Academic Requirements Committee

Tips

1. What the committee would like advisors to write in the comments section:
   a. It would helpful if advisors wrote their true take of the situation after talking with the student. However, the information from the professor is often more important than advisor comments.
   b. Make sure the instructor has signed and put the last date of attendance on the form, this is one of the most important pieces of information for us. Send the student back for this information if they do not have it. Often times we do not have enough data to make our decision, and it will be denied if we don't have a sense of the timeline.
   c. Train students on guidelines if/when they come to see you to get the petition signed.

2. The details we need from the student to make our decision and/or change our decision (if the petition is denied):
   a. Medical documentation
   b. Exact dates:
      i. Dates of attendance from instructor (withdrawal and drop)
      ii. Travel, injury dates, obituaries, etc.
   c. We also look for intent to withdraw by the student. Has the student been in communication with the instructor and/or advisor about their intent to remove themselves from the class before the deadlines? Comments from the instructor/advisor that the student has been in contact with them are helpful. (However, we don’t just want what the student tells the advisor/instructor after the fact when the petition is being signed.)

3. Examples/“Case Studies” of denied petitions (see handouts).

4. Who the advisor can call for information on what additional information the committee needs.
   a. Registrar’s Office – they will look at the form we fill out which tells the student why we denied the petition, and what we need if the student decides to resubmit for reconsideration.

5. New additions to the ARC guidelines handout for students:
   a. 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.
   b. Deferrals will change to denials if student does not act on the petition after 30 days.

6. Guidelines are found on the Registrar’s website under “forms.”

7. 3-year rule
   a. We typically do not review petitions that are over 3 years old.