

**COUNCIL OF  
STUDENT ACADEMIC SERVICES DIRECTORS**

**MINUTES**

*January 20, 2010  
204 Whitehurst  
10:30 – 12:00 p.m.*

**Present:** Kari Alldredge, Barbara Bremer, Celeste Campbell, Christy Crenshaw, Cheryl Devuyt, Jovette Dew, Mary Kay Jennings, Amy Martindale, Martha McMillian, Marilyn Middlebrook, Lance Millis, Kevin Moore, Rita Peaster, Jessica Roark, Craig Satterfield, Kristi Seuhs, Libby Reigh, and Gail Gates.

**1. Admission's Demo – Libby Reigh**

Libby noted that prospective students can now check the status of their application for admission online. Members noted that on the "Submitted Applications" screen indicates that the student is admitted to a specific major and this may not be the case. Can the wording be changed to "requested or preferred major" or "major of interest"? Members also noted that on the "Application Requirements" page the High School statement needs to be revised and members wanted a section added for transfer students. Members suggested changing the wording from "notes" to "pending". Members asked if this screen could include enrollment holds and asked that there be a description of the holds listed. In all, members felt this was a move in the right direction and Libby said that Undergraduate Admissions plans to implement this in Fall 2010.

**2. Handling Exceptions to the Enforcement of Course Prerequisites – Celeste Campbell**

During the past few semesters, departments have increasingly enforced registration controls on their courses through SIS. These controls allow the system to check a student's SIS record and restrict course enrollment based on information listed in the catalog description of the course or in State Regents' remediation requirements. Examples of these controls are: classification status, required minimum test score, declaration of a specific major, completion of (or enrollment in) prerequisite courses, and enrollment in corequisite courses (terminology used in SIS is "concurrent prerequisite").

Clear, consistent, and documented methods for waiving these controls for individual students are needed. For example, a transfer student who is enrolled in MATH 1513 at a community college during the fall semester wants to enroll in MATH 1613 for the OSU Spring semester requires someone to be given the authority to evaluate the student's documents to determine whether a waiver of the prerequisite is appropriate because SIS includes no evidence of the fall enrollment. Methods have been established for waiving remediation requirements for entry-level English and Math courses (advisor approval is required). Academic Regulation 5.6 specifies that prerequisites for upper-division and graduate-level courses may be waived by the instructor (or department head). University policy currently provides no guidance regarding the appropriate process for waiving prerequisites for lower-division courses. In the absence of this specific guidance, the Registrar's Office is currently using the closest policy, Academic Regulation 5.6, and requiring instructor/department head approval to waive prerequisites. Members approved of #3 "Modify Academic Regulations 5.6 to address the waiver of lower-division prerequisites by requiring either advisor or instructor/department head approval" and asked that these individuals be added to the signature line. Members also asked that a space be added to the form so that individual can add a "brief explanation" for the request.

**3. Proposed Modifications to OSU Policy 2-0206: Adding and Dropping Courses and Withdrawing from the University (and related changes to Academic Regulations 1.10 and 5.4)- Celeste Campbell**

The Registrar's Office discussed modifications to the add/drop policy with the Late Drop Committee and Tuition Appeals Committee. They recommend not requiring students to withdraw from the university if they drop their summer courses but are still enrolled in the Fall. In addition, they recommend allowing students who complete a short course but wish to withdraw from all remaining courses to do so without a petition. The Registrar's Office is also asking to change the deadline for tuition appeals to six months after the date when grades are due. Another suggestion was to add a representative from the Bursar's Office to the tuition appeals committee. Members asked to add the statement "special meetings may be called at the discretion of the chair"

Members approved the proposed modifications to the policy and academic regulations.

**4. Retention Data Reports - Amy Martindale**

Amy noted that she has asked to receive retention data reports. Amy noted that she had requested a report that listed students who had their holds removed but hasn't enrolled but wasn't able to receive it. Members noted that the ePrint reports are coming too late. *Would you please ask Amy to look at this?*

**5. Other**

Bursar statement, purge at end of Fall semester. Invite Bursar to next DSAS meeting.

Deadline for submission of Fall 2010 and 2011 grades will be discussed at the next meeting

Reminder – February 3<sup>rd</sup> and 4<sup>th</sup> are the FERPA training sessions for advisers  
February 11<sup>th</sup> is the Advisers Conference

Adjourn: 12:15 p.m.