January 9, 2013
Presented to the Academic Advising Council
by Kira Hughes, Academic Requirements Committee Chair, 2012-13

Proposed changes to the **PETITION for LATE CHANGE of REGISTRATION** form

1) Add a line for the student’s academic advisor to comment, approve/disapprove, and sign. This would be a “highly recommended” field but will not take the place of the head advisor’s comments/signature. Rather, this would be in addition to the head advisor’s/graduate dean’s signature. ARC members feel that quite often it is the academic advisor that has the most complete information about the issue facing the student and that we would benefit from having this information. Additionally, by seeing his/her academic advisor, the student would have a chance to be fully informed about the process, issues, requirements, etc.

2) Add a section for all international students to self-identify as such and to require the signature from his/her international advisor. The ARC often sees petitions from international students who are requesting some registration change that impacts their Visa status, international funding/financial aid, etc. and if their request is approved they face much bigger changes with governmental bodies. In requiring their international advisor signature we are hoping “force” communication between student and advisor thus giving the advisor the chance to be sure the student understands possible implications (including an understanding of the repercussions of requesting a **one-time** exception to full-time enrollment based on documented academic difficulties). This would be a required signature. If approved, the Registrar’s Office will work with the International Programs Office regarding this change and develop appropriate verbiage to include on the form.
**PETITION for LATE CHANGE of REGISTRATION**

According to Academic Regulations 7, 11, 12, 13, 18

Return with a copy of your unofficial transcript to the Registrar’s Office

*Students are responsible for verifying results of petition*

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>College</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course#</th>
<th>Credits</th>
</tr>
</thead>
</table>

- ☐ Section Change – (i.e. Mth 252 sect 01 to Mth 252 sect 02) give course add & course drop information.

- ☐ Course Add
  - (20 will be charged per course added)

- ☐ Course Drop
  - (20 will be charged per course dropped)

- ☐ Course Withdraw (W grade)
  - (20 will be charged per course withdrawn)

- ☐ Change Grading Basis
  - From _____ To _____
  - (A/F to S/U or S/U to A/F, after 7th week deadline, instructor comment not required) (20 will be charged per change)

- ☐ Change in Course Credit
  - From _____ To _____
  - (variable credit courses only) (20 will be charged per course changed)

- ☐ Maximum Credit Hour Overload
  - Desired Max Total Hours _____
  - (instructor comment not required)

- ☐ Withdraw from University (after Friday of Dead Week)

**Reason for change?**

**Why is this request late?**
Instructor Section for Late Add: (REQUIRED; Attendance date, completion question, comments & signature.)
Beginning Date of Attendance ________ Does the student have a reasonable chance to complete? Yes / No
Comments ____________________________________________________________

Printed Name ___________________________ □ Approve □ Disapprove
Signature ___________________________ Date

Department Approval
Printed Name ___________________________ □ Approve □ Disapprove
Signature ___________________________ Date

Instructor Section for Late Drop or Withdraw: (REQUIRED; Attendance date, comments & signature.)
Last Date of Attendance ________ Did the Student Take the Final Exam? Yes / No
Comments ____________________________________________________________

Printed Name ___________________________ □ Approve □ Disapprove
Signature ___________________________ Date

Head Advisor / Graduate Dean Comments: (all information required)

Have you reviewed this with student? Yes / No
Student's Academic College Head Advisor Signature Date
Graduate School Dean (Graduate students only) Date

Office Use Only: ARC, please initial, write the decision date & circle the decision
Date Received ___________________________ Date Deferred ___________________________
Date Approved ___________________________ Date Denied ___________________________
Reason(s) denied or deferred ______________________________________________________

Academic Requirements Committee
PETITION INSTRUCTIONS

This is a multi-purpose form for the request of late changes to registration. Carefully read the instructions for the action you would like to request and complete the petition accordingly. Complete the student information section and the section that applies to the specific request you are making. Read the petition guidelines. A signed copy of the information for Student Petitions to the ARC (provided below) must be submitted with your petition (also below). The completed petition and signed guidelines are to be returned to the Office of the Registrar for review by the Academic Requirements Committee. Petitions are requests for exceptions to university policy and approval is not guaranteed.

COURSE ADD/SECTION CHANGE

To request to add a course after the deadline has passed, mark the box associated with the course add, provide the requested course information, and provide complete legible answers to the questions at the bottom of the first page. On the back page the instructor and department need to complete the Instructor Section for Late Add. Undergraduates obtain the signature of your college head advisor; graduate students obtain the signature of the Graduate Dean, in the Head Advisor/Graduate Dean Comments section. Return the completed petition to the Office of the Registrar for review.

To request a section change (e.g., BI 101 section 001 drop in order to add BI 101 section 002) after the deadline has passed, mark the box associated with the course add and provide the requested course information for the course you wish to add. Mark the box associated with the course drop and provide the requested course information for the course you wish to drop. Then provide complete legible answers to the questions at the bottom of the first page. On the back page the instructor and department need to complete the Instructor Section for Late Add for the course you wish to add. The instructor for the course you wish to drop needs to complete the Instructor Section for Late Drop/Withdrawal. If it is the same instructor they must complete both sections. Undergraduates obtain the signature of your college head advisor; graduate students obtain the signature of the Graduate Dean, in the Head Advisor/Graduate Dean Comments section. Return the completed petition to the Office of the Registrar.

COURSE DROP/Withdrawal/Withdrawal from University

To request to drop or withdrawal from a course after the deadline has passed, mark the box associated with the course drop/withdrawal, provide the requested course information, and provide complete legible answers to the questions at the bottom of the first page. On the back page the instructor needs to complete the Instructor Section for Late Drop/Withdrawal. In order for the petition to be evaluated the answer to both questions in this section must be provided by the instructor. Undergraduates obtain the signature of your college head advisor; graduate students obtain the signature of the Graduate Dean, in the Head Advisor/Graduate Dean Comments section. Return the completed petition to the Office of the Registrar for review.

To request to withdraw from the university for a term after the deadline has passed, mark the Withdrawal from the University block. Provide complete legible answers to the questions at the bottom of the first page. On the back page the instructor of each course you were enrolled in needs to complete the Instructor Section for Late Drop/Withdrawal. If you have multiple instructors they may submit the information on a separate sheet. In order for the petition to be evaluated the answer to both questions in this section must be provided by each instructor. Undergraduates obtain the signature of your college head advisor; graduate students obtain the signature of the Graduate Dean, in the Head Advisor/Graduate Dean Comments section. Return the completed petition to the Office of the Registrar for review.

CHANGE Grading BASIS/COURSE CREDITS/Maximum CREDITS ALLOWED

To request a change of Grading Basis after the deadline has passed, mark the box associated with the Change in Grading Basis, provide the requested course information for the course you wish to change grading basis for. Then provide complete legible answers to the questions at the bottom of the first page. No instructor input is required. Undergraduates obtain the signature of your college head advisor; graduate students obtain the signature of the Graduate Dean, in the Head Advisor/Graduate Dean Comments section. Return the completed petition to the Office of the Registrar for review.

To request to change the credits of a course after the deadline to add courses has passed, mark the box associated with the Change of Course Credits, provide the requested course

THIS FORM IS ONLY USED TO REQUEST A MAXIMUM HOUR CREDIT ALLOWANCE OF 25 CREDITS OR MORE IN A TERM. MARK THE BOX ASSOCIATED WITH MAXIMUM CREDIT HOUR OVERLOAD, PROVIDE THE REQUESTED INFORMATION, AND PROVIDE COMPLETE LEGIBLE ANSWERS TO THE QUESTIONS AT THE BOTTOM OF THE FIRST PAGE. NO INSTRUCTOR INPUT IS REQUIRED. UNDERGRADUATES OBTAIN THE SIGNATURE OF YOUR COLLEGE HEAD ADVISOR; GRADUATE STUDENTS OBTAIN THE SIGNATURE OF THE GRADUATE DEAN, IN THE HEAD ADVISOR/GRADUATE DEAN COMMENTS SECTION. RETURN THE COMPLETED PETITION TO THE OFFICE OF THE REGISTRAR FOR REVIEW.
• **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)
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.

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 weeks 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 Engineering, Batcheller Hall 151
College of Public Health and Human Sciences, Milam Hall 116 College of Pharmacy, Pharmacy Hall 203
College of Earth, Oceanic & Atmospheric, Wilkinson Hall 102 College of Forestry, Peavy Hall 140
College of Liberal Arts, Gilkey Hall 213 College of Science, Kidder Hall 128
University Exploratory Studies Program, Waldo Hall 102 College of Business, Bexell Hall 214

*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: ___________________________

ARC Guidelines for students: 09/28/2011