**Academic Regulations**

**Introduction**
These regulations and procedures are published to assist students by providing information that is essential for planning and pursuing their academic programs. Continuing efforts are made each year by the students, faculty, and administration to revise and improve these regulations in order to enhance the quality of the university’s programs and the achievement of educational goals.

Every student is responsible for knowing the academic regulations and for observing the procedures that govern his or her relations with Oregon State University. Unless otherwise specified, these regulations apply to both undergraduate and graduate students. Any question regarding these regulations that cannot be answered by a student’s academic advisor should be referred directly to the Office of the Registrar (B102 KAd). Additional information regarding Graduate School policies should be addressed to the Office of the Graduate Dean (A300 KAd).

Some students encounter special problems whose proper solution may require deviations from the academic regulations or procedures. Requests for such deviations in the regulations below must be presented to the Office of the Registrar on petition forms, which are available in that office. Petitions received by the registrar will be forwarded to the proper committee or office for review and appropriate action. Requests for deviations from Graduate School policies should be presented by letter to the graduate dean (See the Graduate School section of this catalog).

Other special problems may involve academic issues such as academic freedom in the classroom or evaluations of a student’s academic performance. All students should appeal academic grievances first to the instructor of the course and then to the chair or head of the academic unit in which the course is offered. If the situation is not resolved to the student’s satisfaction, an undergraduate student should consult with the head advisor of the college in which the course is offered to obtain further information about appeal procedures of the college or university; a graduate student should consult the dean of the Graduate School regarding academic appeal procedures above the departmental level. (Appeal procedures for other than academic grievances, e.g., grievances regarding student employment, financial aid, housing, discipline, human rights, etc. are outlined in the Student Life Policy and Regulations, which are available on the OSU website under "Student Conduct" or from the Office of Student Leadership and Involvement, 202 Memorial Union. Some of these regulations pertain to both undergraduate and graduate students. The Graduate School section of this catalog outlines both academic appeal procedures and those relating to the employment of graduate students.)

**AR 1. Admission for Nondegree Students**

a. Nondegree enrollment status for undergraduate students is designed for students who wish to take eight or fewer credits per term, but do not wish to pursue a degree or a specific postbaccalaureate credential.

b. Nondegree enrollment status for graduate students is designed for student(s) who wish to take graduate courses but do not wish to pursue an advanced degree. Nondegree graduate students are not limited as to the number of courses (credits) per term.

c. Credits earned as a nondegree undergraduate student may be used to satisfy degree requirements upon admission as a degree-seeking student.

d. Credits earned while enrolled as a nondegree graduate student will not necessarily apply to a graduate program upon admission to degree-seeking status. The student should refer to the admission requirements given in the Graduate School section of this catalog. Communication with the Graduate School and specific academic programs is advised.

e. Nondegree students seeking admission to a degree program may do so by filing an undergraduate, postbaccalaureate, or graduate application for admission.
AR 2. Credit From A Two-Year Institution (Undergraduate Students)

a. **College Transfer Credits:** Oregon State University accepts for credit toward a baccalaureate degree all college transfer work completed at an Oregon or other accredited community college up to 124 lower-division quarter credits. For Institutional Requirements for Baccalaureate Degrees, see AR 25. Students are encouraged to work with the relevant academic unit to ensure that transfer credits meet department and college requirements for the degree. It would be unlikely for an individual student to be able to use all 124 credits toward an OSU baccalaureate degree. Transfer credits and grades are not used in calculating the OSU cumulative GPA. Students who hold OSU-approved direct transfer degrees from Oregon or other accredited community colleges (e.g., the Associate of Arts Oregon Transfer) or who have 90 or more credits accepted in transfer will be granted junior standing.¹ Students who hold OSU-approved direct transfer degrees will be considered to have met the Perspectives and Skills (except WIC) areas of the Baccalaureate Core. In addition, they must complete the upper-division Synthesis areas of the core. Students transferring from Oregon or other accredited community colleges who do not hold approved direct transfer degrees ordinarily will be given baccalaureate core credit in the Perspectives and Skills area on a course-by-course basis for work that is judged to be equivalent in content.

b. **Transfer of Professional-Technical Credits:** a maximum of 12 quarter credits (8 semester credits) of professional-technical course work applicable in an associate's degree or certificate program at an accredited institution can be accepted upon admission to OSU as general elective credit (graded as Pass) and as part of the 124-quarter credit total that can be applied toward a baccalaureate degree.

c. **Transfer of Professional-Technical Course Credits through Articulation Agreements:** Lower-division OSU credit may be awarded for specific professional-technical community college courses when those courses are validated by articulation agreement with the appropriate OSU department. This may be above the 12 quarter credits of general electives (graded as Pass) allowed when a student is admitted to OSU. Credit will be awarded only upon the recommendation of the appropriate department and college, and approval by the Curriculum Council. Community college professional-technical course work is not equated to upper-division OSU course work. These course credits will count as part of the 124 quarter credits defined in paragraph 2a above. OSU departments who have articulation agreements with community colleges regarding community college professional-technical courses shall review the agreements annually and forward a dated list of the articulated community college courses to the Curriculum Council.

Footnote:
¹ Junior standing does not necessarily imply that OSU institutional, college, division, and/or departmental requirements, which are normally satisfied by OSU students prior to their junior year, have been satisfied.

AR 3. Credit From An Unaccredited Institution (Undergraduates)

After three terms of work at Oregon State University satisfactory to the Undergraduate Admissions Committee, a student may request validation of work done in an unaccredited institution of collegiate rank. The committee will consider each petition separately and base its decision on all information available. In some instances, informal examinations by the departments concerned may be required. Credit for transfer of professional-technical work will be awarded in accordance with paragraphs 2b and 2c.
AR 4. Classifying Students

a. **Undergraduate students:** A student who has earned at least 45 credits is classified as a sophomore. A student who has earned at least 90 credits is classified as a junior. A student who has earned at least 135 credits is classified as a senior.

b. **Postbaccalaureate students:** A student holding a baccalaureate degree who is admitted to work toward a second baccalaureate degree or teaching certificate is classified as a postbaccalaureate student.

c. **Graduate students:** A student who has been admitted to the Graduate School is classified as a graduate student.

AR 5. Transfer From One College To Another (Undergraduate Students)
Registered students may transfer from one college to another at any time. Returning but not-registered students may transfer colleges between the dates of readmission and registration.

AR 6. Change In Credits Scheduled
No change may be made in the number of credits specified for the various courses and published in the OSU General Catalog.

AR 7. Maximum and Minimum Registration

a. The minimum number of credits for which a full-time undergraduate student may register is 12, and the maximum is 19, regardless of the method of grading used for the classes selected. (In determining the load for students not normally held responsible for physical education, the credits in activity courses in physical education will be disregarded.) The maximum may be extended:

1. Up to and including 24 credits when a student has completed in his or her most recent term at least 12 credits in courses other than those graded P/N and S/U with a grade-point average of 3.00 or better or when a student has filed with the registrar a petition approved by his or her advisor and college dean (or head advisor).
2. Over 24 credits by petition approved by a student’s advisor and college dean (or head advisor) and the Academic Requirements Committee and filed with the registrar

b. The minimum number of credits for a full-time graduate student is 9; the maximum is 16. The maximum can be extended by approval of the dean of the Graduate School.

1. Degree-seeking graduate students must take a minimum of 3 credits for any term in which they are enrolled.
2. The following FTE and credit allowances are permitted for graduate students holding an academic appointment.

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<tr>
<th>FTE</th>
<th>Credits</th>
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<tr>
<td>.15 to .29</td>
<td>15</td>
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<tr>
<td>.30 to .50</td>
<td>12</td>
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Appointees on graduate assistantships are limited to the above credits during each term.

AR 8. Late Registration
Registration is permitted through the tenth class day of each term. Late fees are assessed in accordance with the fee policies stated in the Schedule of Classes.
AR 9. Admission To Class

a. Instructors will receive lists of students in their classes within two days after the opening of the term. Subsequent lists will include the names of later registrants. Students whose names appear on these lists are officially registered; others are to be referred immediately to the Registrar’s Office for completion of registration.

b. If it is anticipated that the demand for enrollment in a given course will exceed the maximum number that can be accommodated, the department offering the course may designate it in the Schedule of Classes with the code “NSHD” (no-show-drop). A student who is registered for such a course who attends no meetings of the course during the first five school days of the term will be dropped from the course by the instructor, unless the student has obtained prior permission for absence. If such action is taken, the instructor will send written notice through the department to the Registrar’s Office, which in turn will notify the student that the course has been dropped from his or her schedule. Students should not assume they have been dropped unless they receive notification from the Registrar’s Office. No fee will be charged.

AR 10. Eligibility

To be eligible to hold office or to participate in any extracurricular activity supervised by Oregon State University, students must meet certain requirements.

a. For student activities, students are responsible for following the Student Life Policy and procedures.

b. For participation in intercollegiate athletics, students must meet all institutional Pac-12 and NCAA requirements. Students should contact the Compliance Office in the Department of Intercollegiate Athletics on all such matters.

AR 11. Adding and Dropping Courses

a. Students may add courses through the first ten class days of each term, depending on the nature of the course and the availability of space. From the sixth class day through the tenth class day of each term, permission (signature) of the instructor offering the course must be obtained.

b. A student may drop courses without responsibility for grades through the tenth class day of each term. After the tenth class day of each term courses may not be dropped. Failure to drop a course properly will result in an F grade being recorded; courses properly dropped do not appear on the student’s transcript.

c. Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

AR 12. Withdrawal From Individual Courses

Students may withdraw from a course with a W grade after the tenth day of classes and through the end of the seventh week of classes. After the seventh week of classes, students are expected to complete the program attempted and will receive letter grades (A, B, C, D, F, I, S, U, P, N) for all courses in which enrolled unless they officially withdraw from the university. Procedures for withdrawal from individual courses are outlined in the term Schedule of Classes.
AR 13. Withdrawal From the University

a. Any student in good standing (See AR 22) is entitled to withdraw without prejudice at any time prior to the beginning of finals week. The student may accomplish this by completing the online withdrawal survey available through Online Services.

b. Withdrawal from the university prior to the beginning of finals week will result in the grade of W being recorded for each course for which the student is registered.

c. When a student’s academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, within the last four weeks of the term, and the student submits evidence of such to the registrar, he or she may withdraw from the university with I grades in all subjects.

d. Undergraduate Planned Educational Leave Program. The Undergraduate Planned Educational Leave Program (PELP) is a voluntary, temporary, planned interruption or pause in a student’s regular, full-time education. Its purpose is to enhance an undergraduate student’s prospect of successful completion of their academic program. The PELP provides one opportunity¹ for a student to arrange a voluntary absence for as many as six consecutive regular academic terms (not including the summer terms). The PELP is designed to allow a student to pursue other activities that will assist them in clarifying their educational goals, such as job opportunities and experiences away from campus, military deployment, time to resolve personal or medical problems, or other similar pursuits. The PELP allows an undergraduate student to temporarily suspend their academic work for a period of time (in accordance with AR 13a, 13b, and 13c above), and resume their studies with minimal procedural difficulties. The PELP $25 non-refundable application fee allows an undergraduate student to maintain their official standing as a student at OSU and reserves the student’s right to keep their original academic catalog² active during their absence. Beginning with the 2011–2012 academic year, all OSU undergraduate students³ are eligible to request leave through the PELP. The university reserves the right to consider a student’s current academic standing and any existing student conduct issues prior to approving the voluntary PELP leave request. Students who withdraw from OSU prior to the 2011–2012 academic year and who are away from campus for four or more consecutive regular academic terms (not including summer terms) must re-enroll with OSU to re-establish their relationship as an OSU student and their academic catalog will be reset to the academic year they return to OSU.

Transcript Notation
A notation of the dates of any approved leave will be indicated on each student’s official transcript.

Footnotes:
¹ Military deployments are an exception to this limitation. All military personnel who are deployed for military service may submit a voluntary leave request for each deployment.
² In accordance with the university’s catalog policy on the inside cover of the General Catalog.
³ The PELP began with the 2011–2012 academic year (Summer 2011). Any former OSU students who attended OSU prior to the 2011–2012 academic year and have been absent for four or more consecutive regular academic terms will be held to OSU’s prior policy that resets the academic catalog to the catalog in effect at the time they return to OSU.

AR 14. Attendance
Attendance is one of the most important factors in a student’s academic success. Therefore, an instructor may consider attendance in arriving at a student’s grade. While attendance should not be the primary factor in determining a student’s academic accomplishment in a course, it may be used as a partial measure of performance.
AR 15. Honesty in Academic Work

The administration of the classroom rests with the instructor. When evidence of academic dishonesty comes to the instructor’s attention, the instructor should: (a) document the incident, (b) permit the accused student to provide an explanation, (c) advise the student of possible penalties, and (d) take action. The instructor may impose any academic penalty up to and including an F grade in the course after consulting with his or her department chair and informing the student of the action taken. Using the standard form, the instructor must report the incident and the action taken to his or her department chair, who, in turn, shall forward the report to his or her dean.

If the student is not enrolled in the college or school in which the course is offered, the dean of that college shall forward the report to the dean of the college or school in which the student is enrolled for possible disciplinary action.

Grade penalties imposed as a result of academic dishonesty may be appealed by the student in accordance with the procedures developed by the department and college or school in which the course is offered.

AR 16. Finals Week

a. No final, midterm, or comprehensive examinations shall be given during the week preceding final examination week. (Examinations on laboratory work, course material covered by “weekly” or “section” quizzes, television courses, ROTC activities, and physical education activities are allowed.)

b. Course work shall continue up to final week. Final examinations shall be given during finals week in accordance with the finals week schedule. If a final examination is not to be given in a course, this action must be approved by the department with notification to the Registrar’s Office. Requests for changes in the time of final examinations will be submitted to the Registrar’s Office.

c. All student petitions for changes in the time of final examinations must be made using forms available from the Registrar’s Office. (A summary of university final examination policy is printed on the form.) Petitions for changing final examinations are submitted directly to the instructor. Students may forward disapproved petitions through the dean of the college to the Registrar’s Office. Requests to change the assigned final examination time for an entire class must be approved by the Registrar’s Office. Final examinations may not be changed to the week preceding final week without approval of the Academic Requirements Committee.

d. No extracurricular activities or curricular activities other than examinations and final class meetings shall be scheduled during final week.

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 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 his or her grade changed retroactively to an I grade.

An instructor may move to correct a grade by filing a Change of Grade 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.

AR 18. Alternative Grading Systems
In addition to traditional letter grading (A–F), Oregon State University has adopted two alternative grading systems to be employed in accordance with the provisions outlined below:

a. Satisfactory/Unsatisfactory (S/U)

1. Undergraduate students may elect to be graded on a Satisfactory/Unsatisfactory (S/U) basis in a course (except P/N courses) under the following conditions: (a) A maximum of 36 credits of those presented in satisfaction of the baccalaureate degree may have been graded on an S/U basis at Oregon State University. (b) A student normally elects the option S/U at the time of registration. Changes either to or from S/U grading will be permitted through the end of the seventh week of any term. (c) A student must obtain the approval of his or her academic advisor or dean in order to elect to be graded on an S/U basis.

2. Graduate students may elect to take undergraduate courses on the S/U basis except those courses required for the removal of deficiencies. Graduate courses may also be taken on an S/U basis. (Such courses cannot be used as part of a student’s graduate program. All other provisions of S/U grading apply to graduate students.)

3. A grade of S (satisfactory) shall be equivalent to grades A, A–, B+, B, B–, C+, C, and C–. A grade of U (unsatisfactory) shall be equivalent to grades D+, D, D–, or F.

4. Grades of S or U shall have no grade point equivalents; hence such grades shall not be included in the computation of grade point averages. The credit of courses in which an S grade is obtained shall be counted toward graduation. Credits shall not be awarded for U grades.

5. Election of S/U grading for a course shall be known only to the student and the academic advisor. Instructors shall enter on grade forms the traditional letter grade (A–F) earned. Automatic conversion to S grades and to U grades will be made in the Registrar’s Office. Grades of I, or W may be assigned wherever appropriate.

6. In compliance with Section III of the Statement on Student Rights, Freedoms, and Responsibilities (dated April 28, 1969), disclosure or nondisclosure of the traditional letter grades received in courses in which S grades were awarded is recognized as an exclusive right of the individual student. The Registrar’s Office is obliged and authorized to honor requests for disclosure, provided that the express consent of the student is obtained.

b. Pass/No Credit (P/N)

1. Those courses in which traditional letter grading has been deemed inappropriate because of the nature of the course content or the objectives of the course are graded on a Pass/No Credit (P/N) basis.
2. Grades of P or N shall have no grade point equivalents; hence such grades shall not be included in
the computation of grade point averages. The credits of courses in which a grade of P is obtained
shall be counted toward graduation. Credit shall not be awarded for N grades.

3. Departments are authorized to designate Pass/No Credit courses, subject to the following guidelines
and procedures: (a) The principal criterion for choice of grading system is enhancement of the
educational experience for the student; (b) The nature, structure, and/or objectives of a course may
suggest that the Pass/No Credit grading system be adopted. It is anticipated that courses graded on
this basis will generally fall into one of the following categories: skill-building courses or practicums,
courses which stress orientation and awareness rather than academic preparation; (c) The
designation of Pass/No Credit grading for a course will follow the academic college’s
recommendation and approval by the University Curriculum Council, and in the case of graduate
courses, by the Graduate Council. Designation of courses for P/N grading must be completed prior
to the opening of the term in which the course is offered and normally prior to preparation of the
Schedule of Classes.

4. Courses approved for grading on a Pass/No Credit
(P/N) basis are identified in the General Catalog
course descriptions and in the Schedule of Classes.

c. Nothing stated in the above paragraphs shall be construed as constituting support for petitions requesting
change of grade in courses taken during or prior to spring term, 1971.

AR 19. Grade Points
Grade points are computed on the basis of:

- 4 points for each credit of A grade,
- 3.7 for each credit of A– grade,
- 3.3 for each credit of B+ grade,
- 3.0 for each credit of B grade,
- 2.7 for each credit of B– grade,
- 2.3 for each credit of C+ grade,
- 2.0 for each credit of C grade,
- 1.7 for each credit of C– grade,
- 1.3 for each credit of D+ grade,
- 1.0 for each credit of D grade,
- 0.7 for each credit of D– grade, and
- 0 for each credit of F.

Marks of I, W, P, N, R, S, U, AUD, and WAU are disregarded in the computation of points. The grade-point
average (GPA) is the quotient of total points divided by total credits; total credits are the number of term
credits in which grades A, B, C, D, and F are received. Thus a person receiving 1 credit of A, 2 credits of B,
3 credits of C, 4 credits of D, 5 credits of F would have 20 grade points (1 x 4 plus 2 x 3 plus 3 x 2 plus 4 x 1
plus 5 x 0). The grade point average would be 20 (grade points) divided by 15 (credits) equals 1.33. A C
average on 15 credits attempted would require 30 grade points; if the student has 20 points, he or she is 10
grade points deficient.

AR 20. Repeated Courses
If a student repeats an Oregon State University course, the grade from each attempt1 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 average2. An academic unit3 may, however, include subsequent attempts
after the second attempt to meet individual course degree requirements associated with the baccalaureate
core/majors/options/minors/certificates/endorsements. A course may not be repeated on an S/U basis if it
was taken previously on a normal grade basis4.

Footnotes:
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).

AR 21. Honor Roll
At the close of each term, the OSU Registrar publishes a list containing the names of all undergraduate and postbaccalaureate students who for the term have completed at least 12 graded credits with a grade-point average of 3.50 or above.

AR 22. Satisfactory Academic Standing (for Undergraduate Students)
Oregon State University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term, grade-point averages are calculated and academic standings determined for students seeking a baccalaureate degree according to the criteria outlined below. Students whose standings evidence a lack of satisfactory progress will be warned of this condition and advised to seek help from their academic advisors.

a. Academic Warning: Students with a term GPA below 2.0 will be placed on Academic Warning.  
b. Academic Probation: Students who have attempted 24 or more credits at OSU and have an OSU cumulative GPA below 2.0 will be placed on Academic Probation. Students who attain a cumulative GPA of 2.0 or better are removed from Academic Probation.  
c. Academic Suspension: Students who are on Academic Probation and have a subsequent term GPA below 2.0 will be placed on Academic Suspension. Academic Suspension is recorded on the student’s academic record. Students who are academically suspended are denied all the privileges of the institution and of all organizations in any way connected to it, including any university-recognized living group.  
d. Reinstatement to the University: Suspended students will be considered for reinstatement to the university after two years or completion of a minimum of 24 quarter credits of transferable college-level work at an accredited college or university, with a GPA of 2.5 or above.

The Faculty Senate Committee on Academic Standing is charged with the responsibility for enforcement of the above regulations on Satisfactory Academic Standing. Additionally, this committee has discretionary authority to grant exceptions and to develop guidelines for the administration of these regulations.

AR 23. Special Examination for Credit
A regularly 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:
a. 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.
b. 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.
c. Grades earned in special examinations shall be submitted and recorded in the same way as for regularly registered courses, and will count with respect to repeating a course as defined in AR 20.
d. 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.
e. An examination for credit will not be approved for courses below the level for which college credit has previously been granted.
f. 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.

Footnote:
2 As an alternative to departmental examinations, students may seek credit through the College Level Examination Program (CLEP) to the College Entrance Examination Board. CLEP includes nationally normed subject matter examinations and general examinations covering material included in a number of relatively standard courses taught in colleges and universities throughout the United States. Some of these subject matter examinations and general examinations have been accepted by departments at this institution. Policy guidelines have been established that make it possible for admitted and enrolled students to (a) transfer credits earned through these accepted CLEP subject matter and general examinations to this institution, providing certain criteria are met, and (b) earn credits through accepted CLEP subject matter and general examinations providing certain criteria are met. Further information about CLEP may be obtained from the Office of Admissions, 104 Kerr Administration Bldg.

AR 24. Special Examination for Waiver (Undergraduate Students)
A student may petition for examination to waive a course under the following conditions:

a. 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.
b. 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.
c. A minimum grade of C (or equivalent) must be attained in an examination for that waiver to be granted.
d. Credit will not be granted for courses waived.

This regulation does not invalidate the right of a dean of a college or head of a department to waive a course requirement of their particular college or department, respectively.
AR 25. Institutional Requirements for Baccalaureate Degrees

a. **Baccalaureate Core:** Each student will complete the following requirements:

1. **Skills Courses (15 credits)**
   - Mathematics, Writing I, and Speech must be taken and completed satisfactorily within the first 45 hours of OSU-generated credits. Writing II must be taken and completed satisfactorily within the first 90 hours of OSU-generated credits.
   - Fitness (3 credits)
   - Mathematics (3 credits)
   - Speech (3 credits)
   - Writing I (3 credits)
   - Writing II (3 credits)

2. **Perspectives Courses (24 credits)**
   - Physical science (with lab) (4 credits)
   - Biological science (with lab) (4 credits)
   - Plus choice of second course in either of the above (with lab) (4 credits)
   - Take a minimum of one course in each of the following areas:
     - Western culture (3 credits)
     - Cultural diversity (3 credits)
     - Literature and the arts (3 credits)
     - Social processes and institutions (3 credits)

3. **Difference, Power, and Discrimination Courses (3 credits)**

4. **Synthesis Courses (6 credits)**
   - Science, technology, and society (3 credits)
   - Contemporary global issues (3 credits)

5. **Writing Intensive Courses, upper division (WIC) (3 credits)**

The Baccalaureate Core Committee determines which courses will satisfy each of the requirements above. WIC courses will be reviewed by the Writing Advisory Board. The core is governed by the following rules:
1. No more than two courses from any one department may be used by a student to satisfy the Perspectives category of the core.
2. No single course may be used by a student to satisfy more than one subject area of the core even though some courses have been approved in more than one area.
3. Both Synthesis courses may not be taken in the same department.

b. **An undergraduate student may be granted a baccalaureate degree with one or more majors.**

c. **Credits:** Minimum 180 earned credits, which must include:

1. **Credits in upper-division courses:** minimum 60 (exclusive of upper-division physical education activity courses).
2. **Credits in each major:** minimum, 36, including at least 24 in upper-division courses.

d. **Baccalaureate Degrees:** All students receiving a BA degree shall have proficiency in a second language, including American Sign Language (ASL), equivalent to that attained at the end of the second year sequence with a grade of C– or better as certified by the Department of Foreign Languages and Literatures. Colleges offering both the BA and the BS will have specific requirements distinguishing the two degrees. The college requirements for the two degrees will place comparable demands upon the time and
effort of students, and that assessment of comparability will include the foreign language requirement for the BA. Academic units offering both the BA and BS may have specific requirements distinguishing the two degrees.

e. **Grade-Point Average**: minimum of 2.00 on OSU cumulative grade-point average.

f. **Academic Residence**:

1. A minimum of 45 of the last 75 credits must be completed while the student is in academic residence at OSU. “Academic Residence” is defined as OSU courses taken as a degree-seeking student of OSU or courses through one of the following approved special programs: Professional degree programs which require that the student enroll in another institution while finishing the bachelor’s degree at OSU or an international study program sponsored by the Oregon University System.
2. A minimum of 15 upper-division credits used to meet the preceding residency requirement (1) must be taken in each of the student’s majors.
3. Credits earned by special examination for credit (AR 23) are not considered in academic residence.

g. **Dean’s certification of fulfillment of all requirements of major college**. (For details, see college advisors and deans.)

h. **Restrictions**

1. Correspondence study: maximum, 60 credits.
2. Law or medicine: maximum, 48 term credits.
3. Music (applied music): maximum, 12 credits. (Restrictions not applicable to majors in music.)
4. Physical activity course: maximum, 11 credits.
5. A maximum of 36 credits of those presented in satisfaction of the baccalaureate degree may have been graded on an S/U basis at Oregon State University.

i. **Application for a 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 file an application with the registrar three terms prior to the term in which he or she wishes to graduate. The student's 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. [Approved by Faculty Senate 1/8/09.]

**Footnotes:**

3 Lists of approved courses may be obtained from advisors. Approved courses are also listed in the *OSU General Catalog*.

4 Some degree programs may require more than 180 credits.

5 Unearned credits are those courses for which a grade of F, N, U, I, W, Y, AUD, or WAU are assigned as a final grade for that course. All other grades are calculated as earned credit.
AR 26. Concurrent and Subsequent Baccalaureate Degrees

a. Concurrent Baccalaureate Degrees: An undergraduate student may be granted two or more baccalaureate degrees (for example the BA or BS) at the same graduation exercise. The student must:

1. Complete institutional, college, and departmental requirements for the degree;
2. Complete, for each additional degree, a minimum of 32 credits more than the requirements of the curriculum requiring the least number of credits; and
3. Complete each additional 32 credits in residence.

b. Subsequent Baccalaureate Degree: A student who has received a previous baccalaureate degree from either OSU or another accredited university may be granted a subsequent baccalaureate degree. The student must:

1. Complete, for a BA degree, the requirements for foreign language proficiency (AR 25d);
2. Achieve a minimum of 2.00 on OSU cumulative grade-point average;
3. Complete requirements of the major college and receive the dean’s certification; and
4. Meet the requirements for a concurrent degree as specified in AR 26a, if a previous baccalaureate degree has been received from OSU. The additional credits may be taken at any time prior to or subsequent to the granting of a previous OSU baccalaureate degree. Students with a baccalaureate degree from another institution must meet the Academic Residence requirement in AR 25f.

c. A student seeking a baccalaureate degree under the provisions of either AR 26a or AR 26b also must satisfy the appropriate residence requirements as defined in AR 25f.

AR 27. Subsequent Credentials: Minors, Certificates, Options, and Majors

a. Subsequent Minors and Certificates: A student who has received a previous baccalaureate degree from either OSU or another accredited university or college may be granted a subsequent minor or certificate. The student must:

1. Complete current requirements for minor or certificate and receive the dean's approval;
2. Achieve a minimum of 2.0 OSU cumulative grade-point average on work taken for subsequent credential;
3. Academic residence: minimum 15 credits in residence.

b. Subsequent Options and Majors: A student who has received a previous baccalaureate degree from OSU may be granted a subsequent option or major credential:

1. Complete current requirements for option or major and receive dean's approval;
2. Achieve a minimum of 2.0 OSU cumulative grade-point average on work taken for subsequent credential;
3. Academic residence: minimum 15 credits in residence.

c. Additional credits necessary for subsequent credentials may be taken prior to or subsequent to the granting of a previous baccalaureate degree.
AR 28. Substitutions

a. Undergraduate students: Substitutions for institutional requirements as outlined in AR 25, except for baccalaureate core requirements of AR 25a, may be petitioned to the Academic Requirements Committee after approval by the student's dean or college head advisor. Substitutions for baccalaureate core requirements of AR 25a may be presented for consideration to the student's dean or college head advisor. Substitutions or adjustments of college or departmental requirements are also subject to approval by the college or department.

b. Graduate students: Substitutions for institutional requirements or deviations from the normal Graduate School regulations and policies may be made only by obtaining the approval of the dean of the Graduate School following a petition by means of a letter signed by the student and the student's major professor. Action taken on such substitutions or petitions will not be considered as a precedent for any future action.

AR 29. Graduation Exercises

Attendance at graduation exercises is optional for graduating students. In accordance with procedures obtained from the Registrar's Office, the candidate is responsible for declaring whether or not he or she will attend commencement, regardless of the term in which requirements are completed.

AR 30. Auditing Courses

Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to admitted and non-admitted students. Audit registration begins on the sixth day of registration and ends with the close of registration at the conclusion of the tenth day of class. Those who wish to audit should contact the Registrar’s Office for registration procedures, which will require approval of the course instructor. Audit courses are assessed instructional fees at the same rate as for credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as for registration changes to regular courses. Upon completion of an audited course, the designation of AUD will be recorded on the transcript. The designation of WAU will be recorded on the transcript for students who withdraw from an audit course.

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, school director, 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.

Footnote:
1 Valid grades include outstanding I (Incomplete) grades that have not been resolved.