

Advisors Role in Petitions to the Academic Requirements Committee

Form access: Registrar's web page, under Forms (Registration Forms)
<http://oregonstate.edu/registrar/sites/default/files/forms/petition-late-change-registration.pdf>

- ✓ The academic advisor block was added to the form because often the HA is not the advisor closest to the student's situation.

The student's, advisors' (academic advisor and HA), and instructor's information and comments are all considered. Advisor support/approval of the petition is taken into account by the ARC, but the committee might deny even if advisors' support.

- ✓ ARC wants to understand how exceptional circumstances play into the student's request, and into the students' inability to drop, withdraw, change grading basis, etc., by the associated deadline.
- ✓ Intent on the student's part is important, demonstrated by conversations, meetings, and/or emails with instructor, advisor, or campus support, as appropriate (CAPS, tutors, etc.). Again, depending on circumstances, ARC might deny even when student believes he or she has demonstrated intent.
- ✓ The committee also considers the length of time the student has been at OSU, whether there have been previous W's or S/U's as an indication of understanding the process. Absence of prior registration changes, or first term of attendance, is not guarantee of approval.

- ✓ Students often assume approval, and in those cases often present only a cursory explanation.

Students rarely consider what can be done if the petition is denied. Advisors can help students understand the options if the petition is not approved (course repeats, appeal to Business Affairs Office for additional tuition refund).

- ✓ Appeals: once with additional written information; once with a personal appearance; final appeal to designees of the Provost for Academic Affairs. Advisor comments and clarifications are appropriate at every level of appeal.

Training Days PowerPoint has additional information.

Advisors Role in Petitions to the Academic Standing Committee

Form: Petition for Reinstatement by Exception is sent to each suspended student at the end of each form, with instructions to proceed,

Advisors are the gatekeepers to access to the ASC. The guidelines require that the student:

- 1) explain extraordinary circumstances, and explain how they have been addressed and will not adversely influence future academic performance,
- 2) obtain support from college Head Advisor, or department advisor in consultation with HA,
- 3) demonstrate prior academic success, and
- 4) propose a tentative three-term schedule.

Everyone's goal is the student's return to OSU; however, the differences arise in evaluating what is the best term for reinstatement.

Advisors are critical in that part of the evaluation, in helping the student explore options, and articulating support.

Some items that cause the ASC concern:

- 1) undated, unsigned, stream of consciousness letters from students
- 2) very aggressive three-term schedule
- 3) incomplete assessment by student of options

Appeals: final appeal to designee of Provost for Academic Affairs.

Advisor comments and clarifications are appropriate.

Training Days PowerPoint has additional information.

Advisors Role in Petitions for Undergraduate Planned Educational Leave

Form access: Registrar's web page, under Forms (Student Records Forms)

<http://oregonstate.edu/registrar/sites/default/files/forms/undergraduate-planned-educational-leave-petition.pdf>

- ✓ PELP is a one-time opportunity for students, best used when the student knows that an extended time away from school will be necessary (student's medical concerns, family circumstances, military commitment, etc.).
- ✓ Every student retains registration eligibility for 4 consecutive terms from their last term of registration (even with withdrawal from all classes, after the start of the term). Therefore, the student's leave should definitely be for longer than the next 4 regular terms (not counting summer term).
- ✓ Using the PELP is probably more valuable the closer the student is to graduation
- ✓ If a student is in a major with pre- and pro-school requirements, PELP should probably be used only after the student has been admitted to pro-school. The Catalog requirements for graduation will begin automatically, for the term the student is accepted into the college pro-school.
- ✓ If PELP is being considered in part because the student is not sure what his or her academic focus should be, then it may not be useful if a change in major is likely upon return.