General Policies

- When a member of ARC knows the student and/or are familiar with the situation they are petitioning, members should recuse themselves from voting and ask before offering their knowledge of the situation.

- If more information becomes available after ARC has made a decision, ARC has the right to reverse their decision, whether or not it’s favorable to the student.

- When a petition involves something not covered by the guidelines (i.e. articulation, graduation requirements, etc), ARC should request input from the Registrar regarding best practices.

- If the outcome for a student could be resolved by an exception within their college, ARC can choose to return the petition to the college with a request for them to consider such an exception.

- New Students are generally granted more latitude for missing deadlines or not understanding the regulations within their first term of attendance.

- One school day latitude for missing the deadline is generally acceptable during the regular academic year and two days is acceptable during summer terms. The date is determined by Registrar’s stamp, instructor’s or advisor’s signature, not the date written by student.

- Petitions involving deadlines during summer term are generally given more latitude.

- OSU does not have an academic forgiveness policy and during 2005, the Faculty Senate rejected instituting one. Update: Academic Fresh Start policy will be instituted during fall term 2009. ARC is not responsible for decisions on these unless student appeals the Registrar’s decision.

- Students who have been suspended cannot petition to ARC until they are reinstated, unless their petition was received by the Registrar’s before they were suspended.

- Graduate students receive more latitude with drops and withdrawals when there is documented miscommunication over the nature of their appointment, over requirements for maintaining continuous enrollment, or circumstances out of their control regarding their research.

- **Active Duty Military**: in spring 2010 we encountered the first petition from an active duty military distance student who asked to drop a class he had participated in after the drop deadline because his duties were changed. We treated it like a student who was deployed after the drop deadline and approved him for drops:
  - Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted and no refund will be given.
• If you are called to active duty during the term, you must present military orders to the Office of the Registrar (102 Kerr Administration Building, Corvallis, OR 97331) to request withdrawal from any or all courses.
  [http://oregonstate.edu/registrar/veterans/deployment.html](http://oregonstate.edu/registrar/veterans/deployment.html)

• Question from Sheila: should we really be treating it as drops or withdrawals with full refunds? How does the Registrar Office treat it? Should be consistent with them.

• Reminder: transcripts cannot be revised after graduation.

Late adds
These are automatically approved by the Registrar’s Office through the 10th week of the term, if they meet the guidelines.

Late drops
These are approved even if a student did attend the class, if they stopped attending before the deadline. These are automatically approved by the Registrar’s Office through the 10th week of the term. If the petition goes beyond the 10th week, the committee has the latitude to deny the petition if the student’s narrative does not provide a valid explanation for why they failed to drop the course.

Late course withdrawals:
ARC will consider petitions for late course withdrawals in the event of a registration error if the student can provide evidence beyond their pattern of attendance that they intended to withdraw. Documentation for late course withdrawals is typically required, regardless of the point at which a student’s attendance ended.

ARC will approve a late withdrawal from a course if the student S/U’d a course he was repeating and the advisor didn’t catch the error.

If the student has taken finals these petitions are not granted with the very rare exceptions of extreme mental/emotional problems (i.e. psychosis, but not depression), misadvising by an academic advisor or instructor, or not being informed of an important departmental decision impacting curriculum.

ARC discussed the above guideline in more depth during spring, 2010, and the reasoning behind this. Probably the main concern about approving withdrawals when the student has taken the final is that the student realized after the final that they were not performing up to par and chose to appeal as a way to back out. If students can demonstrate to the committee that this is not what occurred, then the committee has more latitude to approve.

Audit
Changes to audit are very rarely approved because of the possible motivation, stated or unstated, to avoid a “W” on the transcript. Conditions under which petitions to late audit would be approved include timing that’s early enough in the term that avoiding a bad grade or a “W” would not be a motivation. Petitions from students who are not enrolled in a course and want to add as an audit are generally approved.

Late Change of Grading Basis
A change of program is not a basis for granting these changes because the grade can be certified by the Registrar’s Office.

If students want to retake a course on an S/U basis after taking it for a grade, ARC will approve this if it’s very clear there is no intention to remedy the first grade.

**Withdrawal from the University**
If the student has taken finals these petitions are not granted with the very rare exceptions of extreme mental/emotional problems (i.e. psychosis, but not depression), misadvising by an academic advisor or instructor, or not being informed of an important departmental decision impacting curriculum.

ARC discussed the above guideline in more depth during spring, 2010, and the reasoning behind it. Probably the main concern about approving withdrawals when the student has taken the finals is that the student realized after the final that they were not performing up to par and chose to appeal as a way to back out. If students can demonstrate to the committee that this is not what occurred, then the committee has more latitude to approve.

**Course Overload**
ARC reviews course overloads when students want to enroll in 25 or more credits. These are generally approved if the head advisor approves.

**Incompletes**
Petitions to change an I to an I/grade will be considered if there are circumstances outside of the student’s control that interfered with completion of the course.

Petitions to extend the time to complete an “I” will be considered if there were circumstances outside of the student’s control that interfered with timely completion of the course.

**Business Affairs Process**
We met with George Windom on 1/27/10 to discuss their process with appeals to receive tuition refunds. They encourage students to separate the academic decision from the financial decision. So if a student is contemplating withdrawing, they will not consider an appeal for a refund until they have actually withdrawn. They will not review appeals for refunds if the student has a grade. If it’s past the deadline to drop or withdraw, they will refer them to ARC. Their decision is whether to approve a full refund, 75%, 50%, 25% or no refund. The key information Business Affairs considers is when the event occurred that caused the student to stop attending class. If they are given a 100% refund they will still show a “w” on the transcript unless they appeal to ARC.

Ecampus students do not appeal through Business Affairs. If the student combines Ecampus and OSU and Business Affairs receives the appeal, they will usually go ahead and make a decision.

The process for students to appeal through Business Affairs is to send an email to George Windom and include all the information they would include in a petition to our committee. But Business Affairs doesn’t generally require documentation. So a student could state that they never attended and if the story is consistent and credible, they will receive a full refund with no input from the instructors.
When ARC approves a drop, it’s an automatic 100% refund, no appeal to Business Affairs is necessary. When we approve withdrawals, they’re dated to the last date to withdraw, so it doesn’t generate a refund. If ARC approves a withdrawal back to a certain date, it could automatically generate a partial refund. Since we are not involved with the financial aspect we should not make dating the withdrawal a practice, but refer the student to Business Affairs if we feel they have a strong case.

A bit of history:
In 2008 we debated between the following two versions for our internal notes on late course withdrawals and decided on Version 2. Version 1 was pretty much what we had been following up to that point. And in fact, it wasn’t week 5, it was week 7. We presented our decision to use version 2 to the Academic Advising Council and they supported it.

Late course withdrawals:

Version 1: ARC will consider petitions for late course withdrawals in the event of a registration error if the student stopped attending up to or during the 5th (Up for debate?) week of the term. Documentation beyond the pattern of attendance will not be required from any student if they stopped attending up to or during the 5th week of the term. After the 5th (?) week of the term, the student must provide additional documentation.

Version 2: ARC will consider petitions for late course withdrawals in the event of a registration error if the student can provide evidence beyond their pattern of attendance that they intended to withdraw. Documentation for late course withdrawals is always required, regardless of the point at which a student’s attendance ended.