# COUNCIL OF DIRECTORS OF STUDENT ACADEMIC SERVICES

#### **MINUTES**

January 11, 2023 Zoom - <a href="https://zoom.us/j/99545430954">https://zoom.us/j/99545430954</a>

Passcode - 321037 10:30 a.m. - 12:00 p.m.

In attendance: Laurie Beets, Ashley Kirven Bobier, Lindsey Brownlow, Larry Burns, Aaron Christensen, Brenda Dawes, Kathryn Gage, Amy Gazaway, Ebonie Hill, Nick Holmes, Diane Jones, Kelly Kavalier, Cheryl Kleeman, James Knecht, David Mariott, Amy Martindale, Marissa McIntyre, Marilyn Middlebrook, Lance Millis, Linda Millis, Jeremy Minyard, Beverly Morris, Rita Peaster, Kyndal Roark, Sky Rogers, Kristi Seuhs, Richard Shepard, Candace Thrasher, Deb VanOverbeke, Betsey Weaver, Robin Wilson and Chris Francisco, Chair.

# 1. Proposed Policy Changes regarding the Graduation Application – Rita Peaster (Details on pages 3 and 4)

## Summary

This document outlines a proposal to modify University Academic Regulations 7.1 and 7.8 to indicate that OSU confers degrees and certificates for students after the term upon verifying all requirements have been met, change the graduation application to an expectation rather than a requirement for degree conferral, and create a mechanism for students to opt out of "automatic" degree conferral.

Submission of a graduation application would still be required by specified deadlines for students to be listed in commencement programs, facilitate full-time status overrides for qualifying students in their final graduation term, indicate preferences for diploma name and diploma mailing address, qualify for immigration eligibility, and a host of other university processes that rely upon graduation applications. An active graduation application would simply no longer be required for degree conferral.

Discussion: To address specific requests such as student athletes being removed from automatic conferral, R. Peaster recommended a separate discussion with Academic Services for Student Athletes to address this situation. R. Peaster reminded members that students are required to give permission in order to hold their conferral.

Motion was made by A. Martindale and seconded by B. Morris to endorse the graduation application policy changes, and DSAS members approved.

## 2. Proposed Long-Term Academic Calendar (2025-2035) – Rita Peaster

(Details on pages 5 thru 17)

#### Summary

This document presents long-term academic calendar projections for 2025 through 2035 for university-wide review, based on State Regents policy and institutional policies and principles. The last long-term projections for the OSU academic calendar were completed in 2013 and included planned calendar dates through 2025.

The OSU calendar for a given academic year is not considered official until it has been submitted to and approved by the State Regents (typically in December of the prior year). The University Catalog includes the calendar for the current academic year and a tentative calendar for the next academic year. The Office of the Registrar uses projected calendar dates to draft the semester schedule of classes in advance, and to calculate new students' expected graduation dates for federal enrollment reporting compliance.

Discussion: R. Peaster explained the opportunity for review of these calendars is to provide transparency in the planning process in order to take a close look at the timing of the fall semester and end of term processes. Changes that have been made – some years there is an extra week between the end of the summer term and the

beginning of the fall term. Historical practice revealed that whenever it was possible to allow for that extra week, occasionally the fall semester start date was pushed one week later. The attached projected calendars do not allow for the extra week at the end of the summer term in order to avoid having a late fall semester. However, it is not possible to always avoid a short fall semester – see calendar year 2034. Only 4 days were allowed for end of term processing with a 2-day limit for grade submission. The only way to eliminate this compressed time frame is to remove the week following the spring semester and beginning of the summer semester session. The presession would begin on May 15. The summer session would begin on June 5 and the fall semester would begin on August 14. From a student perspective having three weeks remaining in the semester after coming back from the Thanksgiving break seems to place more stress on them than just two weeks – pre finals and finals weeks. From the University Assessment and Testing viewpoint, the extra day to allow for makeup tests is extremely helpful.

Motion was made by D. VanOverbeke and seconded by multiple DSAS members to endorse calendars as written with the adjustment in 2034 of moving the start of the fall semester to August 14, which creates extra time at the end of the fall 2034 semester, and DSAS members approved.

3. Discussion re: advising holds on first semester and international students – Amy Martindale

OSU places advising holds on first semester freshmen, transfers and international students to discourage them from dropping a class without speaking with their advisor in order to proceed with the best options. The idea of this hold is good in the perspective of keeping these first semester students from making uninformed choices, but at some point, the hold is no longer productive and can be confusing to many students. There is a significant number of first semester students who believe this hold will prevent them from enrolling in their next semester. This hold is more of a mental barrier. A. Martindale posed the question of providing a way to remove the holds after the drop/add deadline, possibly a batch process to remove the holds, and perhaps renaming the hold (first semester drop hold). R. Peaster added some background that there is no policy requiring the hold, however when we were working with the old SIS system, students could only drop and add classes online thru the 6th day of the semester. We did not allow them to drop classes online after that point. They were required to complete a drop / add card, with advisor signature. After transitioning to Banner we allowed students to drop classes online with automatic W, but there were concerns with certain populations, which was the reason for the advising hold. R. Peaster added that for a term-based hold, there is necessity to specify the term in the name.

#### 4. Other

- Implementation phase of Strategy Academic Affairs will be announcing the eight Faculty Fellows in the near future. Working groups will be implemented with each of the faculty fellow. Members of the working groups will be selected from across the campus representing all colleges. The working group that is most relevant to DSAS is the general education group.
  - i. There is a state general education process operating as well, with a plan that was met with objections from several institutions across the state. This plan was nothing that would make a significant difference in what OSU is already doing. There will be a meeting in March in which the state general education plan will be discussed.
  - ii. C. Francisco will be reaching out to members of DSAS regarding communications between each college and their students. Academic Affairs would like to prepare a solid layout of the colleges' projects for the future Associate / Vice Provost for Student Success, such as relaying information shared with students, and how well these messages are aligned across campus. This effort is to verify that OSU is coordinating messages in such a way that students are receiving consistent messages from all across campus, not bombard them with information at various times. We've aligned things in such a way that both students and staff on campus can carry out their jobs effectively.
- Email from the Provost's Office one change to the COVID policy this spring– when there is a positive case reported in a classroom the same protocols will remain with the exception of moving the isolation period from two weeks to one week in recognition of the shorter incubation period of the variant that is currently circulating which continues to be in line with CDC guidelines. The University COVID policy is set in place to attempt to stop the spread of this virus as much as possible. The 5 days allows university health officials to identify who was positive and to see if there was any spread in the classroom. Typically, the spread throughout a classroom will be evident within days, as well as a larger problem should one exist. If students'

symptoms are abating after 5 days and they are fever free for the previous 24 hours without relying on fever reducing medication, that student may attend class in person, masked, for the remaining 5 days of the isolation period. The Pandemic Response Team will re-evaluate the policy mid semester. OSU continues to evaluate the situation with an eye toward easing campus COVID protocols when feasible.

- D. VanOverbeke recommended that the University provide an email outreach to students whose homes have been affected by the flooding on the west coast, as well as the students who are being displaced upon returning to campus due to plumbing issues here from pipe failure. C. Francisco will share these concerns and investigate the possibility of email communication. K. Seuhs mentioned that CEHS requested a list of displaced students in an effort to communicate with them, and she was informed that the list was confidential.
- K. Kavalier the Pre-Professional office will host an information session for advisors Feb 10<sup>th</sup> at 1pm, virtually and in person. This event is meant to be an opportunity for all advisors (especially new advisors) to find out more about the Pre-Professional Health and Law Support Services office.

Meeting was adjourned at 11:20am

Minutes were recorded by K. Roark

# DRAFT Proposed Changes to UAR 7.1 Graduation Requirements and 7.8 Graduation Application

Prepared by the Office of the Registrar, December 2022

#### **Summary**

This document outlines a proposal to modify University Academic Regulations 7.1 and 7.8 to indicate that OSU confers degrees and certificates for students after the term upon verifying all requirements have been met, change the graduation application to an expectation rather than a requirement for degree conferral, and create a mechanism for students to opt out of "automatic" degree conferral.

Submission of a graduation application would still be required by specified deadlines for students to be listed in commencement programs, facilitate full-time status overrides for qualifying students in their final graduation term, indicate preferences for diploma name and diploma mailing address, qualify for immigration eligibility, and a host of other university processes that rely upon graduation applications. An active graduation application would simply no longer be required for degree conferral.

### **Background and Rationale**

During a discussion about graduation applications at the October 19 Directors of Student Academic Services meeting, several of the advising directors asked if we could remove the graduation application requirement for degree conferral. Perceived benefits of this change include:

- Remove an unnecessary barrier to graduation and potentially improve graduation rates.
- Reduce scenarios involving students who thought they had earned their degree and discover they haven't after their degree plan or coursework has expired.
- Improve compliance with title IV federal aid that is limited to completion of the first baccalaureate degree.

#### **Graduation Application Considerations**

Many processes rely upon student completion of a graduation application prior to the end of their final semester, including:

- 1. Determine list of degree candidates to include in the commencement program.
- 2. Estimate the number of degree candidates who will attend commencement ceremonies.
- 3. Collect diploma name preference and diploma mailing address.
- 4. Trigger for full-time enrollment override/waiver for qualifying students in their final semester.
- 5. Trigger to identify students before semester who plan to graduate that term but are not on track, according to their degree audit.
- 6. Identify degree candidates for colleges to closely review before end of term to resolve issues.
- 7. Communicate to students who had expected to graduate but did not meet all requirements upon conclusion of degree conferral period.

Given the importance of the graduation application, we recommend retaining it with the existing deadlines and communication to students. However, it would no longer be required when performing final graduation checks after the end of each term, except for students who've requested a graduation hold. The Office of Scholarships and Financial Aid would need to be provided a list of students who complete all requirements but have a graduation hold to ensure compliance with title IV federal aid requirements.

## **Proposed Policy Updates with Track Changes**

### *UAR 7.1 Graduation Requirements*

The responsibility for satisfying all requirements for a degree rests with the student. Advisors, faculty members and administrators offer help to the student in meeting this responsibility. Degrees and certificates are conferred after the end of the term upon institutional verification that all requirements have been met. Students who wish to be notified before their credential is conferred must submit a graduation hold form to the Office of the Registrar before the end of their final term.

#### UAR 7.8 Graduation Application

All degree candidates are expected to submit a graduation application (online via Self Service) by November 1 for their name to appear in the fall commencement program, and by April 1 to appear in the spring commencement program (for spring and summer degree candidates). Students who will complete all degree requirements in the summer should file their graduation application for the summer term and are invited to participate in the spring commencement ceremony. Undergraduates must be classified as a senior before they can submit a graduation application, and graduate students must have filed an approved Graduate Clearance Form with the Graduate College before they are eligible to submit a graduation application.

Students whose graduation application has become inactive (due to not meeting degree requirements, changing a component of their degree program, or other factors) will be required to submit a new graduation application via Self Service. Graduation applications do not automatically roll to the next term if degree requirements are not met. Contact the Registrar's Office if assistance is needed.

Discussion/Approval Record

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Committee/Council	Date Approved
Graduate Council	
Directors of Student Academic Services	
Instruction Council	
Faculty Council Academic Standards & Policies Committee	
Faculty Council	
Council of Deans and Provost	

## Projected Long-Term OSU Academic Calendar, 2025-2035

Prepared by the University Registrar, January, 2023

#### **Summary**

This document presents long-term academic calendar projections for 2025 through 2035 for university-wide review, based on State Regents policy and institutional policies and principles. The last long-term projections for the OSU academic calendar were completed in 2013 and included planned calendar dates through 2025. The OSU calendar for a given academic year is not considered official until it has been submitted to and approved by the State Regents (typically in December of the prior year). The University Catalog includes the calendar for the current academic year and a tentative calendar for the next academic year. The Office of the Registrar uses projected calendar dates to draft the semester schedule of classes in advance, and to calculate new students' expected graduation dates for federal enrollment reporting compliance.

### **Key Academic Calendar Policies and Principles**

- The winter intersession is at least 4 weeks and spans the time between the end of the fall semester and the beginning of the next spring semester. Winter intersession classes are considered part of the spring term and included in spring semester GPA statistics and academic standing calculations.
- A minimum of 5 working days is required in early January to address academic appeals and enrollment adjustments before the main spring semester begins (effective 2013 upon recommendation by Faculty Council).
- Spring semesters are 16 weeks (including final exams and excluding spring break) and span 17 weeks on the calendar. The spring semester begins immediately after the winter intersession.
- Spring break is the week that encompasses the third Wednesday in March (per State Regents).
- The summer pre-session is 3 weeks in length and begins one week after the spring semester ends.
   Summer pre-session classes are considered part of the summer term and included in summer GPA statistics and academic standing calculations.
- The main summer term is 8 weeks in length and begins immediately after the 3-week pre-session.
- The fall pre-session is 2 weeks in length and typically begins immediately after the summer term. Fall pre-session classes are considered part of the fall term and included in fall GPA statistics and academic standing calculations.
- Fall semesters are 16 weeks (including final exams and excluding Thanksgiving week) and span 17 weeks of the calendar. The fall semester begins immediately after the fall pre-session.
- Fall break is scheduled for the Monday Wednesday of Thanksgiving week (effective 2020 upon recommendation by the Student Government Association).
- A minimum of 4-5 working days is required to close out the fall semester (after the Friday of finals week and before the university closes for winter holidays).
  - o At least 5 working day are required to allow Wednesday grade submission for faculty.
  - o For a fall semester with only 4 working days before the holiday, a Tuesday grade submission deadline is necessary (e.g., fall 2017, fall 2022, fall 2023).
- When scheduled classes do not meet due to university holidays or other university closures, additional
  class time or assignments may make up the difference to ensure compliance with semester credit hour
  standards (OSU Policy 2-0209).

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices close
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

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16-week term (fall/spring)
Presession/intersession
University Holiday (no classes; offices closed)
Summer 8-week and 4-week sessions
Commencement
Student Holiday (no classes)

NOTE: 2034 is a year where only 4 working days are available to close out the fall semester before the winter holidays, resulting in a Tuesday final grade submission deadline for the fall. Eliminating the extra week between the end of the spring term and the start of the summer pre-session, effectively moving the start of the summer and fall terms one week earlier, could alleviate this December calendar constraint.

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16-week term (fall/spring)
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