All Faculty Senate committees and councils are requested to review the below proposed revisions and forward input to Vickie Nunnemaker at vickie.nunnemaker@oregonstate.edu by noon on March 5.

Proposed Changes to AR 12. Withdrawal From Individual Courses

Rationale for changes:

The proposed changes to AR 12 seek to address misuse of the current course withdrawal policy. Upon review it was revealed that there are cases of students withdrawing from as many as 29 – 104 courses during their OSU career. Course withdrawals have potential to negatively impact the student (due to cost or lack of progress toward their degree, or both), and impacts other students (who are closed out of classes where withdrawals ultimately open a seat). A review of the course withdrawal policies of comparator institutions showed a range of policies such as not allowing students to withdraw from courses, requiring students who withdraw from courses to reapply to the university, and limiting the number of course withdrawals.

The proposed changes identify a limit for the number of courses from which a student may withdraw, clarify the process by which a student may petition for an exception to the policy, and set a date for putting the new regulation into effect.

This shows the AR as currently written with proposed changes highlighted in yellow and proposed deletions shown as strike-through text:

AR 12. Withdrawal From Individual Courses

Students Any student may withdraw from a maximum of 10\(^1\) individual OSU courses throughout their undergraduate career\(^2\) at OSU\(^3\). Any student may petition for an exception from this limitation if the justification for withdrawal is clearly associated with circumstances beyond the student’s control. Withdrawal from a course with a W grade begins after the tenth day of classes and continues 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.

\(^1\) Complete withdrawal from the university, as defined in AR 13, is not included in the maximum of 10 individual OSU courses.
\(^2\) This regulation applies to undergraduate, post baccalaureate, and non-degree undergraduate students.
\(^3\) Effective for all students enrolling Fall term 2012 or beyond.

This is how the AR would read if all changes are accepted:

AR 12. Withdrawal From Individual Courses

Any student may withdraw from a maximum of 10\(^1\) individual OSU courses throughout their undergraduate career\(^2\) at OSU\(^3\). Any student may petition for an exception from this limitation if the justification for withdrawal is clearly associated with circumstances beyond the student’s control. Withdrawal from a course with a W grade begins after the tenth day of classes and continues 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.
Complete university withdrawals as defined in Academic Regulation 13 are not included in the maximum of 10 individual OSU courses.

This regulation applies to undergraduate, post baccalaureate, and non-degree undergraduate students.

Effective for all students enrolling Fall term 2012 or beyond.

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**Proposed Changes to AR 17. Grades**

**Rationale for changes:**

The proposed additions to AR 17 address issues that occur when faculty have no basis for submitting a grade, or when faculty (for this or other reasons) do not submit a grade to the Registrar’s Office. Ultimately, students must receive a grade of some kind for each course taken. Assigning grades is a faculty responsibility. Through creation of the NG (no basis for a grade) and WC (complete withdrawal) grade identifiers, faculty are provided with a grading option when there is no basis for a grade, and the Registrar’s Office is directed with a protocol for situations where there are missing grades.

This shows the AR as currently written with proposed additions highlighted in yellow:

**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; NG, no basis for a grade (administratively assigned by the Registrar’s Office, see below); WC, complete withdrawal.

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.

When an instructor does not submit a grade for a student, the Registrar’s Office will automatically record an interim Y grade. To remove the Y grade, the instructor must submit a Change of Grade in the Registrar’s office. If no such change is made the Registrar’s Office will change the interim Y grade to a grade of NG, either at the end of one year or at the time of degree conferral, whichever comes first.

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.