Hones

Chair, 2002-2003

Academic Requirements Committee

**SUBJECT:** 2002-2003 Summary Report

Academic Year Statistics for the OSU Academic Requirements Committee

Attending Members:

Sue Ann Bottoms, SMILE Program

Chere Pereira, College of Science

Sheila Roberts, Educational Opportunities Program

Sarah Ann Hones, Retired from committee, June 2003

Joe Toth, Valley Library-Left OSU in June 2003

Non-voting Member of Registrar's Office:

Mary Rhodes

Heather Chermak

Tom Watts

Note:

Diane Belair, Disabilities Services-left OSU in winter term, 2003

Sheila Roberts is the incoming Chair for the 2003-2004 academic year.

The Academic Requirements Committee (ARC) met weekly beginning the first week of summer term. This year the committee met on Wednesday mornings beginning at nine o'clock. Average meeting times were 1-2 hours each week.

The Academic Requirements Committee received 2278 petitions in AY 2002-2003. The committee reviewed an average of 54 petitions each week. (524 petitions were pre-approved by the Registrar's office.) Of the petitions completed by the committee and denied, 18 were re-reviewed and approved by Dr. Bob Burton.

Continuing Concerns expressed by ARC:

1. In Summer 2002, the Academic Requirements Committee received three petitions requesting late withdrawals from three consecutive terms. Each of the petitioners was a freshman, and each had medical documentation of depression. The current and past chairs of Academic Requirements and Academic Standing Committees, along with members of the Registrar's Office, met during summer 2002 to discuss how to handle these petitions. Using academic regulations as our guidelines, we told these students they must petition the Academic Standing Committee for reinstatement (all were suspended) before petitioning the Academic Requirements Committee. The ARC invited Dr. LaDonna Johnson, from Student Health Services, to speak with us about depression. No specific guidelines are established for dealing with these situations.
2. Many students ask to do audits after week two. The guidelines do not allow this. The ARC does not understand this particular guideline. It seems that audits would be allowed through week seven – along with withdrawals and S/U grading.

3. Distance Education/Online course work does not have a standard method for recording attendance. Since withdrawal petitions require this information, this is a constant difficulty for the ARC.
4. Slash courses continue to be a source of difficulty for the ARC. Often instructors say the 500-level courses have the same content as those at the 400-level. Then they suggest we allow a student to change the course level to 500-level. We recognize the university is dealing with these same concerns.

Recommendations for Consideration:

1. The Academic Requirements Committee meets every week – including summers and breaks – for one to two hours. Sometimes these meetings are longer, depending on the number of petitions reviewed each week. In the two and a half years I have served on this committee I have NEVER seen a full contingent of members. I believe this is because of the length and commitment of appointment to this committee. This committee is one of the hardest working committees I have seen. To do our job well, we need internal consistency in membership. We suggest a few alternatives to the current system of appointments to the committee.
  1. Staggered appointments – Assign members to two-year commitments. Note length and commitment of appointment so that members understand the commitment from the first day. The first Wednesday of summer term is the beginning of this committee's tenure.
  2. Assign a group of new members (6-8) every year so they can receive training during the first year. This committee requires some training time during meetings.
  3. Assign student members to this committee. Consider graduate level students.
  4. Assign two groups who meet every other week with a Chair who meets every week and acts as a link between the groups. This system would require only two-three meetings a month for each general member of the committee.
2. Ask the ARC to keep an internal record of their discussions. This year's committee maintained constant dialogue about our concerns and issues. These were shared with Bruce Sorte in a May 2003 memo.
3. Quarterly Report-Business Meeting – Establish a quarterly meeting that is open to other committees and faculty to discuss concerns such as:
  - Problems
  - Trends
  - Questions
  - IssuesAgenda items would be solicited from Faculty Senate, other quarters and distributed on the web before the meeting. Meeting minutes would be posted to the Faculty Senate website.
4. Working Session each term – Use one week each term for a work session. This year we invited Health Services and Counseling personnel to address issues with us during our weekly meetings.

Attachments:

[Memo to Bruce Sorte-May, 2003](#)  
[Spreadsheet of 2002-2003 petition numbers](#)

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## Academic Regulations Committee

### Academic Requirements Committee

Annual Report 2000-2001

July 13, 2001 TO: Henry Sayre

Faculty Senate President FROM: Charlotte Vickers, Chair

Academic Requirements Committee

Members: Ataa Akyeampong, Larry Flick, Sarah Ann Hones, Kim McAlexander, Barbara Moon, & Clay Torset

Heather Chermak & Mary Rhodes (ex-officio)

SUBJECT: Annual Report 2000-2001

The Academic Requirements Committee (ARC) met weekly during academic year 2000-2001, from one and one-half hours to three hours each week, to review and make decisions on petitions from students requesting exceptions to the OSU Academic Regulations. The ARC also met every other week during the summer of 2000. The OSU Registrar's office maintains statistics related to the decisions made by the ARC. A summary of the 2000-2001 decisions is at the end of this report.

In my opinion, the Academic Requirements Committee is one of the hardest working committees on campus. This year's committee was well informed on academic regulations and requirements and careful to follow academic guidelines to the best of our ability. Petitions were read individually and determined on an individual basis with thoughtful, compassionate consideration given to extenuating circumstances.

Mary Rhodes, Associate Registrar, and Heather Chermak, Assistant Registrar, were the ex-officio representatives from the Registrar's Office to the committee. The ARC is thankful to the Registrar's Office for their support and assistance. They provide all requested material and information in a timely manner. They are responsible for organizing thousands of petitions and talking to hundreds of students and faculty members. The faculty and staff of the Registrar's Office performed their jobs admirably and with dedication.

### Recommendations for 2001-2002:

1. After the term begins, the auditing registration period has a narrow five day window as compared to a two week window of opportunity to add/drop. The ARC reviewed a number of petitions for auditing simply because of this narrower time period. The ARC therefore recommends an identical time frame for auditing as there is for add/drops. Students pay the same fees whether they are enrolled for credit or enrolled to audit a class. The majority of requests to audit come from graduate students. This expanded "window of opportunity" allows a student to audit a course and to broaden their scope of knowledge without suffering the consequences of receiving a low grade.
2. Pursue faculty and advisor training regarding Academic Regulations with particular emphasis on University deadlines such as add/drop and withdrawal as well as how to correctly complete their portion of various petitions. A number of petitions throughout the year were simply sent back to the student or faculty member with instructions to complete the form correctly with adequate information. Correctly completed petitions help the ARC to make timely, informed decisions.
3. The ARC has seen an increase in petitions because of problems associated with Distance Education courses. We foresee a tremendous increase in petitions for extension of incompletes alone. Distance Education offers expanded educational opportunities but it also brings with it unique problems. Closer coordination/tracking of Distance Education students will be necessary in the future.

#### Academic Requirements Committee Final Report 2000-2001

	Approved	Denied	Total	% Total Notes
<b>Grade Changes By Petition</b>	36	76	112	5%
<b>Special Exams</b>	44	0	44	2%
<b>Add/Drop</b>	1591	175	1766	71%



<b>Withdraw Course</b>	225	106	331	13%
<b>Misc, Extend I or Audit</b>	162	4	166	7%
<b>Withdraw University</b>	30	12	42	2%
<b>Total</b>	<b>2088</b>	<b>373</b>	<b>2461</b>	<b>100%</b>

Copies:

2000-2001 Academic Requirements Committee

Barbara Balz, Registrar

Mary Rhodes, Associate Registrar

Heather Chermak, Assistant Registrar

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# Faculty Senate

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## Academic Regulations Committee

Academic Requirements Committee

Annual Report 1999-00

July 11, 2000

TO: Gordon Matzke  
Faculty Senate President

FROM: Jane Siebler, Chair  
Academic Requirements Committee  
Members: Ataa Akyeampong, Larry Flick, Kim McAlexander,  
Clay Torset, Charlotte Vickers, Heather Chermak (ex-officio)

SUBJECT: Annual Report 1999-2000

The Academic Requirements Committee (ARC) met weekly during academic year 1999-2000, from one and one-half hours to three hours each week, to review and make decisions on petitions from students requesting exceptions to the OSU Academic Regulations. The ARC also met every other week during the summer of 1999.

The OSU Registrar's Office maintains statistics related to the decisions made by the ARC. A summary of 1999-2000 decisions is at the end of this report. The Academic Requirements Committee is one of the hardest working on campus, and this year's team was extremely committed and careful in all their deliberations. In addition to strong group process skills, committee members shared an appropriate sense of humor and a great love of helpful snacks. This committee deserves applause for a job very well done.

The Faculty Senate charged the 1999-2000 ARC to maintain an independent role from the Registrar's Office and to interface with the Graduate School Committee to look at procedures covering petitions from graduate students. The Committee also answered the charge of the 1998-99 Committee to follow-up with the Academic Regulations Committee concerning various regulations. These charges are addressed in the following section of this report.

### **Relationship with the OSU Registrar's Office:**

Assistant Registrar Heather Chermak was the ex-officio representative from the Registrar's Office to the committee. Mary Rhodes, newly hired Associate Registrar, began training in May to assume the ex-officio role for the upcoming year. The ARC maintains appropriate independence from the Registrar's Office and is thankful to the Registrar's Office for their support and help. The Registrar's Office provides all requested materials and information in a very timely way. This office also provides necessary information to petitioning students accurately and on-time. The ARC enjoyed working with Heather, Mary, and Registrar's Office staff to serve OSU students with compassion, care and competence. Special thanks go to Lavon Reese for organizing thousands of pages of materials and talking to hundreds of students and faculty members.

### **Interface with Graduate School Committee:**

The Graduate Office responded positively and appropriately to the ARC's request to provide more guidance to petitioning graduate students and the ARC. This year's volume of Graduate student petitions

was lower, and helpful comments and information were provided by administrators in the Graduate Office. With this increased attention to graduate student petitions from the Graduate School, the ARC believes there is not the need to pursue separate ARC entities for undergraduates and graduates. Thus, the ARC did not interface with the Graduate School Committee to seek out this remedy.

#### Follow up with Academic Regulations Committee:

- a. Extension of Incomplete grades beyond one year was not addressed.
- b. Standardization of deadlines for audit/withdrawal and change of grading basis was deferred by the Academic Regulations committee for at least another year. That Committee believed that the Faculty Senate had debated this issue so recently that revisiting it was premature.
- c. Agreed that the Academic Requirements Committee would stay involved with petitions under AR 28, Substitutions. Regulations believed that the ARC was the last point of faculty review for such substitutions.

#### Recommendations for 2000-2001:

1. Continue to pursue posting student's petition results on the Web.
2. Follow-up with Academic Regulations Committee for changes to extensions of Incomplete grade deadlines and audit/withdrawal deadlines.
3. Continue to pursue faculty and advisor training regarding the Academic Regulations in general and drop, withdrawal and audit deadlines in particular.
4. Continue work with the Registrar's Office to facilitate understanding and adherence to academic requirements and regulations by students and faculty in Distance and Continuing Education.

#### Academic Requirements Committee Final Report 1999-2000

	Approved	Denied	Total	% Total Notes
<b>Grade Changes by Petition</b>	34	55	89	3% (65 preapproved)
<b>Special Exams</b>	82	3	85	3%
<b>Add/Drop</b>	1973	88	2061	78% (1340 preapproved)
<b>Withdraw Course</b>	156	76	232	9%
<b>Misc, Extend I or Grad Req</b>	136	6	142	5%
<b>Withdraw University</b>	26	12	38	1%
<b>TOTAL</b>	<b>2407</b>	<b>240</b>	<b>2647</b>	<b>100%</b>

Copies: 1999-2000 Academic Requirements Committee  
Barbara Balz, Registrar  
Heather Chermak, Assistant Registrar  
Mary Rhodes, Associate Registrar



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## Academic Regulations Committee

Academic Requirements Committee

Annual Report 1998-99

July 14, 1999

TO: Kenneth Williamson  
Faculty Senate President

FROM: Tracy Bentley-Townlin, Chair  
Academic Requirements Committee  
Members: Larry Flick, Kim McAlexander, Jane Siebler, Neil Eldin, Kurt Peters, Barbara Roth, Ataa Akyeampong, Heather Chermak or Ron Oliveira ( Ex-Officio: Registrar)

SUBJECT: Annual Report 1998-99

The Academic Requirements Committee (ARC) met weekly during 1998-99, from one and one-half hours to two and one-half hours, to review and make decisions on petitions from students requesting exceptions to the academic regulations. A summary of these decisions appear at the end of this report. In addition, the committee was involved with reviewing the academic regulations to determine if the regulations support 21st century higher education programs. The committee also reviewed and revised the standing rules for the committee. I would like to thank the committee for their hard work, integrity and humor which allowed us to be successful.

Review of Medical Withdrawals:

The recommendations from 1997-98 requested continued discussions with the Student Health Center concerning medical documentation of illnesses. At that time, it was the Health Center's policy not to provide medical excuses for absenteeism from classes or exams. However, the ARC believed that medical information is sometimes needed when a student requests a late withdrawal from an individual course or from the term.

In summer of 1998, I met with Lora Jasman to discuss methods by which the committee would receive information regarding an illness without having the Physican placed in the position of making the decision of whether or not the student could have persisted in a class or for the term. A new form was developed which appears to satisfy both Student Health Services and the ARC.

In November 1998, Maggie Niess and later Ken Williamson requested the committee to review all of the academic regulations in light of the new budget model. Attached are the recommendations made to the Academic Regulation Committee and the Faculty Senate.

Recommendations for 1999-2000

1. Post results of student's petition on the Web.
2. Investigate the possibility of having an ARC for Graduate students and one for Undergraduate students.
3. Follow up with Academic Regulations Committee the recommendations for changes to the academic regulations. Specifically:

- a. extension of Incompletes beyond one year.
- b. standardize deadlines for audits/ withdrawals and change of grading

4. Provide training for Faculty regarding Academic Regulations.

cc: 1998-99 Academic Requirements Committee  
Barbara Balz, Registrar  
Ron Oliveira, Associate Registrar  
Leslie Burns, Director of Undergraduate Academic Programs

AR 1 b. 3) Written endorsement to the Academic Requirements Committee by the office of the dean of the college in which the student wishes to register as a degree candidate. ARC does not review special undergraduate admissions. Recommendation: Regulations Committee reviews and identification of correct committee

AR 2. Credit from a two year institution (Undergraduate students) We did not have a concern with

AR 3. Credit from an unaccredited Institution. We did not have any concerns. It was noted that there is no longer a 2d for AR 2. Recommendation: Regulations needs to revise.

AR 4. Classifying Students - No concerns

AR 5. Transfer from one college to another. No concerns

AR 6. Change in Credits Scheduled. No concerns

AR 7. Maximum and Minimum Registration.

- a. The information in ( ) does not make sense. Needs to be revised.
- a. 2) States that ARC approves petitions for over 24 credits. ARC usually adheres to recommendation from the student's advisor and college dean. Recommendation: Regulations need to review to see if this portion of AR 7 is still required. We propose collapsing 1 and 2. Have the college be responsible.

AR 7 b. No concerns

AR 8. Late Registration - No concerns

AR 9. Admission to Class

- a. - no concerns
- b. - Why are audited courses not shown on registration?
- c. Have Regulations review the need to have a no-show-drop policy. We believe it is too confusing for the students. Some students believe they will be dropped and fail to act. Resulting in a petition. Is this policy still needed.

AR 10 - Eligibility

- a. Students with disabilities can be considered full time while attending 3/4 time. This accommodation is based on documentation.
- b. is being reviewed by the Faculty Senate Academic Regulation Committee

AR 11 - Adding and Dropping Courses

- a. no concern
- b. no concern
- c. discussion about not having any add /drop fees for the first week of the term. Should students have the opportunity to check out a class prior to committing to the class. ARC recommends Add/drop fees begin the 6th day of class.

AR 12 - Withdrawal from Individual Courses

- a. needs to be clearer. Recommendation: Students may withdraw from a course with a W grade after the tenth day of classes by the Friday of the seventh week of classes. Refer to the calendar for time deadline.

\* We also believe that Faculty Senate should still discuss the need for this regulation. ARC is still split on requesting that the deadline be extended until the Friday prior to Finals Week instead of the seventh week.

#### AR 13 Withdrawal from the University

- a. needs clarification. Recommendation:
- a. Any student in good standing (See AR 22) is entitled to withdraw without prejudice at any time prior to and including the Friday prior to the beginning of Final Week. Refer to calendar for time deadline.
- b. confusion about withdrawing with I grades due to an emergency. Recommendation: place
- c. Under AR17 or craft a new AR to deal with I grades.

#### AR 14 Attendance

There was no proposed changes. There was discussion about what % of the grade can be based on attendance. Some faculty believe that they can not use attendance to when calculating a students' grade. Perhaps Jennifer Cornell's (CLA Curriculum Committee) recommendation of Feb 20th should be considered.

#### AR 15 Honesty in Academic Work

No concerns

#### AR 16 - Final Week

In general - we believe that Regulations should review AR 16. What is written is not happening in practice. There are final exam given during dead week.

- c. Final examination may not be changed to the week preceding Final Week without approval of the Academic Requirements Committee. This is definitely not happening. If Regulations should decide to keep A. & B. we question why ARC needs to approve this.

#### AR 17 Grades

There was a question about "I"s. The policy states....The I is only granted at the discretion of the instructor. If a student misses the final without notification and approval acceptable to the in to the instructor, the instructor will report the grade that is appropriate for the requirements of the course. The instructor states the deficiency and the deadline for completing the missing work on the grade roster. The additional time awarded shall in no case exceed one calendar year..... The wording seems to indicate that extensions of I's should not happen. Should I's be granted after one year? If it is acceptable... what is reasonable time limit for an extension beyond the first year? Because this is an academic decision, ARC has authorized the Registrar to approve these petitions if approved by instructor and department. Due to new forms, there is no place for the faculty to document the deficiency. Regulation needs to redefine where, if necessary, the deficiency needs to be recorded.

Part II - An instructor may move to correct a grade erroneously given by filing a Change of Grade Card in the Registrar's Office. The Academic Requirements Committee routinely reviews grade changes. I believe the registrar has been authorized to do this if the is a grade and instructor and head adviser or dean approval.

#### AR 18 Alternative Grading Systems

The committee had no concerns

#### AR 19 Grade Points

Recently revised, no concerns

#### AR 20 Repeated Courses

Recently developed, no concerns

#### AR 21 Honor Roll

No concerns

#### AR 22 Satisfactory Academic Standing

No concerns

#### AR 23 Special Examination for Credit

- a. Some discussion to reconsider whether or not a student can take an exam for credit in the term in which he or she completes requirements for graduation.
- b. should be reexamined in light of the PASS (Proficiency Based Admission System) which will be in effect at OSU in Fall 2001. Students coming in from high school at a higher

proficiency level may wish to test for credit. Currently our regulations does not allow credit based on work done in high school.

AR24 Special Examination for Waiver  
No concerns

AR 25 Institutional Requirements for Baccalaureate Degrees

In general, distance education changes some of the AR requirements. Deadlines for add/drops etc. are different. Need clarification on the timelines for distant education classes and overlays.  
*Recommendation: Registrar and distance education develop consistent timelines.*

f. Academic Residence:

1. *Residence needs to be redefined in light of distance education*
2. *Concern about National Student Exchanges. NSE courses should be treated in the same manner as International Exchange course. NSE courses should count as OSU credit.*
3. *A student must be enrolled in (not at) OSU, in regular standing,....*

h. Restrictions

- 5) *does this include summer school? Policy not clear.*

AR 26. Concurrent and Subsequent Baccalaureate Degrees  
No concern

AR 27 Subsequent Credentials  
No concern

AR 28 Substitutions.

Substitutions for institutional requirements may be made only with the approval of the dean of the college... and of the Academic Requirements Committee. This is not happening. Regulations need to be revised to reflect current policy. Recommendation: Remove ARC. The final decision remains with the Dean of the College.

AR 29 Graduation Exercises  
No concerns

AR 30 Auditing Courses

*We propose a major revision of AR 30. Student should be able to sign up to audit a class. The professor can make the decision whether to grant permission or not. The time allowed to audit a course should be changed. Recommend that the deadline to audit a class be changed to the same dates as changing to S/U grading and withdrawing from a class.*

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# Faculty Senate

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## Academic Requirements Committee

Annual Report 1997-98

July 14, 1998

TO: Maggie Niess, President  
Faculty Senate President

FROM: Mary Ann Matzke, Chair  
Academic Requirements Committee  
Members: Polly Gross, Phil Rossignol, Tracy Bentley-Townlin, Susan Longerbeam, Neil Eldin, Barbara Roth, Larry Flick, Kurt Peters, Brandon Antoni (student), Christine May (student), Ron Oliveira (ex-officio)

SUBJECT: Annual Report 1997-98

The Academic Requirements Committee (ARC) met weekly during 1997-98 to review and make decisions on petitions from students requesting exceptions to the academic regulations. A summary of these decisions appears at the end of this report. In addition, the committee was involved in a year-long project to review and modify the petition process. I would like to thank the hard-working committee for the extra hours spent on the review process and Leslie Burns for her assistance with the focus groups.

Review of the petitioning process:

In summer of 1997 the Registrar expressed dissatisfaction with the current petitioning process. Due to staff cutbacks and changes, she felt it was no longer possible to continue with the current process as it was very time intensive for the Registrars staff, students, advisers, and the committee.

Meetings were held with the ARC and the Registrars Office. As a result of these meetings, Leslie Burns, Director of Undergraduate Academic Programs, offered to lead five focus group meetings to gain a better understanding of the perceptions of and issues/concerns with the petition and review process. Two groups of faculty and advisers, one group of students, the ARC and the Registrars Office met during the fall and early winter. The sessions were recorded and a report was prepared by Leslie Burns. The following changes were made following the Focus Group report and on-going discussions with the Registrars Office:

1. A memo was written from the ARC to the Registrars Office clarifying that the Registrar would automatically approve petitions in certain categories. This year 49% of the add/drop requests and 68% of the miscellaneous category requests were automatically approved.
2. The petition form was changed into two different forms - one dealing with registration changes and one with miscellaneous requests (extension of I, exam for credit, etc.). The new format is easier for the Registrars Office to process and requires fewer signatures.
3. Written guidelines for both faculty and students were prepared. The faculty guidelines were presented at the April Academic Advising Council meeting. The student guidelines are being distributed with the petition form.
4. Several meetings were held with the Academic Regulations Committee to discuss changes that would simplify the petition process. The revision of AR2 was implemented and the Academic Requirements Committee will no longer review vo-tech course credits.

## Recommendations:

1. Post Faculty Guidelines for Student Petitions on the web. Remind faculty of deadlines to drop and withdraw from classes, ask their assistance in providing information regarding attendance on petitions, and ask that they inform students of their performance in class prior to the withdraw deadline.
2. Continue to work on simplifying the petition process by delegating more approvals to the Registrars Office when appropriate.
3. AR12 (Withdrawal from Individual Courses). We recommend that the Faculty Senate reconsider the withdrawal deadline. We feel that the 7th week deadline is not supported by the faculty and should be extended.
4. In AR 13 (Withdrawal from the University). The wording is vague and has been interpreted to include the weekend or up to the day the student takes his/her first final. Recommend: State that the deadline is 5:00 p.m. on the Friday before Finals Week.
5. AR13. Discuss with the Academic Regulations Committee what the guidelines should be for a late withdrawal. Should there be a time limit on a request to late withdraw?
6. AR23d (Exam for Credit) ARC recommends that students be allowed to take an exam for credit in the term in which he or she completes requirements for graduation.
7. AR23 and 24 (Exam for Credit/Waiver) should be reexamined in light of the PASS (Proficiency Based Admission System) which will be in effect at OSU in Fall 2001. Students coming in from high school at a higher proficiency level may wish to test for credit. Currently our regulation does not allow credit based on work done in high school.
8. Continue discussions with the Student Health Center concerning medical documentation of illnesses. Currently it is the Health Center's policy not to provide medical excuses for absenteeism from classes or exams. However, the ARC feels that medical information is sometimes needed when a student requests a late withdraw from an individual course or from the term.

Academic Requirements Committee Final Report  
1997-98

	Approved	Denied	Total	% Total	
Grade Changes by Petition	36	101	137	5.24%	
Special Exams	78	5	83	3.17%	
E Grades	0	0	0	0%	
Adds/Drops	1644 (935*)	273	1917	73.42%	
Withdrawals	155	133	293	11.22%	
Miscellaneous	96 (67*)	2	98	3.75%	
Other Miscellaneous	62	21	83	3.17%	
<b>TOTALS</b>	<b>2071</b>	<b>540</b>	<b>2611</b>	<b>100%</b>	

\*Automatically approved and included in Approved totals.

Note: The number of student petitions continues to increase. Total number of petitions considered was 1491 in 95-96; 2,106 in 96-97; and 2,611 in 97-98.

cc: 1997-98 Academic Requirements Committee  
Barbara Balz, Registrar  
Ron Oliveira, Associate Registrar  
Leslie Burns, Director of Undergraduate Academic Programs

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## Academic Requirements Committee

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### Registrar's Pre-Approval Chart

<i>Petition Action</i>	<i>Current Term</i>	<i>Past Term</i>
Change in Course Credit	Pre-approved	Pre-approved
Extension of I	Pre-approved	Pre-approved
Exam for Credit	Pre-approved	N/A
Graduate Students: change of registration to maintain full-time status.	Pre-approved	Pre-approved
Level Change (i.e. 400 to 500, etc.)	Pre-approved for Grad students only if have instructor, department and grad school approvals	Pre-approved for Grad students only if have instructor, department and grad school approvals
Course Add	Pre-approved if have instructor, department and head advisor/grad school approvals	Pre-approved if have instructor, department and head advisor/grad school approvals
Section Changes	Pre-approved if have instructor, department and head advisor/grad school approvals	Pre-approved if have instructor, department and head advisor/grad school approvals
Withdraw from University	ARC after W/U deadline	ARC
Course Drop	Pre-approved to end of 10 <sup>th</sup> week (if instructor indicates <b>no</b> attendance) ARC (if instructor indicates attendance of any period of time)	ARC
Audit	ARC	ARC
Change of Grading Basis	ARC	ARC
Course Withdrawal	ARC	ARC
Graduation Requirement	ARC	ARC
Max Credit Overload (25+)	ARC	ARC

**Materials linked from the 2010-2011 Academic Requirements Committee Annual Report.**

**Petition Results for Late Change of registration status**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

CRN: \_\_\_\_\_ Subj: \_\_\_\_\_ Course: \_\_\_\_\_ Term: \_\_\_\_\_

Petition: \_\_\_\_\_

- Your petition has been denied because it does not meet guidelines:
  - Academic performance is not a valid reason for change of registration.
    - Doing better or worse than expected.
    - Earning a poor grade on a midterm or paper after the deadline for changes of grading basis and/or individual course withdrawal deadline.
  - Change of Major is not a valid reason for change of registration.
  - Does not meet medical or family emergency guidelines.
  - Academic record cannot be changed once final has been taken or course has been completed.
  - Attendance/Course Activity beyond the drop/withdraw date
  - Insufficient documentation of intent to change registration status
  - Other \_\_\_\_\_
- Your petition may be incomplete, see below:
- Your petition has been deferred for more information.

- 
- Your petition can be reconsidered if you can provide the following information.
    - Accurate attendance dates from instructor, including last date of attendance and whether final was taken. Sent to [Christine.Crabtree@oregonstate.edu](mailto:Christine.Crabtree@oregonstate.edu) from instructor.
    - Medical documentation.
    - Documentation of intent to make registration change in a timely manner.
    - Documentation of circumstances that prevented registration change in a timely manner.
    - Other \_\_\_\_\_
- 
-

Date \_\_\_/\_\_\_/\_\_\_

**Materials linked from Academic Requirements Committee 2009-2010 Annual Report.**

**Petition Results for Late Change of registration status**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

CRN: \_\_\_\_\_ Subj: \_\_\_\_\_ Course: \_\_\_\_\_ Term: \_\_\_\_\_

Petition: \_\_\_\_\_

Does not meet guidelines:

- Academic performance is not a valid reason for change of registration.
  - Doing **more poorly/worse** or better than expected.
  - Earning a poor grade on a midterm or paper after the deadline for changes of grading basis **and individual course withdrawal**.
- Does not meet medical or family emergency guidelines.
- Academic record cannot be changed once final has been taken or course has been completed.
- Other \_\_\_\_\_
- Your petition may be incomplete, see below:

**Your petition has been deferred for more information, see below**

~~Your petition can be reconsidered if you can provide the following information.  
Your petition can be reconsidered if you can provide the following information:~~

- Accurate attendance dates from instructor, including last date of attendance and whether final was taken. Sent to [Christine.Crabtree@oregonstate.edu](mailto:Christine.Crabtree@oregonstate.edu) from instructor.
  - Medical documentation.
  - Documentation of intent to make registration change in a timely manner.
  - Documentation of circumstances that prevented registration change in a timely manner.
  - Other \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Information for Academic Advising Council:

### Late adds and drops

These are automatically approved by the Registrar's Office without committee review, through the 10th week of the term, if they meet the guidelines.

### 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. Documentation for late course withdrawals is always required, regardless of the point at which a student's attendance ended. Late course withdrawals are very rarely approved if the student took the final or completed the course.

### Audit

Changes to audit are very rarely approved because of the possible motivation, stated or unstated, to avoid a W on the transcript. Petitions from students who are not enrolled in a course and want to add as an audit are generally approved.

### Late Change of Grading Basis

A change of program is not a basis for granting these changes because the grade can be certified by the Registrar's Office.

If students want to retake a course on an S/U basis after taking it for a grade, ARC will approve this if it's very clear there is no intention to remedy the first grade.

### Withdrawal from the University

If the student has taken finals these petitions are almost never approved.

### 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.

**Petition Results for Late Change of registration status**

Student Name:\_\_\_\_\_ Student ID:\_\_\_\_\_

CRN:\_\_\_\_\_ Subj:\_\_\_\_\_ Course:\_\_\_\_\_ Term:\_\_\_\_\_

Petition:\_\_\_\_\_

- Your petition has been denied because it does not meet guidelines:
  - Academic performance is not a valid reason for change of registration.
    - Doing better or worse than expected.
    - Earning a poor grade on a midterm or paper after the deadline for changes of grading basis and/or individual course withdrawal deadline.
  - Change of Major is not a valid reason for change of registration.
  - Does not meet medical or family emergency guidelines.
  - Academic record cannot be changed once final has been taken or course has been completed.
  - Attendance/Course Activity beyond the drop date
  - Insufficient documentation of intent to change registration status
  - Other\_\_\_\_\_
  - Your petition may be incomplete, see below:
- Your petition has been deferred for more information.

- 
- Your petition can be reconsidered if you can provide the following information.
    - Accurate attendance dates from instructor, including last date of attendance and whether final was taken. Sent to [Christine.Crabtree@oregonstate.edu](mailto:Christine.Crabtree@oregonstate.edu) from instructor.
    - Medical documentation.
    - Documentation of intent to make registration change in a timely manner.
    - Documentation of circumstances that prevented registration change in a timely manner.
    - Other\_\_\_\_\_

May 12, 2003

To: Bruce Sorte  
President, Faculty Senate

From: Academic Requirements Committee  
Sarah Ann Hones, Chair

Re: Standing Rules, Other Concerns  
2002-2003 Academic Year

The Academic Requirements Committee has reviewed our Standing Rules as listed on the OSU website. For the most part, the rules accurately reflect our work. We are concerned about the following line, "Each year, the committee reviews the academic standing of candidates for baccalaureate degrees who are recommended ..." Actually, we do no such review.

We have also taken this opportunity to review the ARC guidelines for student petitions. You and I spoke about this review when we met in November. We have reviewed and redrafted our guidelines (attached) to summarize more exactly how the committee reviews petitions based on OSU's regulations and rules. During our review process we came up with some concerns regarding petitions we see weekly. These are delineated below.

1. Audits

Students are permitted to do an audit ONLY in Week 2 of the term. Why is that? We cannot see why audits do not follow the same time line as S/U grading. There is no difference in finances. We find this a difficult rule to enforce because we don't understand the reasoning behind it and the rule is so limiting.

2. Distance Education/Online Course Work

We see many petitions from students asking to drop these courses. They argue that they have not attended the course(s). If the instructor does not have a check-in system to note when a student has "begun" the work, the instructor often says, "The student has done no work." Our guidelines will then allow a student to drop the course. We would like to see a system established for classes that includes a check-in to the course so that the instructor has a record that the student has, indeed, "begun" the course. We want the instructor to determine attendance. Otherwise, we will continue to see students opt out of online courses they have not completed.

Distance Education Course Work versus WWW OSU Course Work

We receive petitions from students who have registered for web courses who later realize, when they receive the distance education tuition bill, that they have registered for a distance education course instead of their intended web course at OSU. At one time, there was a

pop-up box that warned students about the distance education course work. Some sort of distinction is needed so students clearly understand the commitments they are making when they register.

3. Withdrawals

In November, we discussed the problems ARC has faced this year with students asking to receive a late withdrawal from more than one term. The ones we have seen so far have been based on a medical depression and/or physical illness. As a committee, we are concerned with how to handle this “cleaning of student transcripts” over a period of successive terms. So far, we have granted single term withdrawals, but feel this is an area that needs to be addressed.

4. Summer Term

The summer term dates for add/drop and withdrawals are very confusing. Every year we see several students who have missed the deadlines. As a committee, we constantly refer back to the summer term catalog for reference, because we find these dates very confusing, too. We don’t have a better suggestion, but this continues as a concern.

5. Phone Registration

Phone registration continues to cause a few students problems. We recognize the need to have this back up system, particularly for students with disabilities, but want to see student use of the online system as much as possible because of its accuracy and clarity in recording transactions.

6. Slash Courses

The Academic Requirements Committee sees many petitions for change of level from 400 to 500 graduate level. Along with these petitions, we would like to see that the course work accurately reflects the assumed additional work required for a graduate level course. On occasion, instructors have noted that there is no additional work. We would like to see instructors verify the additional work earned for graduate level credit.

Another decision we would like to see is the establishment of a time line/deadline for changing from one level to another. For example, for students who have registered for 400-level course work—At what point can they change that work to 500-level. We have had requests for changes, supported by faculty, after the course is completed and graded. We question that time line. We believe there should be an understanding, before grading takes place, about what level of course work the student is being graded in.

In addition, we note that some 400/500 level course work does not share the same numbering system. For example, 499 and 571. This is very confusing and suggests that the course work may be different for each.

Thank you for the opportunity to share our concerns and committee notes.

cc: Bruce Rettig, Graduate School  
Distance Education Office  
Barbara Balz, Registrar

Date	Number of Petitions	Grade Chg Approved	Grade Chg Denied	Exams Approved	Exams Denied	Add Approved	Add Denied	Drop Approved	Drop Denied	WD Crse Approved	WD Crse Denied	Ext I Approved
<b>Spring 2003</b>												
25-Jun-03	53	0	2	0	0	24	0	15	0	6	2	2
18-Jun-03	56	0	6	0	0	19	0	13	0	2	3	2
11-Jun-03	75	1	2	0	0	33	0	18	0	2	10	2
04-Jun-03	73	0	1	0	1	22	0	12	4	6	9	2
28-May-03	56	1	5	0	0	20	0	11	3	9	1	0
21-May-03	34	0	5	0	0	8	0	5	2	5	2	3
14-May-03	27	0	1	0	0	5	4	3	0	1	1	2
07-May-03	41	0	1	0	0	6	3	7	4	3	2	2
30-Apr-03	43	0	2	0	0	5	0	6	7	1	0	0
23-Apr-03	78	0	2	0	0	15	7	9	11	0	0	0
16-Apr-03	55	2	3	1	0	8	0	10	1	3	0	1
09-Apr-03	65	2	4	0	0	7	1	11	0	2	5	1
02-Apr-03	47	1	4	0	0	4	1	5	2	3	2	9
<b>Spring 2003</b>	<b>703</b>	<b>7</b>	<b>38</b>	<b>1</b>	<b>1</b>	<b>176</b>	<b>16</b>	<b>125</b>	<b>34</b>	<b>43</b>	<b>37</b>	<b>26</b>
<b>Winter 2003</b>												
26-Mar-03	39	0	4	1	1	7	0	4	0	4	1	4
19-Mar-03	66	4	0	0	0	22	1	13	4	7	8	1
12-Mar-03	53	1	4	0	0	9	0	12	3	7	10	1
05-Mar-03	61	3	2	0	0	18	0	13	0	12	4	1
26-Feb-03	60	5	1	0	0	17	0	14	1	7	3	1
19-Feb-03	47	0	0	1	0	8	1	8	8	5	0	8
12-Feb-03	41	0	0	1	0	2	2	6	10	2	0	1
05-Feb-03	44	0	2	0	0	5	1	12	3	0	0	0
29-Jan-03	64	0	1	0	0	9	0	12	7	7	0	0
22-Jan-03	34	2	0	0	0	11	0	6	1	0	0	0
15-Jan-03	59	1	0	0	0	14	1	10	1	4	1	3
08-Jan-03	47	2	2	1	0	4	1	11	1	2	0	0
<b>Winter 2003</b>	<b>615</b>	<b>18</b>	<b>16</b>	<b>4</b>	<b>1</b>	<b>126</b>	<b>7</b>	<b>121</b>	<b>39</b>	<b>57</b>	<b>27</b>	<b>20</b>
<b>FALL 2002</b>												
18-Dec-02	69	0	0	0	0	16	0	17	2	8	0	6
11-Dec-02	62	4	0	1	0	16	0	7	2	11	8	2
04-Dec-02	46	4	2	1	0	8	0	9	1	5	5	0
27-Nov-02	75	1	5	3	0	19	0	12	1	5	15	1
20-Nov-02	54	5	1	0	0	13	0	8	2	6	6	0

13-Nov-02	30	0	0	3	0	0	0	6	1	1	0	0
06-Nov-02	41	1	2	0	0	7	0	9	4	0	0	1
30-Oct-02	58	0	2	0	0	11	0	13	9	2	0	1
23-Oct-02	76	0	0	0	0	17	1	15	6	0	0	0
16-Oct-02	30	0	1	0	0	9	0	9	9	0	1	0
09-Oct-02	35	0	0	2	0	5	0	2	0	0	0	1
02-Oct-02	50	1	0	1	0	10	1	18	3	2	2	3
11-Sep-02	54	1	2	1	0	17	0	12	5	1	4	2
21-Aug-02	79	2	3	0	0	11	0	20	4	5	2	2
07-Aug-02	79	0	2	0	0	9	0	16	5	1	1	0
24-Jul-02	70	1	1	0	0	6	2	9	6	5	4	5
10-Jul-02	52	0	3	0	1	24	0	12	1	2	0	1
<b>FALL 2002</b>	<b>960</b>	<b>20</b>	<b>24</b>	<b>12</b>	<b>1</b>	<b>198</b>	<b>4</b>	<b>194</b>	<b>61</b>	<b>54</b>	<b>48</b>	<b>25</b>

Ext I	Misc	Misc	WD OSU	WD OSU		
Denied	Approved	Denied	Approved	Denied	Deferred	
0	1	0	0	0	1	
0	0	0	0	2	7	
0	1	0	1	2	2	
0	1	1	0	0	4	
0	0	0	0	0	0	
0	2	0	0	0	0	
0	0	1	0	0	2	
0	1	0	1	1	0	
0	0	0	0	0	2	
0	0	0	3	0	1	
0	2	0	1	0	1	
0	1	0	1	1	2	
0	0	0	0	3	0	
0	9	2	7	9	22	
0	0	0	1	4	6	
0	0	0	2	1	0	
0	1	0	0	1	0	
0	0	0	1	2	3	
0	1	0	0	0	2	
0	1	0	0	0	0	
0	2	0	0	0	0	
0	1	0	0	0	0	
0	0	0	0	0	0	
0	0	0	0	0	4	
0	2	1	0	0	3	
0	0	0	0	0	1	
0	8	1	4	8	19	
0	1	0	1	1	3	
0	1	0	0	0	1	
0	0	0	1	2	3	
0	2	0	0	0	6	
0	2	0	0	0	0	



0	0	0	0	1	0
0	0	2	0	0	0
0	1	0	1	2	1
0	0	0	0	0	0
0	0	1	0	0	0
0	1	0	0	0	1
0	1	0	1	0	1
0	0	0	0	2	0
0	1	0	1	1	0
0	0	0	0	6	3
0	0	0	0	0	6
0	0	0	2	0	3
<b>0</b>	<b>10</b>	<b>3</b>	<b>7</b>	<b>15</b>	<b>28</b>