

**COUNCIL OF
DIRECTORS OF STUDENT ACADEMIC SERVICES**

MINUTES

**April 15, 2020
Zoom Online Conference
10:30 a.m. – 12:00 p.m.**

In attendance: Laurie Beets, Chris Bingham, Jessica Priddy Bullock, Aaron Christensen, Brenda Dawes, Kathryn Gage, Amy Gazaway, Linda Good, Ebonie Hill, Nick Holmes, Diane Jones, James Knecht, Rae Ann Kruse, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Bridget Miller, Lance Millis, Beverly Morris, Rita Peaster, Libby Reigh, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Missy Wikle and Jeanette Mendez, Chair.

1. Proposed Changes to Late Enrollment Fee Policy – Rita Peaster

Refer to *Proposed Changes to UAR 5.9 Late Enrollment document (page 6)*. R. Peaster explained that the purpose of the proposed change is to assess the late enrollment fee to students who enroll in their first course on or after the first day of the course, rather than on or after the first day of the main term. The current practice of assessing the late enrollment fee for any student whose initial enrollment for the semester occurs after the main term begins penalizes students in online programs with late-start short courses (e.g. second eight-week session), even if they register before their first class begins. Many of these short online courses do not have the same competition for available seats as traditional, full-semester courses.

Motion was made to accept the above-mentioned proposed changes to the late enrollment fee policy, and approved.

2. Demonstration of Student Pass/No-Pass Request System – Rita Peaster

The screenshot shows the OSU Pass/No-Pass Grade Option web application. At the top, there is a navigation bar with the OSU logo, the text "PASS/NOPASS GRADE OPTION - OSU", a search bar, and links for "Home" and "Logout". The main heading is "Spring 2020 Pass/No-Pass Grading Request" with a deadline of "05/20/2020 05:00 pm". Below the heading, there is a table with columns: Course, Title, Credit Hours, CRN, Grade, Pass/No-Pass Grade, Request Pass/No-Pass Grade?, and Projected Final Grade. The table contains five rows of course data. Below the table, there are two GPA indicators: "Estimated Overall GPA: 3.216" and "Estimated Term GPA: 1.500". A "Submit Changes" button is located below the GPA indicators. At the bottom left, there is a "Test User" button. The footer of the page displays "OKLAHOMA STATE UNIVERSITY".

Course	Title	Credit Hours	CRN	Grade	Pass/No-Pass Grade	Request Pass/No-Pass Grade?	Projected Final Grade
ACCT 3113	Intermediate Accounting II	3	20017	C	P	<input type="radio"/> Yes <input checked="" type="radio"/> No	C
ACCT 3603	Accounting Information Systems	3	28088	D	P	<input type="radio"/> Yes <input checked="" type="radio"/> No	D
BCOM 3223	Oral Communication	3	20369	F	NP	<input type="radio"/> Yes <input checked="" type="radio"/> No	F
MGMT 4213	Managing Diversity in the Workplace (D)	3	24969	W	W	Unavailable for change	W
MGMT 4513	Strategic Management	3	27625	B	P	<input type="radio"/> Yes <input checked="" type="radio"/> No	B

Spring 2020 Pass/No-Pass Grading Request

Deadline: 05/20/2020 05:00 pm

For more information about the Pass/No Pass grading option visit [your institution's information page](#).

Course	Title	Credit Hours	CRN	Grade	Pass/No-Pass Grade	Request Pass/No-Pass Grade?	Projected Final Grade
ACCT 3113	Intermediate Accounting II	3	20017	C	P	<input type="radio"/> Yes <input checked="" type="radio"/> No	C
ACCT 3603	Accounting Information Systems	3	28088	D	P	<input checked="" type="radio"/> Yes <input type="radio"/> No	P
BCOM 3223	Oral Communication	3	20369	F	NP	<input checked="" type="radio"/> Yes <input type="radio"/> No	NP
MGMT 4213	Managing Diversity in the Workplace (D)	3	24969	W	W	Unavailable for change	W
MGMT 4513	Strategic Management	3	27625	B	P	<input type="radio"/> Yes <input checked="" type="radio"/> No	B

Estimated Overall GPA: **3.364**

Estimated Term GPA: **2.500**

[Submit Changes](#)

[Test User](#)

The pass/no-pass (P/NP) system is still in the testing environment – operational but not completely finished. The deadline for students to request P/NP is May 20, 2020 at 5:00pm. A link is provided to FAQ and guidance. Courses will be listed along with instructor-assigned grades. If a grade is eligible for P/NP, the system will state the equivalent P/NP score. The student can choose P/NP per course. Choices can be adjusted until May 20th at 5:00pm.

When comparing the two screens – the first one before the P/NP was applied and the second one after the P/NP was applied, you will notice the GPAs were updated.

Although this system will be viewable to advisors, any changes must be made by the students. The P/NP system will be open and available for changes from May 13th at noon to May 20th at 5:00pm. If the P/NP has negative unintended consequences, there will be a process to petition to revert to the originally assigned grade.

For further questions, please visit <https://go.okstate.edu/coronavirus/students/pass-no-pass-grades.html>

3. New Student Orientation Update – Missy Wikle

NSO Update for DSAS

- As of 4-13-20: Email to Admits with and without NSO Program Registration

	TOTAL	2 day	1 day	Abst
AG	384	270	104	10
AS	852	613	233	6
BU	518	369	146	3
EHS	392	254	136	2
EN	476	342	132	2
UC	553	361	190	2
PCGS	139	104	34	1

- Process for Students
 - Register for NSO date - required
 - Mailing physical copy of Guidebook, .pdf on website
 - Online Modules – required but not monitored

- Call Campaign – one week prior to NSO
- Orientation Leaders
 - Multiple contact with students
 - Hopeful to bring leaders to campus for NSO online
- Canvas “Class” →

Use of Canvas:

- Students grouped into each day’s “class” with their college affiliation
- Canvas Calendar will include links to zoom rooms for that student’s college assignment, as well as campus wide online events, etc
- Static Videos for Colleges
- Campus Resource Links and information

3. Schedule

- One day v. Two Day
- Time Tickets – will differ depending on 1 or 2 day NSO
- Access to Make Changes

4. Enrollment - Live

- Math Placement Testing – students may need to wait to enroll in math course until after the math placement exam is complete
- Preparation for Advising
 - Advising Information Needed ahead of time
 - Plan Ahead Function
 - PIN numbers and Advisor Enrollment
- Zoom Platform for Advising Sessions
 - Small Group Rooms to 1 on 1
 - Use of Zoom Waiting Room
 - Individual Appointments
- Additional Enrollment Considerations
 - NOC Enrollment
 - Overrides/Permissions
- Honors Advising and Enrollment

5. Other Processes and Considerations

- Major Changes
- Athletics
- McKnight and PLC
 - PLC is changing class time to Fridays from 1:00 to 2:50

6. Parent Resources

- Website
- Provide live Q and A sessions 1 or 2 days per week

7. Camp Cowboy Planning

- Summer Virtual Days
- August Weekend Session – option in consideration
- Signature Camp Cowboy Event during Cowboy Welcome Week

8. August Schedule and Cowboy Welcome Week

- Move in process subject to change
- Sorority and fraternity recruitment process subject to change

M. Wikle explained that commonalities are needed among academic colleges as we move forward.

4. Financial Aid Update – Linda Good

The CARES Act provided OSU with \$8+ million in grant money to be used for students who have experienced financial difficulty due to COVID19. These funds are not related to the FAFSA program and can be accessed by undergraduate and graduate students. Students who need assistance must apply online at <https://go.okstate.edu/coronavirus/>

L. Good recommended advisors / faculty / staff to encourage all students with financial concerns contact the Office of Scholarships and Financial Aid (OSFA) via email. OSFA is currently scheduling phone appointments.

L. Good announced that she will be retiring as of July 31, 2020.

5. Updates from Enrollment Management and Undergraduate Admissions – Libby Reigh

- Updates to Important Deadlines:
 - The deadline to accept scholarships has been extended to June 1, 2020.
 - We will now accept the July 18 ACT national test for scholarship consideration.

- The enrollment deposit deadline has been extended to June 1, 2020.
 - The final scholarship deadline has been extended to Aug. 14, 2020.
- Response to guidance from OSRHE:
 - Grading
 - Since grading will have implications for progression/graduation, major degree requirements, scholarships, graduate admission, etc., please consider the following:
 - 1) Encourage faculty to assign letter grades as planned for the Spring 2020 courses in progress.
 - 2) For a specified period of time following the posting of grades, provide students the option to elect to change a letter grade for a Spring 2020 course to S/U or P/NP. The window of time for students to make this election may be determined at the discretion of the institution.
 - 3) Discourage W or WF grade assignments as much as possible. A policy exception will be made for the Spring 2020 semester deadlines for the assignment of the automatic W in response to this unique circumstance. In general, transfer work earned at other institutions in spring 2020 with pass/no-pass grades will be recorded on the OSU transcript similar to our spring 2020 pass/no-pass grades. Transfer work from institutions using other specialized grade options for spring 2020 will be evaluated on a case-by-case basis.
 - Concurrent enrollment
 - Concurrent Enrollment. To mitigate negative impacts on concurrent enrollment students, the following guidance is provided:
 1. Institutions are expected to reach out to Spring 2020 concurrent enrollment students to ensure that they have access to adequate technology to complete their coursework, and if not, direct them to appropriate resources for connectivity or ways to complete instruction for the course(s).
 2. For summer and fall concurrent admission and enrollment, institutions may use emails from parents and counselors/principals in lieu of original signatures on permission forms. Undergraduate Admissions is streamlining this process in Slate. Students can log into their application portal and send a request for permission requests to their parent and counselors/principals email addresses.
 3. For summer and fall concurrent enrollment, institutions may use alternative methods for admission and course placement in lieu of a currently prescribed curricular and performance standards if the student does not have and/or cannot access standard assessments and/or records. Most high schools are open and operating, therefore students have been able to access high school transcripts. Students will still be required to meet the GPA requirements (3.00 cumulative for concurrent admission). For students whose high schools do not provide a rank, and for students who are unable to submit a test score, Undergraduate Admissions will admit.
 4. All alternative admission and placement methods must be reported to the State Regents monthly in the template provided. Undergraduate Admissions will report these students to the State Regents and also track via Slate and Banner so academic units can track and meet the Assessment and Placement requirements for any students admitted through this method. This will be shared with NSO prior to enrollment.
 - Admissions and Assessment & Placement
 - Admission. For entering undergraduate students (either concurrent high school students or high school completers) unable to provide academic records for curricular or performance requirements, the institution may:
 1. Request an exception to admit the student as degree-seeking (including "Undecided") without academic records/transcripts demonstrating the student meets curricular and performance requirements. Students admitted under this exception must be reported monthly to the State Regents on the report template provided. Most high schools are open and operating, therefore students have been able to access high school transcripts. Students will still be required to meet certain components of the assured admission criteria. Ex. the GPA requirements (3.00 cumulative for assured admission) or 24 ACT/1160 SAT. For students whose high schools do not provide a rank, and for students who are unable to submit a test score, Undergraduate Admissions will admit based on the 3.00 GPA requirement. Some students will also be considered for alternative or holistic admission if they are unable to provide academic records, but UGA will still require one (transcript OR test score) and responses to essays. Undergraduate Admissions will report these students to the State Regents and also track via Slate and Banner so academic units can track and meet the Assessment and Placement requirements for any students admitted through this method. This will be shared with NSO prior to enrollment.

2. Admit the student as a “Special Non-Degree Seeking” student, with the limit of nine (9) credit hours of enrollment in this special admissions category.
 3. Request an exception to exceed the nine (9) credit hour enrollment limit without academic records meeting curricular and performance requirements for admission under the “Special NonDegree Seeking” category. Exception requests must be reported monthly to the State Regents on the report template provided.
- English Proficiency Testing
 - English Proficiency Testing. The following guidance is provided for English Proficiency Requirements for admission for the Summer 2020 and Fall 2020 semesters.
 1. Institutions are allowed to explore online and at-home testing opportunities for currently approved English proficiency assessments.
 2. If currently approved tests are unavailable to an institution’s target student(s), institutions may utilize Duolingo and PTE Academic assessments. If students are unable to take the approved TOEFL or IELTS tests, **Undergraduate** Admissions will accept an official test score from Duolingo (DET). 85 is the score required for assured admission. We will also award international student scholarships based on these scores.
 3. Institutions using alternative assessments must document and report such use to the State Regents monthly on the reporting template provided.
 4. More information on ETS Testing is available at: <https://www.ets.org/s/cv/important-update/>

6. Summer Reinstatement Program – Candace Thrasher

With the P/NP grade options, it is highly unlikely that the University will be looking at a typical number of students who are suspended at the end of each spring semester. However, in preparation for students who do not take the P/NP option and find themselves on the suspension list, they may have the option to participate in the **summer reinstatement program**. The Academic Affairs Office will need to be prepared with guidance regarding the process. Last year’s policy change allowed the students participating in the summer reinstatement program to enroll in online classes if the classes offered proctored exams, or by advisor and associate dean’s approval if no proctored exams were offered. At the April 15th Directors of Student Academic Services (DSAS) meeting the directors agreed that since all summer instruction will be online, the above-mentioned exception be waived. If the advisor and DSAS director agree that the courses for the students applying for the summer reinstatement program meet degree requirements, no associate dean signature should be required. IC members indicated their agreement with this process.

7. Other

- A. Martindale informed DSAS members that the seat release program will once again be automated. Each program will release a portion of seats in the managed courses for each enrollment program. Dates will be matched with time tickets.
- L. Reigh announced that Junior Day was moved to a Zoom conference format.

Meeting was adjourned at 11:54 a.m.

Minutes were recorded by K. Roark

Proposed Changes to UAR 5.9 Late Enrollment

Prepared by the Office of the Registrar, February 2020

Summary/Purpose of Proposed Changes

Assess the late enrollment fee to students who enroll in their first course on or after the first day of the course, rather than on or after the first day of the main term.

Background and Rationale

The current practice of assessing the late enrollment fee for any student whose initial enrollment for the semester occurs after the main term begins penalizes students in online programs with late-start short courses (e.g. second eight-week session), even if they register before their first class begins. Many of these short online courses do not have the same competition for available seats as traditional, full-semester courses.

Proposed Policy Revision with Track Changes

University Academic Regulation 5.9 Late Enrollment (second paragraph pending final approval)

Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of class will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses.

Adding a course or increasing credit hours in a variable-credit class after the restrictive deadline is granted by petition only through the Office of the Registrar, and is not appropriate if enrollment was delayed due to a registration hold or if the semester has ended. Late class section changes approved through this petition process will be processed as if they occurred within the nonrestrictive drop/add deadline.

See the "[Tuition, Fees, and Cost Estimates](#)" section of the *Catalog* for the current late enrollment fee amount.

Implementation Considerations

The proposed policy change is expected to reduce late enrollment fee assessments by approximately 11%, and primarily for online and blended/hybrid courses, based on data since fall 2016. It would be ideal to develop an automated process with IT and the Bursar to implement the new policy, if approved.

Discussion/Approval Record

Committee/Council	Date Approved
Graduate Council	March 27, 2020
Directors of Student Academic Services	
Instruction Council	March 5, 2020
Faculty Council Academic Standards and Policies Committee	
Faculty Council	
Council of Deans and Provost	