

**COUNCIL OF  
DIRECTORS OF STUDENT ACADEMIC SERVICES**

**MINUTES**

**December 16, 2020  
Zoom  
10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Chris Bingham, Larry Burns, Aaron Christensen, Brenda Dawes, Kathryn Gage, Amy Gazaway, Ebonie Hill, Nick Holmes, Diane Jones, Cheryl Kleeman, James Knecht, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Charly Smith, Candace Thrasher, Deb VanOverbeke, Denise Weaver, Robin Wilson and Jeanette Mendez, Chair

**1. Spring Virtual Advising Appointments Discussion – Jeanette Mendez**

All DSAS members indicated that they would prefer to continue with virtual advising for Spring 2021. An official statement from the Provost will be forthcoming.

**2. Advisement of Assured Admits with Low HS GPA – Nick Holmes**

The last several years incoming freshmen students who have an unweighted GPA and core GPA of less than a 2.7 have been moved to University College. Undergraduate Admissions assisted with an automated process and University College initiated contact early so that the individual colleges would not contact a student with welcome literature only to redact the welcome during New Student Orientation. N. Holmes posed two questions to the academic college reps: 1) do you support University College continuing to reach out the students early; and 2) should we send messaging sooner as to what is happening and why? DSAS members indicated their support of University College contacting students. Admissions will investigate the possibility of altering the wording of the admissions information as well.

**3. NOC Application Info with OSU Suspension Notices – Candace Thrasher**

C. Thrasher received appeal information from Diana Watkins, NOC regarding the appeals process for suspended OSU students who seek acceptance to NOC. The students are required to interview with NOC personnel and to submit a letter for admission to NOC. This NOC information is not included in the OSU suspension documents.

Discussion: A. Martindale felt that the best chance of getting these students back to OSU is for them to stay at NOC, as they have an elaborate and successful back-on-track program for struggling students. This will also help OSU advisors who may not be knowledgeable about the NOC process. DSAS members indicated their support for including this information. C. Thrasher will add this information to the suspension letters, effective immediately.

**4. Change to Appeal Form for Scholarships and Financial Aid – Linda Millis and Charly Smith**

C. Smith oversees the satisfactory academic progress part of the Office of Scholarships and Financial Aid (OSFA). She explained changes to the appeals form. Based on training and guidance from the Department of Education compliance issues were discovered with OSU's appeals process that needed addressing. Appeals will be different – more individualized academic plans are needed for each student if they are suspended and their appeal is approved. Depending on their GPA and PACE OSFA will look at their completion rate, set GPA and completion percentages each semester until they achieve a satisfactory academic progress level. With PACE, some students can never meet the completion rate and OSFA would not be able to approve their appeal. (Refer to pages 4-5 for details regarding the specific appeals form.) Advisors will be required to complete the information regarding anticipated graduation, academic plan, degree and major. Due to COVID OSFA will continue to accept this form via email if submitted with an OSU email. For future reference however, OSFA prefers to receive documents with original signatures. OSFA will also be requiring a DegreeWorks audit to be included with the appeal, which is the student's responsibility. Instructions are included on the form. A list of students who have been suspended and are eligible to appeal will be distributed by OSFA to all academic colleges. The recommended change in the Advisor Portion of the appeal form will delete "student's cumulative GPA" and add "student's overall GPA" as it is listed on their transcript. If issues arise with this process, please notify OSFA. Each student will be evaluated on a case by case basis.

**5. Fall 2021 Class Schedule Updates; Advising and Enrollment Timelines – Rita Peaster**

At the 12-3-20 Instruction Council meeting members recommended that OSU plan for Fall 2021 semester class schedule return to a fall schedule prior to COVID restrictions – full capacities, full 50-minute class times MWF, and no use of large auxiliary spaces. The way the Fall 2021 semester exists in Banner, it was created from Fall 2020 with pandemic changes. Options will be discussed with associate deans during the IC meeting on 12-17-20 to consider returning to the Fall 2020 schedule prior to the pandemic adjustments. The goal is to develop a plan that will keep the process on track for a typical summer and fall advisement and enrollment timeline, rather than delaying, similar to the Spring 2021 enrollment. This will be a huge effort on part of departments and many of the DSAS members involved in the schedule update process. The Registrar's office wanted to provide DSAS with an update and to obtain feedback to see if there is tolerance or feedback regarding delaying the summer / fall enrollment timeline. Typically the upcoming semester's class schedules are published beginning the 6<sup>th</sup> week of the spring semester – 2-22-21 for the Fall 2021 semester, and open enrollment for Summer and Fall 2021 semester is scheduled for the 10<sup>th</sup> week of the spring semester – 3-22-21.

OSU's previous enrollment period was shortened considerably, which placed an enormous burden on faculty and staff advisors. One of the many downsides of the previous enrollment period was the delay of conversations with students until advisors knew what courses would be offered. The delay caused advisors to have back-to-back appointments for weeks, which was exhausting. And the handling of student emails and phone calls while addressing all-day appointments for 4 weeks in a row was practically impossible. Students and advisors were frustrated. Advisors were not able to provide the support and service to our students as needed. DSAS members expressed their preference to eliminate the compressed enrollment schedule. Members also expressed the following questions:

- Is OSU going to allow accommodations thru Office of Equal Opportunity (OEO) for faculty who are at risk?
- Need clear guidelines regarding priorities of what happens next. Going back to normal may confuse departments at this point in time.
- Can individual classes socially distance their class?

R. Peaster encouraged DSAS members to share their thoughts and concerns with associate deans and deans. Time is critical if adjustments are needed. The Fall 2021 class schedule will be prepared given what we know now, the situation will continue to be monitored and we will be prepared to adjust. With the vaccine on the horizon, all indications point towards normalcy and then adjusting, as opposed to preparing for another semester with social distancing guidelines.

#### **6. Test Optional Pilot Proposal – Libby Reigh**

The test optional exception allowed by the State Regents this year allowed for 730 students to be admitted to OSU who would have otherwise not been accepted. This test optional entrance has opened the eyes of those in higher education. Academic Affairs / Admissions / Institutional Research and Analytics have put together a working group and have submitted a test optional proposal to the Regents for a 5-year pilot so that OSU can continue to admit students thru a test optional admissions process. When approved this 5-year pilot will begin on July 1, 2021. More details will be revealed after formal approval. L. Burns reported that another proposal is going to the Regents regarding test optional Entry Level Placement Assessment (ELPA). The goal is for all of these efforts to work together. ELPA will be usable the instant it is approved. There will be a 1-2 percent increase in the math requirement. Determination for English, reading and science has not been announced.

FYI – OU has already been approved for this program.

#### **7. BUS Major on the Readmission Application – Amy Martindale and Libby Reigh**

Bachelor of University Studies (BUS) does not exist on the OSU admission applications. There have been multiple instances where the student's status is "readmit" and they wish to enroll in the BUS, but when they apply for readmission, they cannot find BUS on the application. The student is forced to choose some random program, but once admitted they must then proceed with a major change. This process is harder than it needs to be. The BUS option should not be included on the freshmen application, however placing BUS on the readmission application can be accomplished thru SLATE, as long as this does not negatively affect policy, Admissions can make this change in SLATE. All DSAS members were in agreement with this change.

#### **8. Bachelor of University Studies Practices – Kristi Seuhs**

The College of Education and Human Sciences has been reviewing all of their practices and procedures. BUS is one area under review. There are 91 students in EDHS who are pursuing a BUS – the highest of any college on campus. K. Seuhs discussed the possibility of a campus wide cohesive practice that would benefit all students. Some areas of discussion were department approval and restrictive focus. R. Peaster added that when operating with DegreeWorks only requirements that are approved and listed in the catalog can be scribed. There have been a number of working groups assigned to review the BUS degree to discuss different aspects of the degree. From the 2017 working group one of the suggestions was to modify the requirements in the BUS degree to specify that additional gened courses may be required, and college specific courses

may allow for additional college requirements. That suggestion was never approved. There were FAQs drafted about the BUS degree regarding additional requirements. The additional geneds would be enforced but the additional college requirements would not. The plan of study was to indicate a couple of areas of concentration. However, it seems that this not an active process.

Is there a way to get a better handle on this situation and develop consistency across the board? Should we be less restrictive? Should we remove the department approval/signature?

- Prior to the merger of the College of Education Health and Aviation (EHA) and the College of Human Sciences (HS), the HS student needed 40 hours of upper division and 50% of the upper division needed to come from a specific area (from a discipline). Approval from the specific department was always required. This process was more restrictive than other BUS processes across campus. After the merger of EHA and HS, the College of Education and Human Sciences (EHS) looked closer at the coursework of the BUS students to see if they would be better served in another college.
- The College of Arts and Sciences (CAS) expected their BUS students to have 50% of upper division come from something in CAS. If the majority of the course work came from another college, CAS recommended that the other college grant the degree. If CAS ever encountered a student who did not have a majority of their courses from any one particular college – they did not want them to take more hours than necessary just to reach 50%. This process has not been an issue in CAS.
- College of Engineering, Architecture and Technology (CEAT) will not allow a BUS unless a faculty member supports it. The students must have an established relationship with CEAT. The student will remain in CEAT while being assisted in changing their focus to BUS and possibly another college.
- DSAS members discussed the possibility of University College presenting all BUS degrees as opposed to BUS degrees from the five separate academic colleges.
- Academic Services of Student Athletes (ASSA) would like to see more consistency across the campus. By being so specific within each college, it makes it more difficult to advise those BUS students. Consistency would be greatly appreciated.
- Continued discussions are needed.

## 9. Other

- Council of Deans has approved three wellness days for students in the spring semester. Class work will be suspended on those days. Faculty have been asked not to schedule exams on days following these wellness days.
  - Wednesday, February 3
  - Thursday, March 4
  - Tuesday, April 13
- Suggestions for a name for these days:
  - Student Stay-cation
  - O-Stay-Kay
  - Caring Cowboy Days

Meeting adjourned 11:57am

Minutes recorded by K. Roark



## Financial Aid and/or Tuition Scholarship Satisfactory Academic Progress Appeal

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

### STUDENT PORTION

This is an appeal form for financial aid and scholarship eligibility only. Students who are also academically suspended from OSU must complete the academic appeal process and be approved to enroll again at OSU before the financial aid and scholarship appeal will be reviewed by the Financial Aid Faculty Appeals Committee.

The reason I am on Financial Aid Suspension (check all that apply):

- GPA
- Pace/Completion Rate (hours completed as a percentage of hours attempted)
- Remaining Hours for Degree Completion
- OSU Tuition Waiver/Cash Scholarship:
  - Did not meet GPA requirement.
  - Did not meet total hours earned for the year requirement.

Reason for Appeal and Resolution: Your typed statement must address both of the following:

1. Reason for Appeal: Explain the circumstances that led to your failure to meet the requirements. (If this is your 2<sup>nd</sup> or subsequent appeal, your circumstances must be different from your previous appeal).
2. Resolution. Explain what steps you have or will take to address these circumstances and how you will manage similar circumstances in the future.

Examples of Circumstances	Examples of Supporting Documentation
Your own mental and/or physical health, injury or disability	Documentation from a medical provider
Death of a family member or significant person in your life	Copy of an obituary or death certificate
Illness, accident or injury of a significant person in your life	Documentation (doctor's statement, police report, etc.) related to the individual for whom you were providing care or support
Other special circumstances	Police reports, letters from those involved in the circumstances
COVID-19 Disruption (illness of student or family member, compliance with a quarantine period, general disruption resulting from such an outbreak)	Medical documentation, personal statement

- If you have other academic work that is not reflected on your OSU transcript, you must provide a transcript from those other institutions.
- Appeals will not be considered until all required forms/documentation have been submitted. If you do not submit supporting documentation, your appeal may be denied due to lack of documentation. OSU ensures the privacy and safeguarding of all financial aid and personal information submitted.

Checklist (make sure all of the following documents have been submitted with your appeal):

- Appeal form (front and back)
  - Make sure your advisor has completed their portion AND signed it
- Detailed explanation of reason for appeal and resolution (typed and signed)
- Supporting Documentation
- Degree Works Audit: Go to my.okstate.edu and log in, scroll towards the bottom, click on the Degree Works icon. Be sure to click on "Process New" and the most updated audit will populate, do this before printing a copy.

Certification Statements:

By submitting this appeal, I certify that the information contained in this appeal is correct to the best of my knowledge. I acknowledge that decisions on appeals are made on a case-by-case basis and the decision of the Faculty Appeals Committee is final. I understand I will be notified by email of the appeal decision. I understand that if my appeal is approved, my academic progress will reviewed at the end of each semester and that any failure to meet the conditions of an academic plan prescribed by the Committee will result in the loss of my financial aid eligibility.

OSU Tuition Waiver/Cash Scholarship Appeals: I fully understand that the tuition scholarship programs do not have a probationary period. If this appeal is granted it does not constitute a permanent waiver of my scholarship renewal criteria for future years. I also understand that this appeal process has no impact on my college or departmental scholarships.

Student's Signature *(electronic signatures not acceptable)*

Date

Please refer to our Satisfactory Academic Progress policy at <https://go.okstate.edu/scholarships-financial-aid/types-of-aid/eligibility-for-federal-state-aid/satisfactory-academic-progress.html>, or the award information you received for your specific scholarship, for more information about academic progress requirements.

**ADVISOR PORTION**

Academic Plan: \_\_\_\_\_  
Degree Major Option (if applicable)

Anticipated Graduation: \_\_\_\_\_  
Semester Year

Student needs \_\_\_\_\_ hours, which equates to \_\_\_\_\_ semesters to complete their degree.  
**Calculate beginning with the upcoming semester. \*DO NOT include hours for a minor.\***

Student's cumulative GPA: \_\_\_\_\_ Required graduation GPA: \_\_\_\_\_

Hours earned/hours attempted: \_\_\_\_\_ / \_\_\_\_\_ = a completion rate % of \_\_\_\_\_.

NOTE: If appealing for Remaining Hours for Degree Completion, why does the student need to take additional hours to satisfy degree requirements? Example: Lost hours through transfer, change of major, seeking second bachelor's degree, etc.?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Advisor (please print or type)

\_\_\_\_\_  
Academic Department

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Phone/Email

\_\_\_\_\_  
Date