COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES

MINUTES

December 12, 2018
126 ITLE
10:30 a.m. – 12:00 p.m.

In attendance: Chad Blew, Jessica Priddy Bullock, Pam Ehlers, Leslie Evans, Amy Gazaway, Linda Good, Ebonie Hill, Nick Holmes, Kelva Hunger, Diane Jones, Amy Martindale, Marissa McIntyre, Lance Millis, Robyn Moore, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Kristi Seuhs, Richard Shepard, Julie Swaringim-Griffin, Candace Thrasher, Deb VanOverbeke, Charles Verner, Missy Wikle and Bridget Miller, Chair.

1. **Mutual Exclusion Exception form – Rita Peaster**
    The purpose of the Mutual Course Exclusion Waiver form is to help facilitate exceptions to allow more than one mutually exclusive course to count toward a degree. Mutually exclusive courses are courses that are not equivalent but have considerable overlapping of content such that only one of the courses is allowed to count toward a degree.

    Updates have been made to DegreeWorks scribe, which has improved the enforcement of the exclusive courses, but it has caused an increase in students caught unaware. Because of this situation, the Registrar's Office created a form to help handle the issue.

    Upon hearing that Instruction Council proposed approval signatures from advisor, associate dean and vice provost only, DSAS recommended that department head signature be required as part of the approval process. The draft form will return to Instruction Council on 1-3-19 for approval of department head signature.

2. **Credit by Exam (CBE) Exceptions to UAR 4.4 for 2018-19 Graduates – Rita Peaster**
    Policy changes were approved this fall. As part of these changes, while enforcing State Regents' interpretation of policy we wanted to allow an exception process for students graduating this year who were negatively affected by the State Regents' narrow interpretation of policy.

    An Eprint report was developed by IRIM to identify students in this situation (seniors with less that 60 hours from a 4 year institution and who have some CBE from 2 year institutions to add to 60 hours). As a student is identified as qualifying for the CBE exception a request should be made from the home college and emailed to the Registrar's Office. R. Peaster asked that DSAS members analyze report for any necessary changes. Please see the Credit by Exam Exceptions to UAR 4.4 for 2018-2019 Graduates Exception Request Template draft below:

    To: *University Registrar*

    From: *College Degree Certification Specialist*

    Cc: *DSAS Representative*
                   Vice Provost for Undergraduate Education

    Subject:CBE Exception to UAR 4.4 for 2018-19 Graduate

We request an exception for [Student Name] (Banner ID) to be grandfathered under OSU's historical interpretation of how credit by exam applies to UAR 4.4 to be eligible to graduate with a [degree program code, e.g. BS-MATH] this [Fall 2018, Spring 2019 or Summer 2019], in accordance with the limited exception process outlined in the approved changes to UARs 4.4, 4.6 and 7.2 effective Fall 2018. This exception allows all credit by exam to count toward the minimum 60 credit hours required from a senior institution.

3. **Proposed Revisions to Policies Related to UG Courses Approved for GR Credit – Rita Peaster**
   The purpose of the proposed policy changes is to discontinue the practice of allowing undergraduate courses (course numbers below 5000) to carry graduate credit. All courses approved for graduate credit must be numbered 5000 or above. When sections of graduate courses are cross-listed (meet at the same time on the same days in the same classroom with the same instructor) with undergraduate courses, the syllabus for the graduate course must include assignments at an intellectual level commensurate with that of graduate work when compared to that required for undergraduate credit.

   The proposed effective term is Fall 2020, and a streamlined course action process will be developed by Academic Affairs, the Graduate College, and the Office of the Registrar to assist departments in identifying new graduate course number options and obtaining approval. As of Fall 2018, a total of 495 active undergraduate courses were approved for graduate credit. Crosslist identifiers in Banner can be used to tie specific sections of cross-listed undergraduate and graduate level courses in a given term.

   Discussion: Problems with this practice have arisen within Banner – can be difficult to identify which sections are available for GR credit. Tuition and fee assessment defaults to the student's level, which will result in undergraduate billing of graduate credit course. Class level defaults to student level as opposed to graduate level credit, which will display incorrectly on transcript, requiring manual adjustment by Registrar's Office. This adjustment cannot be made until the end of the semester after grades have been submitted. There are also difficulties for Financial Aid when accurately determining aid eligibility.

   Motion was made by A. Martindale and seconded by Deb VanOverbeke to accept proposed revisions to OSU Policy 2-0202 Course Action Requests, UAR 5.1 Course Numbering System, and Various Graduate College Policies Related to Undergraduate Courses Approved for Graduate Credit, effective Fall, 2020, and approved.

4. **Concurrent Declaration of BUS Degrees UAR 3.10 – Rita Peaster and Chad Blew**
   UAR 3.10 states that the Bachelor of University Studies cannot be earned as a second degree or concurrent baccalaureate degree. The allowable sequence is BUS first followed by non BUS degree in a subsequent semester. Allowing students to declare concurrent BUS and 2nd degree could seem to exist only to allow students to count every class they are enrolled in toward BUS degree and circumvent some financial aid. There is no mechanism to allow students to earn a BUS and 2nd degree concurrently.

   DSAS discussed the possibility of adding wording on BUS declaration form to specify the only allowable sequence of earning a BUS and a 2nd degree. There is concern that students will never read it even though they sign it. There was also expressed concern that if concurrent declaration is not allowed, students will not be assigned the appropriate advisor. Because of the extensive discussion it was determined that a BUS working group be formed to look into the details of declaring BUS and 2nd degree concurrently and what is permissible with policy. The working group will consist of the following individuals: Lori Christian, Sandra Mehan, Leslie Evans, Lance Millis and Linda Good

5. **Online Major Change update & demo – Robyn Moore**
   R. Moore demonstrated the Online Major Change form for DSAS members. She reminded the directors that this form is still in the testing phase. Several changes to the form were discussed- adding the students' academic standing, changing the student athlete status toggle to a heading with Y or N and keeping consistent language throughout the major change form. The Online Major Change form is to be completed by the advisor, and the

student will receive a confirmation email. If the information is incorrect, the new college advisor can deny the change. M. Wikle with University College Advising (UCA) wanted to confirm that advisors were verifying student's eligibility prior to moving student out of UCA. R. Moore explained that if a student is a UCA student access will be denied unless UCA advisor initiates the major change. Discussion regarding workflow will be held at a future DSAS meeting.

6. **Transfer Probation Admission and Advising – Libby Reigh**
   L. Reigh reported that there is a category of students that are in good academic standing with OSU but do not meet transfer admission criteria. Policy states that these students will require special advising with UCA. The academic colleges are given an opportunity to accept them by voting process.

   Proposed process would include the following:
   - During the voting process, if the Academic College is voting to admit the student, they should also indicate whether or not the student should be advised in UCA or the Academic College. If the decision is for the student to be advised in the Academic College, the Office of Undergraduate Admissions will admit the student in Banner with:
     - Program code associated with the major selected on the application
     - Student attribute UATP (transfer probation)
   - Students who are admitted on probation (below a 2.0) should receive a letter with their admission stating probation and possible suspension after 1 semester if student does not earn 2.0 or higher.

   L. Reigh clarified that she was under the impression that transfer students were admitted to OSU similar to freshman students that have no academic record. She will verify that specific language regarding probation and suspension are included within the admission letter. L. Reigh will adjust proposed language on Transfer Probation Admission and Advising policy and resubmit to directors at a future DSAS meeting.

7. **Military Leave of Absence Expedited Retroactive Drop/Withdrawal Process – Candace Thrasher**
   C. Thrasher proposed a change in the internal process of military leaves of absence retroactive drop/withdrawal. She would like to expedite the process by working directly with the Provost and specific academic college representative, so that each MLOA retroactive drop does not have to go to the Retroactive Drop Committee. DSAS members indicated their endorsement.

8. **Adding H (Humanities) Designation to HIST 1483 and 1493 – Candace Thrasher**
   In October, A. Martindale presented to Instruction Council a request to add HIST 1483 and 1493 to degree sheets in addition to HIST 1103. The HIST 1483 and 1493 courses are in the process of receiving the "H" designation through GEAC. Proposal will need to be approved by Dean's Council, followed by blanket approval as opposed to individual program modification. Most degree sheets specify HIST 1103, but they should also include HIST 1483 and 1493. DSAS members indicated their endorsement.

9. **Academic Counselor Career Development Plan – Marissa McIntyre**
   M. McIntyre reported that the Academic Counselor Career Development Plan has not been updated in a while, but did not know the length of time - other committee members mentioned it was done in 2015. Working group members to update the development plan are as follows: M. McIntyre, A. Martindale, A. Gazaway, K. Seuhs, L. Millis, D. VanOverbeke.

10. **Other**
    - K. Hunger reported that University Assessment and Testing's extended hours through finals week operated very smoothly. Four advisors were hired and no personnel from Assessment were needed. A. Martindale requested a report on how many students were turned away this semester. R. Chung will report those findings at a future DSAS meeting.

Meeting was adjourned at 12:04 p.m.

Minutes were recorded by Kyndal Roark