

Faculty Senate

[Faculty Senate](#) » [Committees/Councils](#) » [Academic Regulations Committee](#) » [Annual Reports](#) » Annual Report - 2003-2004

Academic Regulations Committee

Annual Report - 2003-2004

During the academic year 2003-2004, the Academic Regulations Committee decided to gather all changes together and send them forward as a group instead of in a piecemeal fashion. The committee formulated the list of changes included below. Input was solicited from Vickie Nunnemaker (who helped craft item number 12), the Academic Requirements Committee, the Academic Advising Council, as well as the Executive Committee. These Liaisons produced some useful suggestions which have been incorporated into the list. The list was then resubmitted to the Academic Requirements and Academic Advising Committees at their respective meetings on June 9, 2004. Both committees approved sending the list forward. Both committees agreed that since the committee composition will be substantially unchanged next year, the list will not be sent to them again, but will go directly to the Executive Committee at the beginning of the fall term. After their questions have been answered, the list will be sent to the Faculty Senate for a vote. Here is the list to be forwarded (bolding indicates proposed additions and strike-throughs indicate proposed deletions):

- AR 30, Auditing Courses -- fourth sentence
 "Audit registration begins ~~with~~ **on** the ~~sixth~~ **first** day of ~~class~~ **registration** and ends with the close of registration at the conclusion of the tenth day of class."
Rationale: To bring auditor registration into line with the registration deadlines of regular students.
- AR 17, Grades -- second paragraph, fourth sentence change plus addition
 "The instructor ~~states~~ **documents** the deficiency and the deadline for completing the missing work ~~on the grade roster.~~ **A record of the deficiency shall be kept on file in the unit or department office.**"
Rationale: There are no more hard copy grade rosters. The change will leave it up to the instructor and department to determine how and where to file agreements between students and teachers covering incomplete grades.
- AR 17, Grades -- third paragraph, first sentence
 "An instructor may move to correct a grade ~~erroneously given~~ by filing a Change of Grade Card in the Registrar's Office."
Rationale: Many reasons besides instructor error may trigger a grade change. Without listing the others, we want to get rid of the notion that error is the only cause.
- AR 17, Grades -- third paragraph, second sentence which begins, "~~The Academic Requirements Committee~~ **Office of the Registrar will** routinely review grade changes."
Rationale: The Academic Requirements Committee does not review grade changes and has delegated this job to the Registrar's Office.
- AR 17, Grades -- delete second paragraph, third sentence which begins,
 "~~If a student misses the final without notification and approval acceptable to the instructor, the instructor will report the grade that is appropriate for the requirements of the course.~~"
Rationale: This sentence refers to a time when an "E" grade existed which signaled that all work but the final had been completed. The "E" grade no longer exists, so this scenario no longer needs a separate statement.
- AR 14, Attendance (Revised July 16, 1998)
 proposed change: delete the phrase, "Revised July 16, 1998"
Rationale: All of the regulations are constantly being revised. There is no need to date this one and not the others.

7. AR 16, Final Week --

title -- AR 16, ~~Final~~ **Finals** Week

paragraph "b" second sentence -- Final examinations shall be given during ~~final~~ **Finals** Week in accordance with the ~~Final~~ **Finals** Week Schedule.

Rationale: "Finals Week," short for "Final Examinations Week," is common usage as well as being used elsewhere in Academic Regulations and in the Course Catalog calendar.

8. AR 2 -- Credit From A Two-Year Institution, paragraph "c" sixth sentence which begins, "OSU departments ~~who~~ **that** have articulation agreements..."

Rationale: To bring the Academic Regulations into line with preferred standard English usage.

9. AR 9 -- Admission to Class, paragraph b., Delete whole paragraph.

~~"An auditor enrolls by petition at the Registrar's Office. Audited courses should not be shown on one's registration forms."~~

Rationale: The regulations found in AR 30 already cover the subject.

10. AR. 28 Substitutions of Degree Requirements (this is change of title)

1. (Replace existing paragraph a. with)

Undergraduate students: Substitutions for Institutional Requirements as outlined in AR 25, except for Baccalaureate Core Requirements of AR25a, may be petitioned to the Academic Requirements Committee after approval by the student's Dean or College Head Adviser. Substitutions for Baccalaureate Core Requirements of AR25a may be presented for consideration to the student's Dean or College Head Adviser. Substitutions or adjustments of college or departmental requirements are also subject to approval by the college or department.

2. (unchanged)

Rationale: amend language of regulation to reflect current practice. These changes offer no significant change.

11. AR. 11 Adding and Dropping Courses

1. (Replace existing paragraph a. with)

A student may add courses each term through the end of Dead Week, depending on the nature of the courses and the availability of space. During Week 1, a student may add classes via the Web. During Week 2, a permission form to add a class is obtained from and returned to the Registrar's Office upon approval by the instructor. During Week 3 and continuing through Friday of Dead Week, a permission form to add a class must be approved by the instructor and the student's college head adviser. Not all requests to add after the 1st week of the term will be approved. Unofficial "attendance" of a class will not guarantee an approval to add.

2. (Replace existing paragraph b. with)

A student may drop courses without responsibility for grades through the 2nd week of each term. After the 2nd week, courses may not be dropped. Failure to drop a course properly may result in an F grade being recorded; courses properly dropped do not appear on the student's record.

3. (unchanged)

Rationale: Current practice by the Academic Requirements Committee is to approve all course adds through Dead Week if approval has been obtained from the instructor and college head adviser. Therefore, it makes sense to change the basic regulation so that these transactions can be done without need for the submission of a petition to the Academic Requirements Committee, and so that all students realize that adding courses after the end of official registration (10th class day) may be permissible under certain conditions.

12. Housekeeping changes: The Faculty Senate directs the Academic Regulations Committee to make changes in syntax, grammar, spelling, and punctuation as needed to bring the Academic Regulations into line with correct English usage. Likewise, the Committee will make changes in titles of positions or names of organizations or units when the changes become effective.

Rationale: This keeps the Faculty Senate from having to take up trivial matters better dealt with at the Academic Regulations Committee level.

2003-2004 Membership:
David McMurray '04 (chair)
William Hetherington '05
Sherri Argyres '06
Jo Tynon '06
Ex-officio: Barbara Balz

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