

# Academic Policies & Procedures

## ACADEMIC BANKRUPTCY

Academic Bankruptcy provides the opportunity for students to resume their college education without the encumbrance of previously earned grades. Through this process, a motivated student may receive a second chance to work towards a baccalaureate degree with a new grade point average. Academic Bankruptcy is an extreme measure: it may be granted only once to an individual student, and only when the student provides clear and convincing evidence of a renewed commitment to advancing their education. Academic Bankruptcy may affect financial aid and veterans benefits.

### Eligibility

Students may be considered for Academic Bankruptcy if they meet the following three conditions:

1. The student must not have attended any college or university for a minimum of 48 consecutive months after the end of the last college term attended prior to returning to any college.
2. The student must be currently enrolled at EOU.
3. The student must have completed a minimum of 12 graded credits numbered 100 or above at Eastern with a cumulative GPA of 2.00 or better in those credits. Activity courses may not be used to satisfy this condition.

### Procedure

To apply for academic bankruptcy the student must submit to the Registrar's Office a formal letter of request, which the Registrar will deliver to the Academic Standards Committee for review. The letter requesting academic bankruptcy must include the following.

1. A proposed Bankruptcy Date that precedes the date of application by at least 48 consecutive months.
2. A statement of academic plans.
3. A rationale for the request.

If the student has not already been admitted to Eastern, and wants an exception to the rule listed in Eligibility #3 in the preceding section, the student must submit a complete application for admission to the Office of Admissions including official transcripts for all previous college coursework. The admission application must be submitted prior to the request for academic bankruptcy.

The petitioner is encouraged to provide additional information (for example, employment history, letters of support, samples of recent writing, or documentation of successfully completed projects) to aid the committee in its decision.

If Academic Bankruptcy is granted, then:

- It will apply to all credits attempted by the student prior to the Bankruptcy Date.
- The student's transcript will have a notation typed on it stating: "Academic Bankruptcy granted effective [Bankruptcy Date]."
- Courses and grades received prior to Academic Bankruptcy are no longer calculated in the grade point average and do not apply toward graduation. All coursework will remain on the transcript.

## ACADEMIC HONESTY CODE

All members of the Eastern Oregon University academic community are responsible for compliance with its Academic Honesty Code. Provisions of the Academic Honesty Code are:

- Each student must follow the academic honesty code and abide by the pledge.
- The faculty member is responsible for defining limits for collaborative learning activities for each course.
- The faculty member will make clear the format, for example by including it in the syllabus, for properly citing sources of information not original by the student.
- Students are encouraged to seek clarification and discuss academic honesty with instructors.
- Explicit approval by all instructors involved is required if the same work is to be submitted in more than one course, even if it is during a different term.

- Students are encouraged to report suspected violations to the appropriate faculty member of a course.

### Definitions

Violations of the Academic Honesty Code include but are not limited to the following acts:

- Cheating: Dishonest use or attempted use of materials or information.
- Unauthorized Collaboration: Representing as independent work that which was produced with the help of classmates or others, in instances where the assignment was explicitly to be completed individually.
- Fabrication: Falsification or invention of information.
- Facilitation: Helping another person or persons engage in academic dishonesty.

- **Plagiarism:** Representing the ideas, words, or work of another as one's own.
- **Tampering:** Altering or interfering with evaluation processes, or destruction of the intellectual property of another member of the university community.

### Procedures

The faculty member is required to file a Report of Suspected Academic Dishonesty to the Student Conduct Program Administrator about any student who allegedly violates the Academic Honesty Code. Prior to taking any actions or sanctions allowed under the provisions of the Academic Honesty Code, the faculty member must discuss the suspected code violation with the student. The instructor may elect to permit the student to resubmit the assignment, give a grade of zero for the assignment and/or request a student hearing. The instructor may also assign a grade of "F" for the course after discussion with the respective college dean or his/her designee. Students may appeal the course grade by following the EOU Grievance Procedures found in the online student handbook at [www.eou.edu/sse/student-handbook/](http://www.eou.edu/sse/student-handbook/).

More than one violation of the Academic Honesty Code, reported in regard to one student, may result in both academic and behavioral penalties including possible suspension or expulsion from the University. When requested by the instructor, hearing procedures may be implemented upon the first report of suspected academic dishonesty.

## ACADEMIC STANDING

### Goals

Eastern Oregon University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term grade point averages are calculated and academic standing determined for all undergraduate students. All GPA references within this policy including "cumulative GPA" are, unless otherwise noted, based only on EOU coursework. A summary diagram of criteria for academic standing can be viewed at the end of this policy.

### Academic Standing Status Definitions & Criteria

**Good Standing:** Students with an EOU term GPA (for the latest academic term) and a cumulative EOU GPA of 2.00 or higher.

**Academic Probation:** Being placed on academic probation is a caution to students that there is a lack of satisfactory academic progress. Students will be placed on academic probation under the following circumstances.

- Students who during their first term at EOU fail to achieve a minimum GPA of 2.00.
- Students with an EOU cumulative GPA of 2.00 or higher, but who fail to achieve a minimum EOU term GPA of 2.00.
- Students who were classified as being in good standing during the immediately preceding academic term, but then fail to achieve a minimum EOU cumulative and/or EOU term GPA of 2.00.

Any report of suspected academic dishonesty shall remain on record by the Student Conduct Program Administrator as outlined in the Eastern Oregon University retention guidelines.

The Academic Honesty Code and its effectiveness will be assessed on a bi-annual basis by the Academic Standards Committee in collaboration with the Student Affairs Committee.

### Student Pledge of Academic Integrity

Beginning Fall term 2005, Eastern Oregon University initiated an Honor Code based on personal integrity, which is presumed to be a sufficient assurance that in academic matters, one's work is original and performed honestly. The policies and procedures of the Honor Code apply to all full and part-time students. A component vital to the Honor Code is the inclusion of the Honor Pledge.

"I will neither give nor receive unauthorized aid on any academic work nor will I represent the work or ideas of another as my own." (Kansas State, 2003)

- Students who were classified as being in good standing during all preceding academic terms at EOU, but then fail to achieve both a minimum EOU cumulative and EOU term GPA of 2.00.

Once placed on academic probation the student will retain that status until such time as achieving both a minimum EOU cumulative and minimum EOU term GPA of 2.00, which will result in a return to good standing.

Students on academic probation are notified through EOU email. A probationary hold will be administered to the student's account until he/she meets with an academic advisor. This hold prevents the student from registering (adding & dropping courses). Advisors will be notified at the end of each term of those students on academic probation.

*Academic Suspension:* A student who earns an EOU term and EOU cumulative GPA below 2.00 while on academic probation will be placed on academic suspension.

Suspended students are denied all student privileges including but not limited to, registration, class attendance, financial aid and residency in EOU housing. There are exceptions involving course registration for summer term - see Summer Term Academic Standing Procedures below. Students on academic suspension will be notified through EOU email. Advisors will be notified at the end of each academic term of those students placed on suspended status.

*First Academic Suspension:* The first term a student is placed on suspension he/she may appeal to the Academic Standards Committee (ASC; see instructions below). Unless successfully appealed, the first suspension will last one academic term. Students on their first suspension who did not appeal to ASC, or who had their appeal denied, and wish to be reinstated after one term should contact the Registrar's Office. Their academic status upon reinstatement will be academic probation. If after returning from suspension a student completes a term at EOU with good standing, then the next suspension will always be treated as the first.

*Second Academic Suspension:* Students reinstated upon appealing their first suspension to ASC, and who do not maintain GPA standards consistent with at least probation status (see above), will be suspended again. Students may appeal their second suspension to ASC. Unless successfully appealed, the second suspension will last one calendar year. Students on their second suspension who did not appeal to ACS, or who had their appeal denied, and wish to be reinstated after one calendar year should contact the Registrar's Office. Students on their second suspension will qualify for reinstatement prior to one calendar year if they have earned a GPA of 2.00 or better with at least 24 graded credits from accredited colleges or universities. Their academic status upon reinstatement will be academic probation. Students seeking reinstatement under these circumstances may also need to work with the Registrar's Office to be readmitted to EOU if fallen out of continuous enrollment. If reinstated after one calendar year the next term on suspension will be treated as the student's first.

*Third Academic Suspension:* The third consecutive time a student is suspended without having been returned to good standing the ASC will not hear the appeal. The student must either not enroll at EOU for one calendar year or complete 24 graded credits from other accredited colleges or universities with a minimum GPA of 2.00 or better. Students wishing to be reinstated under these conditions should contact the Registrar's Office.

### **Academic Suspension Appeal Process (First & Second Suspension Only)**

Students appealing suspension status are encouraged to meet with an advisor and attend classes they are registered for until their case is resolved with the Academic Standards Committee (ASC).

To petition for reinstatement after being placed on academic suspension, students must complete the appeal form available online at [www.eou.edu/asc/](http://www.eou.edu/asc/). All questions must be answered clearly for the ASC to make a just decision. Petitions not meeting these minimal requirements will not be considered.

Prior to the appeal hearing it is not required but strongly recommended that an academic plan approved by the student's advisor be emailed to [academicstandards@eou.edu](mailto:academicstandards@eou.edu). Petitions for reinstatement must be received on or before the deadline in the e-mailed suspension letter. The ASC will not consider petitions for reinstatement received after the deadline.

The ASC must meet and consider all petitions before the end of the first week of term. Should the ASC act favorably upon such a petition, student privileges will be reinstated and all conditions of probationary status will be applied but "probation from suspension" will still appear on the academic transcript for that term. The committee may also require a student to meet other conditions as appropriate. These conditions may include, but are not limited to, meeting with the student's academic advisor, limitations on credits taken, and testing (when appropriate) to determine the student's academic level. Such conditions are intended to help the student achieve academic success. Students have the right to appeal decisions made by ASC to the EOU Grievance Committee.

### **Early Vs. Traditional Appeal Fall Term Reinstatement When Placed on Suspension Spring Term**

Students placed on academic suspension at the end of spring term have two opportunities to appeal to the Academic Standards Committee (ASC) for reinstatement.

*Early Appeal:* Occurs immediately after grades are posted at the end of spring term. Students placed on suspension will be notified immediately after grades post with instructions regarding the early appeal process. This early appeal process does not require an academic plan approved by the student's advisor.

*Traditional Appeal:* Occurs just prior to the start of fall term. Any student placed on suspension at the end of the preceding spring term, and who does not apply for an early appeal, is entitled to this later opportunity to appeal to ASC.

### **Timing of When Academic Standing Takes Effect Each Term**

Changes in academic standing caused by a term's grades take effect midnight on the day grades for that term are posted according to the academic calendar. Change in academic status caused by action of the Academic Standards Committee (ASC) take effect midnight on the day in which the committee takes such action.

### **Changes in Academic Standing Due to Grade Changes or Late Grade Submissions**

*Dean's List:* When academic standing is recalculated due to grade changes or late grade submissions, and the result qualifies the student for the dean's list, his/her name will be added for the relevant academic term. However, late additions to the dean's list will not be sent to the student's hometown newspaper.

### **Summer Term Academic Standing Policies**

Academic standing requirements for registration are waived for summer courses with one exception - students on their third suspension may not register for summer courses. Academic performance during summer term will influence academic standing.

During summer term EOU offers classes of varying duration - e.g., 3 week courses, 5 week courses, 10 week courses, etc. Under no circumstances will academic standing be calculated based on summer coursework prior to the end of the 10 week course schedule. Academic performance during summer may result in the following actions.

- Students entering summer term on their second suspension will NOT be given a chance to appeal to the Academic Standards Committee (ASC) for fall reinstatement if their summer GPA is below a 2.00. This is effectively the same as being placed on suspension for a third time.
- Students entering summer term on probation MUST petition the ASC for fall reinstatement if their academic standing moves to suspension as a result of summer coursework.
- Students who enter summer term on suspension and progress to good standing as a result of summer coursework will NOT be required to appeal to ASC for fall reinstatement, nor will they be placed on suspension.

### **ADDING A COURSE**

During the first week of the term students may add on-line via Web registration. Once classes begin, during the second through the fourth weeks of the term, students may add classes at the discretion of the instructor, who must provide a signature on a paper [Registration Form](#). Thereafter, only the college dean or designee may approve exceptions when appropriate. Requests for exceptions may be brought to the deans only upon the instructor's prior approval of the request.

During the registration wait-listing period (see below) students will not be allowed to by-pass an active wait-list and enroll directly into a closed course. Instructor and dean approval does not override this policy.

No class may be added after the end of the regular instructional period under any circumstances. This means that no courses may be added during finals week, or after the end of the term. Drop/withdrawal fees will be assessed in accordance with the fee policies outlined on the [Student Accounts](#) website.

### **ADDING A WAIT-LISTED COURSE**

Most EOU courses have registration wait-listing functionality, which means for courses already at max enrollment students are able to reserve a seat for themselves if and when an earlier enrolled student drops the course.

Wait-listing will end on Friday of the first week of term. After this time registration for these courses will not be dependent upon previous assignments within a wait-list. Rather, registration will be permitted strictly in accordance with the policy above. Students can find a complete overview of how wait-listing works on the [Registrar's Office](#) website.

### **AGENCY SPONSORED LEARNING (ASL)**

Students may receive credit for courses and training taken from non-degree granting organizations such as the military, corporations, labor unions, professional voluntary associations, and government agencies. The subject area must be within a discipline offered at EOU, and the course/training must have taken place within required clock hours. At least 30 clock hours in class must be recorded for each EOU credit requested. Students may combine two related courses in order to meet the 30-hour per credit threshold. The combined course may be used only once.

ASL courses do not count for General Education because they are not designed to meet EOU's General Education Outcomes with any specificity. Generally, ASL courses approved for transcription are counted as elective credits.

Students must provide documentation that learning took place. Students pay \$50 per credit hour for Agency Sponsored Learning other than military. A maximum of 45 ASL credits can be used toward a degree at EOU.

The procedure for applying for ASL credit is described at [www.eou.edu/advising/asl/](http://www.eou.edu/advising/asl/).

### **ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING FOR CREDIT (APEL)**

Students admitted to EOU may receive credit for experiential learning that demonstrates college level mastery of curriculum areas offered at EOU. The Portfolio Development course, APEL 390, must be taken prior to students preparing a portfolio of learning essays. APEL can be awarded in upper (APEL 499) or lower (APEL 299) division work. The portfolio is evaluated by on-campus faculty. The academic faculty provides the evaluation and assigns the number of credits awarded. This credit may potentially be used in general education, within a minor or a major, or as electives. The evaluator(s) will decide how much academic credit is to be granted.

APEL credit is not eligible for financial aid. Such credit may not always be transferable to other institutions. A maximum of 45 credits from APEL may be applied toward graduation. Please contact your academic advisor for further information. Note: Please review institutional graduation requirements for combined limits for Accelerated Learning, such as ASL, APEL, AP, CLEP, and course challenge credits.

The procedure for applying for ASL credit is described at [www.eou.edu/apel/](http://www.eou.edu/apel/).

## AUDITING OF COURSES

The grade of AU is assigned if an individual enrolls in an EOU course for no earned credit. One course may be audited per term. Individuals auditing courses are not expected to complete assignments or take examinations. Both admitted students and community members (non-admitted students) may audit courses.

### Admitted students:

May change course status from audit to credit or vice versa through the second Friday of the term. Audit hours are charged the same amount as credit hours and are not eligible to count towards a degree.

### Community members:

May register to audit an on-campus course on a space-available basis by contacting the Registrar's Office ([registrar@eou.edu](mailto:registrar@eou.edu)) and completing two forms: a non-admit form from the Admissions website and a registration form from the Registrar's website. The signed forms need to be received by the Registrar's Office by the beginning of the first week of the term. Registration into the course

will happen by the registrar's office the first day of the term, based on seats available in the course. No tuition will be charged for the course. Charges for special materials, if any, will be accrued and due by Friday the first week of the term. Books and course materials can be purchased through the EOU bookstore. Registration requests received before the first week of the term will not be processed until the first day of the term. Community members who register themselves for a course may forfeit the option to audit and may not receive the discounted tuition. Community members are not admitted students, privileges accorded to students, such as student activities and health services, are not provided, nor does the university maintain permanent records or issue grades for courses audited by non-admitted students. Community members who wish to receive credit for courses (not audit) must complete the non-admit form, register for the course at a time designated by the academic calendar and pay the regular tuition and fees.

## BACCALAUREATE DEGREE AND PROFESSIONAL DEGREE

After the third year at EOU, students may transfer to a school offering a professional degree that requires work beyond a baccalaureate degree. Students may be granted a baccalaureate degree upon the completion of a year in the professional program. No more than 48 credit hours from the professional school may count toward the baccalaureate degree. Before transferring,

students should satisfy all graduation requirements that cannot be satisfied at the professional school. The application for this degree must be submitted to the dean of the EOU college responsible for the program prior to completion of the student's third year.

## CLASSIFICATION OF STUDENTS

The class level of a student is determined according to the following criteria.

### By the Number of Cumulative Credit Hours

- Freshman 0-44
- Sophomore 45-89
- Junior 90-134
- Senior 135 and over.
- Graduate - Holder of a baccalaureate degree from a regionally accredited college or university.

### By credit Hour Load

Undergraduate Admitted Student:

- Full-time: Enrolled 12 - 21 Hours
- Part time: Enrolled Less Than Full Time
- $\frac{3}{4}$  time: Enrolled 9 - 11 Hours
- $\frac{1}{2}$  time: Enrolled 6 - 8 Hours
- Less than  $\frac{1}{2}$  time: Enrolled 5 Hours or Less

Graduate Admitted Student:

- Full-time: Enrolled 9 - 14 Hours
- Part time: Enrolled Less Than Full Time
- $\frac{3}{4}$  time ~ Enrolled 7 - 8 Hours
- $\frac{1}{2}$  time ~ Enrolled 5 - 6 Hours

### Non-Admitted Student:

- A student not admitted as a regular student pursuing a degree or certification may enroll for only 8 hours or less if in good academic standing at Eastern Oregon University.

## **CLASSROOM DECORUM**

Instruction is the most valuable function at Eastern Oregon University. So all students gain full benefit of instruction, the University insists that appropriate classroom decorum be maintained. Minimum elements of appropriate classroom decorum include: punctuality, courtesy, civility, purposefulness, and integrity. To achieve these elements, faculty may establish rules about such matters as: tardiness, absences, argumentation, collaboration, presence of children and guests, eating and drinking, and basic forms of conduct to minimize disruption of the educational process. Such rules established by individual faculty will be clearly and explicitly communicated to students in the course using such means as the course syllabus. Persons judged by a faculty member

to be disruptive may be referred by the faculty member for University disciplinary review and action. Further, a faculty member has the responsibility and right to excuse disruptive persons from a class session. Students with concerns about a faculty member's actions are encouraged to contact the dean of the college in which the faculty member is located.

Note: Information regarding appropriate student conduct, disciplinary procedures for violations, procedures for conduct hearings, and students' rights and responsibilities can be found in the [EOU Student Handbook](#).

## **COMMENCEMENT PARTICIPATION**

Students who graduate fall, winter or spring term of the current academic year are invited to participate in the spring commencement ceremony. Students who are graduating summer term may participate in the spring ceremony if they are within 15 credits of completing their degree and show proof of pre-registration for those hours. Only students who have an approved

graduation application on file will be allowed to participate in commencement. Commencement honors are based on winter term GPA unless degree conferred prior to commencement.

## **CONTINUOUS ENROLLMENT**

Students are considered to be continuously enrolled if attendance is not interrupted for more than three consecutive terms (not including summer). Students who maintain continuous enrollment may satisfy major or minor requirements from one applicable catalog during enrollment, while satisfying institutional and general education requirements from a different applicable catalog during enrollment. Continuous enrollment ends when a baccalaureate

degree is granted. If it takes longer than 7 years to complete a degree program, graduation requirements will be reviewed individually. A onetime leave of absence can be requested during the continuous enrollment period if a student desires. Please see Leave of Absence Policy.

## **COURSE CHALLENGE**

Admitted students who are currently enrolled and have completed 12 EOU credits may petition for credit for a specific course by special exam. They may not challenge a course for which they have already received a grade, or after week 2 of current enrollment in the course. Courses to demonstrate prior knowledge must be challenged before enrolling in a higher level course in that discipline. Students educated in a language other than English cannot receive credit for that language at the first or second year level through challenge. Students should consult with the appropriate modern

language faculty for evaluation and placement. The petition form must be signed by the assigned course instructor, the advisor, and the appropriate college dean. Students may choose to have their challenge graded by the S/U option by filing the proper S/U form with the Registrar's Office prior to taking the examination. Successful completion of a course challenge will be recorded on the transcript with A, A-, B+, B, B-, C+, C, C-, or S. Other grades will make the challenge unsuccessful and will not be recorded on the transcript.

## **COURSE LOAD LIMITATIONS**

The minimum number of hours for a regular full-time undergraduate student is 12, a normal load is 15-18 and the maximum is 21, including online and onsite credits. A student may enroll for more than 21 credits with the permission of the student's academic advisor, who will consider the student's academic record, major program, and proposed courses. A minimum total cumulative (EOU and transfer) GPA of 2.80 is required for an overload.

The maximum load for graduate students is 14 hours a term during the academic year, 6 hours during a 4-week summer session, or 13 hours during the 8-week summer session. Exceptions must be approved by the Director of Graduate Studies.

Students wishing to take an overload of credits should complete the [Credit Overload](#) form on the [Registrar's Office](#) website. The registrar will forward the request to the student's advisor.

## COURSE NUMBERING

**0-99:** Non-credit courses or credit courses of a developmental, terminal, or semi-professional nature are not applicable toward the 180 credits required for BA and/or BS degree completion. These credits cannot be used to satisfy program specific degree requirements. Some of these courses may not count toward athletic eligibility, financial aid eligibility, and veteran's benefits. These courses do not count toward graduation requirements.

**100-299:** Courses at the lower-division level.  
**300-499:** Courses at the upper-division level.  
**500-699:** Graduate courses.  
**700:** In-Service Courses: Limited applicability toward advanced degree. Check with your advisor for more information.

## CREDIT REQUIREMENTS

Undergraduate Majors: Minimum 45 credits, including 25 upper division credits  
Undergraduate Minors: Minimum 30 credits, including 15 upper division credits  
Concentrations: Minimum 21 credits, including 15 upper division credits  
Certificates: At least 25% of the credits must be from EOU.

All EOU minors require a minimum of 10 EOU credits in the minor; all EOU majors require a minimum of 20 EOU credits, at least 10 of which must be upper division, in the major.

## DEAN'S LIST

To qualify for the Dean's List in any given term an undergraduate student must complete at least 12 credit hours of letter graded coursework per term and achieve a GPA of at least 3.50 during the

given term. Only coursework completed at EOU will count toward making the Dean's List.

## DEAN'S LIST FOR CO-ENROLLED STUDENTS

To qualify for Dean's List for co-enrolled students the following must be met:

- Must be admitted to Eastern Oregon University.
- Minimum term GPA from EOU.
- Maintain a 3.50 term GPA when transfer credits are included in the calculation. These credits must be transferable credits, none of which may be vocational-technical.
- Must supply an official transcript to EOU.
- Must complete a minimum of 12 graded credits in the given term of which 8 must be from EOU.

- Students must apply for recognition by the second Friday of the term immediately following the term in which recognition is requested. This notification may be accomplished by e-mailing the Registrar's Office at registrar@eou.edu and asking for the recognition and informing EOU of which college(s) is to be included in the calculation.

Students meeting these qualifications will have the designation of "Dean's List for Co-Enrolled" notated on their EOU transcript.

## DEFINITIONS AND ABBREVIATIONS

Some of the language used to describe courses and degree programs may not be familiar to students. To help them become familiar with the language of academia, some definitions, abbreviations and classifications that will be encountered during college appear below.

*(2):* A sequence course which will have two credit hours per term - e.g., THEA 244, 245, 246 Technical Theatre (2).

*Academic Year:* The academic year is divided into three terms (fall, winter, spring) of approximately 11 weeks each, exclusive of summer session. Students may enter at the beginning of any term, although fall term entrance is preferred.

*Course:* Subject or an instructional sub-division of a subject offered during a single term.

*Curriculum:* An organized program of study arranged to provide specific cultural or professional preparation.

*EOY:* Courses taught every other year.

*Field Placement or Practicum:* Field placement and practicum experience are designed to offer students an opportunity to explore career areas and extend the educational experience beyond the classroom through supervised work experience in agencies, schools, or private business.

*Prerequisite:* A course that must be completed prior to enrolling in a specific higher level course - e.g., PSY 201: Prerequisite - PSY 201 is a prerequisite for several higher level psychology courses (e.g., 335, 344, and 440).

*Subject:* Designated area of knowledge such as history, education, business or art.

*Term or Quarter Hour:* Normally, a student can expect to spend at least 30 clock hours of time (e.g. in class, in lab, reading, research, studying or in other activities related to coursework) for every term hour of credit earned.

*Year Sequence:* Three closely articulated or consecutive courses in a subject extending through three terms of an academic year.

## DOUBLE DIPPING

There is no University-wide policy prohibiting the double use of courses. Programs may or may not allow 'double dipping' between their major and a second major, their major and a minor, their minor and a major, or between their minor and a second minor.

Programs that do not allow double dipping will indicate so in the program information section of this catalog.

## DROP & WITHDRAWAL FROM COURSES

### Dropping a Course

A student may drop from a course for any reason with no record on the student's transcript before the end of the 4th week of the term. Thereafter, a student must withdraw from the course. Drop fees will be assessed starting Wednesday of the 2nd week of classes through the drop period (Friday of the 4th week).

### Withdrawal from a Course

There are two types of withdrawal - withdrawal from a course and withdrawal from the University.

*From a Course:* A student may withdraw from a course between the 5th week of the term through the 7th week with a grade of "W" indicated on the transcript. No individual course withdrawals will be issued after the 7th week of the term. Instructors will issue a letter grade (A-F, or I) for all students enrolled after the 7th week. A student making adequate academic progress during the term and needing to withdraw after the 7th week may request an incomplete from the instructor. An incomplete grade (and length of extension) will be granted at the instructor's discretion. Generally the extension is granted for one additional term.

*From the University:* A student may withdraw from ALL courses (the University) at any time during the term until the last day of regularly scheduled classes by filling out the drop/withdrawal section of the registration form found on the [Registrar's](#) website.

The deadline to withdraw from the university is the last day of regularly scheduled classes - Friday of the 10th week during each academic term.

### Administrative Withdrawal

An instructor may cancel the course registration of a student when there is justification for such action - e.g., students who have not attended class by the third full class hour of the term, and who have not made appropriate prior arrangements with the instructor. To withdraw a student an instructor must obtain approval from the college/administrative dean and submit a written request to the Registrar's Office. The deadline for single course administrative withdrawals is the end of the 7th week during each academic term. Beginning the 8th week of each term administrative withdrawals will only be processed for students discontinuing all current coursework at EOU.

Not attending a class does not guarantee that a student will be administratively withdrawn. The option to administratively withdraw a student is left up to the instructor's discretion. Students can always check their current enrollment status online using Webster [my.eou.edu](http://my.eou.edu). Students may appeal being administratively withdrawn to the Academic Standards Committee. Once an appeal has been filed, the student may resume attending class.

### Onsite Courses

Drop/Withdrawal dates and policies as stated above also apply to onsite courses, regardless of when the course meets during an academic term.

## ENROLLMENT IN CLASSES

Eastern Oregon University reserves the right to restrict enrollment to individual courses based on a number of considerations including, but not limited to, class size, satisfactory completion of prerequisite courses or experience, past performance of the student in similar courses, whether a student is seeking a degree or not, majors, minors, concentrations, and predominate course modality.

EOU currently restricts enrollment in its online courses and degree programs to students within most of the United States and Canada (excluding Alabama, territories and possessions of the United States.) Existing logistics prevent the University from serving students who relocate either temporarily or permanently outside of these areas. The University will support enrollment of military personnel and their family if they have regular access to the Internet and receive mail at an APO/ FPO address.

## GRADES AND GRADE POINTS

Letter grades are awarded for academic performance as follows:

A	Superior
B	Good
C	Satisfactory
D	Inferior
F	Failed
S	Satisfactory
U	Unsatisfactory

Other letters are assigned to indicate the student's credit status for a course:

AU	Audit (no credit)
I	Incomplete
K	No grade submitted by instructor
W	Withdrawn (no credit)

Grade points are computed on the basis of grades earned each term:

A	4.00	C	2.00
A -	3.67	C -	1.67
B +	3.33	D +	1.33
B	3.00	D	1.00
B -	2.67	D -	0.67
C +	2.33	F	0.00

Grades of Audit, S, U, I, K and W are disregarded in the computation of the grade point average (GPA). The GPA is the total grade points divided by the total graded term hours attempted. A minimum Eastern GPA of 2.00 and a composite GPA of 2.00 are required for graduation.

## GRADE CHANGES

All grades except for 'I' should be considered final when filed by the instructor in the end-of-term grade report. Thereafter, grade changes are left up to the discretion of the instructor, unless directed by a college dean, or resulting from the outcome of an academic grievance procedure. Reasons for grade changes may include, but are not limit to, clerical, procedural, and calculation errors, as well as concerns involving the equitable and ethical treatment of students.

Instructors must submit grade changes using [Webster](#). Grade changes initiated by a college dean, or resulting from the outcome of an academic grievance procedure, may be submitted directly to the Registrar's Office.

Instructors who are not prepared to submit a final, closed course grade at the time grades are due, on account of an individual student's extraordinary circumstances or special needs, should submit a grade of 'I'.

## GRADUATION WITH DISTINCTION

To be considered for graduation with distinction, an undergraduate student must have a cumulative GPA (including transfer credits, if any) of at least 3.50.

### Distinctions and GPA's:

Cum Laude	3.50 to 3.69
Magna Cum Laude	3.70 to 3.84
Summa Cum Laude	3.85 to 4.00

## INCOMPLETE AND IN-PROGRESS COURSEWORK

The "I" grade is assigned by the instructor if the quality of work is satisfactory, but students have been prevented by circumstances beyond their control from completing all of the requirements of the course. It is the instructor's prerogative to judge the validity of these circumstances. The instructor determines the steps a student must take to remove the deficiency, the time allowed for

doing so, the alternate grade (usually F) to be assigned if they fail to complete the work in the time allowed. Incomplete grades not removed by the date specified (limited to one term unless otherwise noted) automatically revert to the alternate grade specified by the instructor.

## INTER-INSTITUTIONAL CREDIT

Credits earned at EOU are generally accepted at all other accredited institutions. However, the transfer of credit is controlled by the receiving institution and may be limited because of low grades or other factors. It is the student's responsibility to contact the

institution where they want to transfer and determine what information will be needed for transfer.

## LEAVE OF ABSENCE

Fully admitted students in good academic standing and who have attended EOU for at least two terms are eligible for one leave of absence. A leave of absence may be for up to eight consecutive terms (including summer). Students granted a leave of absence will be able to continue under the catalog requirements that were in effect when they originally enrolled. Such students will not be required to pay an application fee upon returning.

Students must file for the leave of absence within 90 days of official withdrawal, or the last date of the last term of attendance. Upon the anticipated return to EOU the student must contact their advisor, or the advising office, the Registrar's Office and the Financial Aid office. For questions or to apply for a leave of absence contact the Registrar's Office.

## MILITARY EVALUATION FOR CREDIT

Students may receive college credit for training obtained during military service. Credit will be awarded based on recommendations by the American Council on Education (ACE). To receive credit, official ACE transcripts must be submitted to the Office of Admissions.

Students receiving GI Bill education benefits while attending Eastern Oregon University are required to obtain transcripts from all schools previously attended and submit them to the school for review of prior credit.

## MILITARY - STUDENT CALLED TO ACTIVE DUTY

Students called to active military duty may examine the following tuition refund policy as stated in the EOU student handbook. The policy states "Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course-work has been accomplished and the instructor feels justified in granting credit for the coursework completed, credit may be granted and withdrawal proceedings are unnecessary".

If called to active military duty, students should meet with the Veteran's Affairs Office if already receiving benefits, with the Financial Aid Office if applicable, and with their academic advisor to discuss their options. Students should refer to the Military Call-up Policy located on the [Registrar's](#) website for procedures and options for completing or withdrawing from classes.

## MINORS

Admitted students may choose to have their minor(s) recognized. The student or advisor can request a minor by completing the [Major/Minor/Concentration update form](#) available on the

[Registrar's](#) website. Minors are transcribed at the time of the awarding of an EOU Bachelor's degree.

## MULTIPLE MAJORS

Students who have completed the degree requirements in more than one major program will be recognized as follows:

- Both majors will be listed on a single diploma. The diploma, for example, will read 'Bachelor of Science in History and Business'.
- All majors will be posted on the final transcript.
- All EOU majors require a minimum of 20 EOU credits, at least 10 of which must be upper division in the major.

**Note:** Admitted students who have already earned a baccalaureate degree may earn a major by completing the program requirements. The student or the advisor can add a major by completing the [Major/Minor/Concentration update form](#) available on the [Registrar's](#) website. Majors are transcribed at the time of the awarding of an EOU Bachelor's degree.

**Note:** For information on 'double degrees' see Second Baccalaureate Degrees.

## ONLINE/ONSITE COURSES

Eastern offers online and onsite courses through a non-traditional delivery method. These courses are charged at a separate rate per credit hour. International students and US citizens who wish to register for online courses and reside either temporarily or permanently outside the 50 United States and Canada (excluding territories and possessions of the United States) need to contact

the International Programs Office ([international@eou.edu](mailto:international@eou.edu)) for current policy information. International students should follow the admission requirements at [www.eou.edu/admissions/international-requirements/](http://www.eou.edu/admissions/international-requirements/).

## OREGON TRANSFER MODULE

The Oregon Transfer Module (OTM) provides a one-year curriculum for students who plan to transfer to a state of Oregon community college or university. The module allows students to complete one year of general education foundation coursework that is academically sound and will meet the admission standards of the receiving school.

Students should work closely with an academic advisor to ensure selection of appropriate coursework. Upon transfer, students may

be required to complete additional coursework in general education, or an academic major, that is specific to the receiving institution. Students who transfer prior to the completion of the Oregon Transfer Module will have their courses individually evaluated by the receiving institution. Students must complete a minimum of 45 credits of lower division coursework with a grade of “C-” or better in order to receive credit for the Oregon Transfer Module.

## POST-BACCALAUREATE & POST-BACCALAUREATE NON-GRADUATE STUDENT CLASSIFICATION

Any student with an accredited baccalaureate degree who has NOT been admitted to a graduate program, but submits an application for admission to EOU will initially be admitted with post-baccalaureate status. Upon admission to EOU post-baccalaureate students may fill out the [post-baccalaureate non-grad student form](#) on the [Registrar's](#) website and request to be converted to post-baccalaureate non-graduate status.

Post-Baccalaureate Status: Permits a student to enroll in up to 14 credits of undergraduate or graduate level coursework per term. Post-Baccalaureate status students are considered non-degree seeking, and are therefore not eligible

## PRACTICUM COURSES

Undergraduate-level practicum-type courses (109, 209, 309 and 409 numbers), including cooperative education placements, will have an

S/U option grading mode, unless an exception is noted elsewhere in the catalog.

## RE-ADMIT/RETURNING STUDENT

Any previously matriculated student who has fallen out of continuous enrollment will become inactive. Continuous enrollment is defined as - attendance that has not been interrupted for more than three consecutive terms (not including summer).

Any student who has been out of continuous enrollment must complete the [returning student application form](#) and be re-admitted before returning to EOU as a student.

Once a re-admitted student becomes fully admitted he/she is subject to the current catalog year. All current catalog rules, guidelines, policies, and degree requirements will apply toward graduation. All transfer work will be re-evaluated under the re-admitted catalog year for transferability and general education consideration.

UNLESS: The student is 15 credits (or less) away from graduation as per a previously filed and approved graduation application. Students who are 15 credits (or less) from obtaining an EOU degree

will be allowed to finish under their originally admitted catalog. All originally evaluated transfer work will be honored as is, and any exceptions and/or petitions will be honored under the original date of approval.

If the original degree (major/concentration/minor) is no longer available at EOU, the Registrar's Office will work with program faculty to plan a path forward allowing the student the opportunity to complete an existing degree.

Note: Previously approved graduation applications are only valid for up to a period of seven years. Students with a previously approved graduation application on file, who return seven years or more after falling out of continuous enrollment, will be subject to the current catalog year. All current catalog rules, guidelines, policies, and degree requirements will apply toward graduation. All transfer work will be re-evaluated under the re-admit catalog year for transferability and general education consideration.

## **REGISTRATION: CANCEL REGISTRATION**

Eastern Oregon University does not cancel a student's registration unless requested by the student. Class registration obligates students to receive grades and pay tuition and fees. All students who have made no payment and have not canceled their registration by Monday of the third week of term, will be assessed a non-refundable late fee of \$50. Students who have never attended class

and have not paid any tuition or fees may cancel their registration up to the end of the fourth week of class. Students who do not pay tuition and fees, and who do not cancel their registration, will be responsible for grades and for payment. A registration hold for subsequent terms at EOU will be in place until tuition and fee payment has been made with student accounts.

## **REPEATED COURSEWORK**

Students may repeat courses to improve a grade or to increase mastery of a subject. For most EOU courses credit hours and grade points will only be counted once with the most recent grade being used to calculate GPA and credit toward graduation. All courses and grades will remain on the student's transcript. Grades of I, U, S, W, and K will not replace any grade from a previous term. Certain EOU courses (e.g., some activity courses) are intended to be taken

multiple times. For these courses all credit hours and grade points will be used to calculate GPA and credit toward graduation, except when graded as S/U or when the number of credits earned exceeds the limit for activity credits applied toward graduation. Students should contact the instructor if they wish to confirm the repeat policy for a specific course.

## **RESIDENCY REQUIREMENTS (STATE OF OREGON)**

Students with reasons for questioning a decision on their residence classification during the admissions process may appeal to the Institutional Residency Officer by emailing [Registrar@eou.edu](mailto:Registrar@eou.edu). Email appeals to the residency officer must include a completed residency affidavit, which can be found on the [Registrar's](#) website.

Decisions regarding residency made by the Institutional Residency Officer may be appealed to the Inter-Institutional Residency Board under Oregon Administrative Rules #580-10-045: Review of Residence Classification Decisions.

## **SATISFACTORY/UNSATISFACTORY (S/U) OPTION**

The purpose of the S/U option is to encourage students to take courses outside their major program without the earned grade affecting their GPA. The S/U grading option must be elected by the second Friday of the term. To elect the S/U option, the student must fill out the [S/U form](#) on the Registrar's website. Of the 180 term hours required for the bachelor's degree, students may elect up to 36 for S/U. Courses offered on an S/U basis only are not included in the 36-hour limit.

The grade of S is comparable to a grade of C- or better. An S/U grade may be elected for any course except those courses used to meet specific program requirements, unless it is allowed by the academic college offering the course. If a required course is offered on an S/U basis only, it may be counted in the major program. If students have questions regarding which courses can be taken S/U, they should contact their faculty advisor.

## **SECOND BACCALAUREATE DEGREE**

A student may earn a second bachelor's degree from EOU, either concurrently or subsequent to another EOU bachelor's degree or institutional partner-program degree, by satisfying all program requirements as determined by the appropriate major department.

A minimum of 36 credits supervised by EOU faculty must be completed for the second degree. Of these 36 hours, 25 must be graded (A-D) and 25 must be upper division. If earned concurrently, a minimum of 216 total credits are required. If earned subsequently, 36 credits beyond the awarding of the first degree must be earned. Separate applications for graduation must be completed for each degree. A minimum cumulative EOU GPA of 2.00 is required.

If a student has earned a first baccalaureate degree from another accredited institution, a second baccalaureate degree from EOU

may be earned by completing a minimum of 45 credit hours supervised by EOU faculty. Thirty of the 45 credit hours must be upper division. All program requirements for the degree as determined by the appropriate major department must be satisfied. A minimum cumulative EOU GPA of 2.00 is required.

If the first degree is from a non-accredited institution, a student may earn a baccalaureate degree from EOU by completing a minimum of 45 credit hours supervised by EOU faculty and by satisfying all program and current institutional requirements which have not been completed within the first degree. A minimum cumulative EOU GPA of 2.00 is required. Prior to meeting with a faculty advisor, official transcripts from all schools attended must be submitted to the Registrar's Office with a request to have them evaluated for institutional requirements.

## SECOND BACCALAUREATE DEGREE: HONORS

Student must be eligible on EOU coursework taken since the awarding of the first degree and the student must also be eligible when all college coursework is combined. The student wishing honors on a second degree must submit official transcripts from all schools attended. These must be received by the Registrar's Office before applying for graduation. The deadline for applying for graduation is posted on the [Registrar's website](#).

The student must complete a minimum of 36 EOU hours beyond the awarding of the first degree. Of these 36 hours, 25 must be graded (A-D) and 25 must be upper division. The cumulative GPA

on credits received since the awarding of the first degree and the overall cumulative GPA (including transfer credits, if any) must be at least 3.50. The GPA on coursework completed since the awarding of the first degree will be used to determine the level of honors awarded.

### Honors for Two or More Degrees Earned Simultaneously:

Eligible students will receive honors on all degrees obtained simultaneously.

## STUDENT RECORDS ACCESS

The Family Educational Rights to Privacy Act of 1974 (FERPA), as amended, was designed to protect the privacy of educational records, to establish the right to inspect and review academic records, and to provide guidelines for the correction of inaccurate or misleading data within academic records.

Those wishing to review academic records at Eastern Oregon University should make an appointment with the EOU Registrar's Office. Records must be reviewed in the office with a registrar's representative present, and cannot be reviewed without prior appointment.

Eastern Oregon University may release without prior consent certain "directory" information. This information may be disclosed to the public unless the student requests that such information not be released. Such a request requires a written and signed notification to the Registrar's Office. Once a notice of confidentiality has been submitted, any exceptions must be approved by the student on a case by case basis. Additionally, any information obtained as a part of the student's application materials may be used by EOU officials for legitimate educational purposes.

The following is considered directory information:

- Students Name
- Current Mailing Address\*
- Telephone Number and
- EOU E-Mail Address
- Student ID photograph
- Month and day of birth
- Dates of attendance
- Current Class Standing

- Enrollment Status
- Major Field(s) of Study
- Degrees, Honors, and Awards Received and the Dates Received
- Participation in Officially Recognized Activities
- Height and Weight of Students Representing EOU Athletics
- Most Recent Educational Institution Attended Prior to EOU

Except for directory information, no personally identifiable information is disclosed to agencies outside EOU without the written permission of the student. Records are made available for university system professional use on a need-to-know basis, to officials of other institutions in which students may seek to enroll, in response to certain subpoenas and judicial orders, and in the event of an emergency in which such information might affect the health and safety of the student and/or others.

The security of all student records is the responsibility of the director of enrollment services. **Exceptions include:** student activity, student health and student conduct records are maintained by the office of student services. Questions or requests should be directed to the office of student services.

A student who has selected to be flagged in our system as confidential will have all EOU records marked as confidential. No record information will be released at any point, even to the student. To have a confidential flag released on a student record please see the Registrar's office website. [www.eou.edu/registrar/recordsprivacypolicyferpa/](http://www.eou.edu/registrar/recordsprivacypolicyferpa/)

\*Mailing address may be used for institutional business and may include third party entities in order to fulfill University program needs.

## SUMMER GRADE POSTING/DEGREE AWARDING POLICY

**Posting Summer Grades:** Under no circumstances is an instructor required to submit a student's final grade prior to the regularly scheduled end of a course. Regardless of the duration of a summer course (e.g., 3 weeks, 5 weeks, 10 weeks etc.), by default final grades are posted to student transcripts at the end of summer term, which corresponds with the end of 10 week courses. In only the following circumstances will final summer grades be posted to a student's transcript (with revised GPA) prior to the end of summer term.

*Education Courses Required for Licensure:* Each academic year the College of Education will identify summer courses lasting less than 10 weeks, which are required for teaching licensure purposes. Once these courses have ended the Registrar's Office will post grades for enrolled students.

*EOU Athletic Eligibility:* Often times EOU athletes will need their summer grades by early August in order to be classified as eligible for the fall athletic season. It is important for student athletes to recognize that if they enroll in 10 week summer courses the instructor is not required to award a final grade prior to the end of the course. Students enrolled in 10-week summer courses who need their final grade for athletic certification, should request in advance that the instructor allow them to complete all required work early.

If the instructor agrees, the student should contact the Athletic Department once the grade is submitted. The Athletic Department will confirm the athletic status of the student for the Registrar's Office and the grade will be posted to the transcript. This policy only applies to student athletes being certified for eligibility at EOU. The Registrar's Office will not post grades early for students who need to be certified at another institution.

*Note:* Academic standing based on summer coursework will only be calculated at the end of summer term. Under no circumstances will academic standing be calculated early.

**Awarding Summer Degrees:** Under no circumstances will degrees completed during summer term be awarded prior to the end of that term. Any student who completes his/her degree during, but prior to the end of summer term - e.g., by taking classes lasting less than 10 weeks - and who needs confirmation that degree requirements have been met prior to the end of the full 10-week term, should contact the respective college dean. At the dean's full discretion, a signed letter may be provided indicating that all degree requirements have been satisfied, and that the degree will be awarded at the end of the term. Upon request of the dean, the Registrar's Office will confirm the student's progress toward degree completion.

## TENTH WEEK AND FINALS WEEK

Exceptions to this policy may be requested from college deans, who will forward recommendations to the provost for review.

**Tenth Week** (Monday through Sunday of the week preceding final examinations for Fall, Winter and Spring Terms)

- No examination worth 20 percent or more of the final grade will be given, with the exception of make-up examinations.
- No final examinations will be given under any guise with the exception of exercises that require more than a two-hour block of time.
- No papers or projects will be due, unless they have been clearly specified on the syllabus, within the first week of the term.
- No institutionally-sponsored events will be scheduled, unless they have been clearly specified or scheduled on a course syllabus or events calendar within the first week of the term.

**Finals Week** (Monday through Friday - The Last Week of Fall, Winter and Spring and Summer Terms)

- Take-home final examinations and projects will be due no earlier than the day of the formally assigned final examination for the class in question.
- Proctored final exams will be given no earlier than the day of the formally assigned final examination for the class in question.
- No institutionally-sponsored non-academic events will be scheduled beginning Monday of finals week through the last day of finals.

The time set aside for a final examination will be used for course purposes.

## **TRANSFER EQUIVALENCY**

Credits are awarded for college-level academic courses transferred from an institution accredited by a regional accrediting association. All credits will be transcribed no matter the grade. Any fully admitted student who submits an official transcript from another college or university will have that transcript evaluated and articulated. Courses can transfer into EOU as EOU course equivalencies, lower or upper division transfer courses and/or up to 12 credits of vocational/technical elective courses. A student

obtaining a Bachelor of Applied Science is allowed to transfer in up to 60 credits of vocational/technical elective courses. For more information, a full outline of all EOU's transfer equivalency rules and our transfer articulation link that shows a list of schools with already articulated courses, go to the Registrar's office website [www.eou.edu/registrar/transfer/](http://www.eou.edu/registrar/transfer/). Additional questions regarding the transferability of courses can be answered by your advisor.

## **VETERANS**

Eastern Oregon University is a proud participant of the 2014 Veterans Choice Act, which allows Veterans and other covered individuals under the Montgomery & Post 911 GI Bills to receive in-state tuition. Active duty personnel and Veterans who identify as such on the admission application will automatically receive in-state tuition. Eligible dependents, spouses, and individuals currently

receiving transferred benefits or the Marine Gunnery Sergeant John David Fry Scholarship must contact the Registrar's Office once admitted to the University to verify eligibility. Veteran and Service Member students receive priority registration at EOU.

## **VOCATIONAL-TECHNICAL COURSEWORK**

A maximum of 12 vocational/technical credits, completed with a grade of C- or better, will be accepted toward the Bachelor of Science or Bachelor of Arts degree. These credits will be transcribed as LDVT (Lower Division Voc/Tech) electives with a grade of "S". They may not be used to meet general education or program requirements.

Vocational/technical coursework included in an official articulated program agreement between EOU and another institution maybe exempt from this policy.

Students will be exempt from this policy and will be able to use 60 LDVT transcribed credits if they have an Associate of Applied Science (AAPS) degree and are declaring and completing a Bachelors of Applied Science degree at EOU.

## **Academic Policies are Overseen by the Following Offices/Committees**

When a policy is changed or updated the changes needs to be submitted to the Registrar's Office and added to the Faculty Senate agenda as an informational item.

### **Academic Standards**

Academic Bankruptcy  
Academic Honesty  
Academic Standing Policy  
Classification of Students  
Classroom Decorum  
Course Load Limitations  
Dean's List  
Dean's List - Co-Enrolled Students  
Drop and Withdrawal from College  
Enrollment in Classes  
Grade Changes  
Grades and Grade Points  
Graduation W/ Distinction  
Post-Bac & Post-Bac Non-Grad  
Classification  
Re-Admit/Returning Students  
Repeat Coursework  
Satisfactory/Unsatisfactory Option  
Second Baccalaureate Degree  
Second Baccalaureate: Honors  
Summer Grade/Degree Policy  
Tenth Week & Finals Week Policy

### **EPCC**

Agency Sponsored Learning (ASL)  
APEL  
Baccalaureate Degree Requirements  
Course Numbering  
Credit Requirements  
Double Dipping  
Institutional Degree Requirements  
Minors  
Multiple Majors  
Online/Onsite Courses  
Practicum Courses  
Vocational-Technical Coursework

### **Registrar's Office**

Adding Courses  
Adding Wait-Listed Courses  
Auditing of Courses  
Baccalaureate Degree & Professional  
Degree  
Commencement Participation  
Continuous Enrollment  
Course Challenge

### Definitions & Abbreviations

Graduation Application  
Incomplete & In-Progress Coursework  
Inter-Institutional Credit  
Leave of Absence  
Military Evaluation of Credit  
Military- Student Called to Active Duty  
Oregon Transfer Module  
Registration - Late  
Senior Citizens  
State of Oregon Residency Requirements  
Student Records Access  
Transfer Equivalency  
Transfer Information  
Veterans  
Wait-Listing

### **Student Affairs Committee**

Classroom Decorum  
Incomplete and In-Progress Coursework  
Registration: Cancel Registration