

# Faculty Senate

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## Academic Regulations Committee

### Annual Report 2008-2009

#### Members:

Ronald Keil (chair)  
Scott Akins  
Bill Lunch  
Dodi Reesman  
Marilyn Stewart  
Kent Kuo (ex-officio)

The committee had a busy year; revisions were made to five Academic Regulations and a 31st Regulation was adopted.

NOTE: Proposed additions appear in bold and are shaded; proposed deletions appear in bold and struck-through.

#### ITEM #1

Approved by the Faculty Senate on January 8, 2009 after an amendment removed the word "final" in the last sentence.

#### AR 25. Institutional Requirements for Baccalaureate Degrees

**i. Application for degree:** To become a candidate for a degree, a student must have achieved senior standing and must make formal application for the degree. **It is recommended that the student must file an application with the registrar during the first week of the term preceding three terms prior to the term in which he or she expects to complete requirements for a degree wishes to graduate. The student's final 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.**

*Rationale: Requested by the Registrar. Recommending application well ahead of graduation will ease the burden on the members of the Registrar's staff.*

*The proposed revision was presented to the EC on 12/9/2008 and was approved.*

*Note: The proposed changes apply only to the section listed; the remainder of the AR is unchanged.*

#### Item #2

Approved by the Faculty Senate on January 8, 2009

#### AR 17 - Grades

The grading system consists of twelve basic grades, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade of A denotes exceptional accomplishment; B, superior; C, average; D, inferior; F, failure. Other marks are I, incomplete; W, withdrawal; R, thesis in progress; P, pass; N, no-credit; S, satisfactory; U, unsatisfactory; AUD, audited course; WAU, withdrawal from audited course.

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of I (incomplete) may be made and additional time granted. The I is only granted at the discretion of the instructor. The instructor must submit the grade the student will earn if

the missing work is not completed. That alternate grade will become the default grade if the missing work is not completed. The instructor documents the deficiency and the deadline for completing the missing work. A record of the deficiency shall be kept on file in the unit or department office. The allotted time awarded shall in ~~no case~~ not exceed one calendar year **except by petition\*** or the time of the degree conferral, whichever comes first. To remove the I grade, the student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. If the student fails to complete the work within the allotted time, the Registrar's Office will automatically change the I grade on the student's record to the alternate grade submitted by the instructor at the time the I was given. The alternate grade will be included in the grade point average. Under no circumstances shall a student who earns an A–F grade or an N or U grade have ~~their~~ his or her grade changed retroactively to an I grade.

An instructor may move to correct a grade by filing a Change of Grade ~~Card~~ in the Registrar's Office. **Grade changes for students of a permanently separated instructor will be managed by the department chair of the course involved. Upon permanent separation from the University an instructor's change of grade will not be accepted by the Office of the Registrar.** The Office of the Registrar will routinely review grade changes.

**\*A student may petition via the Office of the Registrar for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible. An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral.**

*Rationale: Clarification of responsibility for grade changes if an instructor has left the University; allowing for extension of period to clear an Incomplete.*

### Item #3

Approved by the Faculty Senate on March 12, 2009

#### AR 20. Repeated Courses

~~Courses may be repeated once for grade replacement. Both grades will appear on the academic record, but only the second grade will be counted in the cumulative grade point average and toward graduation requirements. Courses taken more than two times will appear on the academic record but not count in the cumulative grade point average. Regardless of the number of times a course is repeated, credits earned will be counted only once for graduation requirements. Recognized repeatable courses, such as activity courses, research, seminars, and selected topics, do not come under this restriction. A student receiving an A–F grade can only replace such a grade in the GPA calculation with another A–F grade (not with an S/U grade.)~~

**If a student repeats an Oregon State University course, the grade from each attempt will appear on the student's academic record but only the second attempt will count toward the student's institutional credits, requirements, and grade point average. An academic unit may, however, include subsequent attempts after the second attempt in their calculation and clearance of unit degree requirements and degree grade point average. A course may not be repeated on an S/U basis if it was taken previously on a normal grade basis.**

**An attempt comprises a final grade in a course where the grade is: "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", "F", "S", "U", "P", "NP" or an "I/Alternate Grade" (where the Alternate Grade is one of these grades).**

**Recognized repeatable courses as defined in the Oregon State University course catalog, such as activity courses, research, seminars, and selected topics, do not come under this restriction. Additionally, if a course has been approved as a multiple repeatable course for credit and grade points, each attempt will be included in the institutional credits and grade point average until it reaches its defined limit (total allowable attempts or credit maximums for the course). Further, the Office of the Registrar will include all courses from the first repeat taken until it reaches the maximum total allowable attempts or credit maximums for the course. All subsequent repeats after the repeat maximum has been reached will be excluded from both institutional credits earned and grade point average calculations.**

**Academic Unit: College, School, or Department.**

**Normal Grade Basis is defined as any grade of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", "F", or any "I/Alternate Grade" (where the Alternate Grade is one of these grades).**

*Rationale: Strengthen the wording of this AR to make it unambiguous in terms of how it is applied in calculating overall OSU grade points but allowing individual units to assess repeated courses differently.*

**Item #4**

Approved by the Faculty Senate on March 12, 2009

**AR 23. Special Examination for Credit**

A **currently** enrolled student in good standing, either graduate or undergraduate, currently registered at Oregon State University and wishing credit for an OSU course for which a grade has not been previously received, may petition for credit examination under the following conditions:

1. The application for such examination shall be presented on an Official Student Petition and shall bear the approvals of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. **Petitions for special examination for credit may be approved or denied at the sole discretion of the department/college or the faculty member offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.**
2. In no case may such examination be based on work used for graduation from high school, or in a foreign language that is the mother tongue of the applicant, or in courses not listed in the Oregon State University *General Catalog*.
3. Grades earned in special examinations shall be submitted and recorded in the same way as for regularly registered courses.
4. A student may not petition for credit by special examination for a course in any term in which the student is or has been enrolled in the course after the add/drop deadline for that term.
5. An examination for credit will not be approved for courses below the level for which college credit has previously been granted.

No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.<sup>2</sup>

*Rationale: Allows academic unit (college, department, school) or instructor to allow/disallow an exam for credit.*

**Item #5:**

Approved by the Faculty Senate on March 12, 2009.

**AR 24 Special Examination for Waiver:**

A student may petition for examination to waive a course under the following conditions:

1. The application for examination to waive a course shall be presented on an Official Student Petition and shall bear the recommendations of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. **Petitions for special examination for waiver may be approved or denied at its sole discretion by the department/college offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.**
2. No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.
3. A minimum grade of C (or equivalent) must be attained in an examination for waiver **for that waiver to be granted.**
4. Credit will not be granted for courses waived.
5. This regulation does not invalidate the right of a dean of a college or head of a department to waive a course requirement of a particular college or department.

*Rationale: allows college/school/department discretion to allow this exam.*

## Item #6:

Approved by the Faculty Senate on March 12, 2009.

### **AR 31 Academic Fresh Start Policy**

An Oregon State University undergraduate student may petition once with the Registrar to exclude OSU courses from the calculation of institutional requirements, credits, and grade point average, under a condition of academic fresh start defined below:

#### **Conditions to qualify:**

The student must have an absence from OSU that begins after the end of the student's last term of attendance and exceeds five academic years before re-admittance to a degree program at OSU. Prior to applying for academic fresh start student must, after re-enrolling in the University, have successfully completed a minimum of 24 letter-graded units over two consecutive terms, and earned a grade point average of at least 2.5 in these terms. The student must also provide a signed letter of recommendation from a current OSU college Dean or department or program chair/head. It may be seconded by the college head advisor or a current faculty member within the discipline the student is currently engaged to complete advocating on the student's behalf for academic fresh start.

#### **Effect of the academic fresh start:**

- Upon meeting all of the conditions of qualification, the student may select from one to three contiguous academic terms from previous enrollment at OSU for the application of academic fresh start.
- The grades from all courses taken during the terms that are proposed for academic fresh start will be excluded from meeting institutional requirements and the calculation of institutional units and grade point average.
- All grades representing the student's academic history at OSU will appear on the student's academic record (transcript), but all academic fresh start approved courses will be coded as "excluded" similar to a repeated course. Additionally, a comment of "Academic Fresh Start" will be appended to each term that qualifies under academic fresh start.
- All courses excluded under academic fresh start, will also be excluded from the calculation of course repeats defined by AR 20.

*Synopsis: This is a new Academic Regulation, first proposed by the Academic Requirements Committee in the Fall of 2007 but tabled. This new AR was re-proposed by the Academic Regulations Committee in the Fall of 2008, revised several times and then presented to the Executive Committee on March 3, 2009 where that body recommended changing the absence from ten to five years and then approved. The amended AR was then presented to the Faculty Senate on March 12, 2009.*

*Rationale: A small but significant number of students will enroll at OSU and do poorly for any number of reasons. After maturing for a number of years this student may re-enroll and do well in this new academic career but be saddled with the poor grades he or she previously earned. This new AR allows the student to eliminate the stigma of these early grades.*

*The new regulation was prompted by the case of Michael Jacob, who re-enrolled in Electrical Engineering after a thirty-year absence. Though hampered by his much earlier poor grades, he managed to earn not just a Bachelor's degree but also a Master of Science. The earlier, poor grades, though, did make his new career much more difficult and made his subsequent job search more difficult.*

## Item #7:

### **Action pending**

A request was made by the Cascades campus to revise **AR 25.f.1** to change the requirement, for this campus only, that 45 of the last 75 units earned be earned while the student is in academic residence at OSU. On June 23, 2009 your intrepid Chairman and Registrar Kent Kuo traveled to the Cascades campus and met briefly with Vice President Rebecca Johnson, then with Kreg Lindberg, to discuss the request. There had been

but four student petitions for exception to this regulation in as many years and all had been granted. As an outcome of the meeting, Cascades campus will consider requesting a modification to its Memorandum of Understanding with Central Oregon Community College to obviate the need for an AR change.

Respectfully submitted this sixth day of July, 2009.

*Ronald W. Keil*  
*Chair, 2008-09*

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