



*Office of the Vice Provost*

### **Advising Center Operational Procedures for Student Appeals, Waivers, and Transcribing**

Admission Requirements: Admissions evaluates credits for admission requirements and owns a student file until the point of matriculation, at which point ownership transfers to the Registrar's Office. The Registrar's Office oversees course substitutions, transferability, and graduation requirements.

There should be no occasion when advisors contact Admissions about acceptance of high school work for admission requirements. If a question arises about acceptance of high school work during the admissions process or the readmit process, advisors should bring the issue to the vice provost who will decide whether or not to ask Admissions about it. Advisors should not contact Admissions directly about the acceptance of high school work.

Here is a clarification of the Advising Center's operational procedures with the Registrar's Office:

1) Transfer Credit Evaluation: Substitution for Program Requirements, UWR, Gen Ed, or DPD: Advisors submit a petition to the Registrar's Office to have a course count for one of these requirements. The Registrar's Office submits it to the appropriate discipline representative. If the answer is "no," and the advisor thinks that is an error, he/she should take it directly to the vice provost, who will determine if more steps should be taken. In no case should the advisor contact the Registrar's Office or discipline representative or another faculty member to directly appeal a decision about course substitution or argue about it.

*Please note* – contacting the vice provost is the only acceptable avenue to challenge a decision made by faculty when evaluating transfer work. These decisions fall under the umbrella of transfer articulation, and are not subject to student grievances. Once the vice provost reviews the case and a final decision is made, it is the advisor's responsibility to explain the outcome to the student, and explain that the processes for transcript articulation are not grievable - the decision cannot be appealed.

2) Petition to Waive EOU Academic Program Level Requirement: The Registrar's Office does not oversee the formal process for petitions requesting that a program requirement be waived. Such petitions should be submitted by advisors to the discipline chair of the relevant academic program. Only after a decision has been made by the discipline chair or dean should the Registrar's Office be notified by contacting [degreeworks@eou.edu](mailto:degreeworks@eou.edu).

Because these decisions do not involve transcript articulation, but rather involve waivers—i.e., allowing a student to simply graduate without having met a requirement—students may appeal them. Any student who wishes to do so should contact the dean of the relevant college. Appeals must be submitted to the dean by students, not advisors. Advisors should explain this process to students who ask about appeals of decisions regarding program (subject discipline) waivers.

3) Petition to Waive EOU Institutional Level Graduation Requirements: The petition to the Registrar must be completed and accurate. The Registrar reviews these petitions with the provost, who will consult with deans if needed. Because the Provost is the Chief Academic Officer these decisions should be considered final and are not grievable—the decision cannot be appealed.

*Note:* Further instructions outlining the various situations requiring an advisor to request evaluation of coursework toward graduation can be found in the attached summary table.

## Summary of Procedures for Advisors Requesting Evaluation of Coursework Toward Graduation

Type of Request	Waiver	Registrar Petition Form	Instructions
<b>Transfer Course Substitution</b>	No	Yes	<a href="#">Complete the petition on the Registrar's Website</a> <i>Advisor concerns regarding faculty evaluation should go to Vice Provost.</i>
<b>Transfer Course General Education Substitution</b>	No	Yes	<a href="#">Complete the petition on the Registrar's Website</a> <i>Advisor concerns regarding faculty evaluation should go to Vice Provost.</i>
<b>Transfer Course DPD Substitution</b>	No	Yes	<a href="#">Complete the petition on the Registrar's Website</a> <i>Advisor concerns regarding faculty evaluation should go to Vice Provost.</i>
<b>Transfer Course UWR Substitution</b>	No	Yes	<a href="#">Complete the petition on the Registrar's Website</a> <i>Advisor concerns regarding faculty evaluation should go to Vice Provost.</i>
<b>Waive Institutional Graduation Requirements</b>	Yes	Yes	<a href="#">Complete the petition on the Registrar's Website</a> <i>The Provost decision is not grievable.</i>
<b>Waive Program Level Graduation Requirements</b>	Yes	No	Advisor should contact Relevant Program Chair and request waiver. Advisor should forward email with faculty approval to <a href="mailto:degreeworks@eou.edu">degreeworks@eou.edu</a> . <i>Appeals require <u>student</u> to contact the Dean in the appropriate college.</i>
<b>EOU Course Program Level Course Substitution</b> — i.e., request for program to allow an EOU course to meet a program level requirement that it normally would not	No	No	Advisor should contact Relevant Program Chair and request substitution. Advisor should forward email with faculty approval to <a href="mailto:degreeworks@eou.edu">degreeworks@eou.edu</a> . <i>Appeals require <u>student</u> to contact the Dean in the appropriate college.</i>
<b>Credit Overload Request</b>	No	Yes	<a href="#">Students should complete the credit overload form on the Registrar's Website.</a> <i>Advisors will receive notification and will approve/deny request.</i>

**Important Definitions** : **Waiver**: When a graduation requirement is waived, be it at the program level or the institutional level, we do not designate a course or set of courses to meet that requirement. Rather, the student is simply allowed to graduate without any coursework being designated as having met the requirement. **Substitution**: An approved substitution designates a course to count as the equivalent of another course, or approve a course as counting toward a graduation requirement.