**1/30/14 Advisor Coffee Talk: REGISTRAR’S OFFICE PETITIONS**

Presenter: Tom Watts

**Academic Requirements Committee**

* The committee takes note when an advisor indicates that he/she does not support a petition.
* From advisors, the committee wants to know the exceptional circumstances for why student could not meet deadline.
* Committee wants to know if student’s decision was informed and well thought-out (not waiting until last minute). Advisors should indicate if they have discussed the issue with student previously.
* “Waiting on a grade” is not an excuse for missing Week 7 deadline W or S/U
* How long student has been at OSU and whether student has W or S/U before are both considered. They are more lenient for new first-years and transfers.
* This is a petition process (aka, a request). Approval is not guaranteed.
	+ Help students consider options if petition is denied
	+ Students often listen too optimistically when advisors explain petition process. They assume petition will be approved.
* If petition is denied, there is an appeal process (personal appearance at committee and/or extra written information). A second and final appeal is to Susie Brubaker-Cole (who talks to student and advisor).
* Amy Clark, Nancy Lawrence, or Tom Watts are contact people for advisors when complicated student situations and questions arise.

**Academic Standing Committee**

* The committee is considering whether the student is ready to continue at OSU right now.
	+ Family, financial, health, or other situations should be stable/resolved.
	+ The ultimate goal is that the student will return to OSU eventually.
* Committee wants to see that student has a back-up plan and has prepared for likelihood of denial of appeal
	+ Committee asks this question every time! Don’t let students be surprised by this.

**Planned Educational Leave**

* Most useful for students who are close to graduation in order to keep graduation requirements the same (keep their catalog year).
* Use for when student needs to be away for more than 4 consecutive terms (not including summer).

**Q & A**

* How closely are students held to reinstatement course plan?
	+ The Registrar’s Office does not enforce the plan. However, if the student does not follow the plan, it is seen as a matter of concern if student returns to ASC committee.
* Are all petititons viewed by the committee?
	+ No, current term late course adds are auto-approved by Registrar with instructor and advisor support (same with drops if no attendance in course).
	+ All other circumstances, petition 🡪 committee, results sent to HA
* There is a “Senior standing” exception to academic reinstatement policies if the student has at least 135 credits.
	+ Also if they will graduate in 2+ terms 1.9 GPA minimum; 1.95 GPA if graduate in 1 term
	+ Advisor must certify that student will graduate within 3 terms
* Are there fees associated with any of the petitions?
	+ $20 fee per course add/drop after Week 2
	+ $50 fee for reinstatement
	+ There is a fee exception policy for extraordinary circumstances (e.g. student has to drop all courses and add new ones and fees are $100+.)