

**OREGON STATE UNIVERSITY
INFORMATION FOR STUDENT PETITIONS TO THE
ACADEMIC REQUIREMENTS COMMITTEE
FOR TRANSACTIONS AFTER REQUIRED DEADLINES**

- **Petitioning the Academic Requirements Committee (ARC)** - Students may petition the ARC for exceptions to Academic Regulations (oregonstate.edu/registrar/AcadReqsGuide.html).
- **Complying with Academic Regulations** - Students are responsible for knowing and complying with the Academic Regulations and deadlines as published in the Schedule of Classes. (oregonstate.edu/registrar) 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, 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 – 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).
- 2) 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.

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/non-attendance** 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 Health and Human Sciences, Milam Hall 116
College of Business, Bexell Hall 214
College of Liberal Arts, Gilkey Hall 213
College of Engineering, Batcheller Hall 151
College of Pharmacy, Pharmacy Hall 203
College of Forestry, Peavy Hall 140
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.**

ARC Guidelines for students - 01/13/2009