

# Faculty Senate

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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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