Actions Related to Registration and Grading Deadlines

Action	School Approval	Reg Review	Registrar Approval	Provost Designee Approval	How To
Change of grade, within the subsequent term • All grade change requests must be submitted within the subsequent term. Grade change requests will only be considered if there is evidence of faculty of record error in the calculation of final grades. (Policy 02-70-015 Timely Release of Grades)	No	Yes	No	No	Reg Office Form
Change of grade, after one term • All grade change requests must be submitted within the subsequent term. Grade change requests will only be considered if there is evidence of faculty of record error in the calculation of final grades. (Policy 02-70-015 Timely Release of Grades) • The petition must describe the reason for the change and explain why the request could not be submitted within the subsequent term.	Yes	Yes	Yes	No*	Petition
Extension of Incomplete • The student will have one term after the assignment of the Incomplete grade to complete all required coursework. (Policy 02-70-020 University Grading) • The petition must explain why the coursework could not be completed during the initial Incomplete period and what will be different during the extension period that will allow the student to complete the work.	Yes	Yes	Yes	Yes	Petition
Late add/drop/withdraw • Adding, dropping, or withdrawing from a class after the deadlines published in the OHSU Academic Calendar • The petition must explain what prevented the student from taking the action within the timeline	Yes	Yes	Yes	No*	Petition
Late change of registration • Changing course level, number of credits, or other course details after the last day to add a course • The petition must explain what prevented the student from taking the action within the timeline	Yes	Yes	Yes	No*	Petition
Late refund of tuition and fees • Refund of all or part of tuition and/or after the deadlines published in the OHSU Academic Calendar	Yes	Yes	No	Yes	Petition

* Unusual requests or requests far outside policy may require provost-designee approval

Actions Related to Degree Progress and Completion

Action	School Approval	Reg Review	Registrar Approval	Provost Designee Approval	How To
Administrative Error • Advising or course offering errors that impact degree progress. Errors that impact more than one student require special treatment. Contact the Registrar to discuss appropriate actions.	Yes	Yes	Yes	Yes	Contact Reg
Change of Catalog Year • Students who change their Catalog Year will be bound to the specific degree requirements, course work, and credit hours required by the new Catalog Year. A student may move forwards to a future Catalog Year, but cannot move backwards to a Catalog Year. (Policy 02-70-025 Change in Major, Degree Objective or Catalog Year)	Yes	Yes	No	No	School Form
Change of Major • As per Policy 02-70-025 Change in Major or Degree Objective, *Change in Major, Degree Objective, Campus or Delivery – Same School*	Yes	Yes	No	No	School Form
Course Placement • Placement into the degree audit of an elective class; placement of an identical class with a different course subject code or number (i.e., a cross-listed version or an older course number)	Yes	Yes	No	No	Degree Works
Course Substitution A course taken at OHSU may be substituted for a required course if it has substantially similar content or is evaluated by program faculty as meeting the outcomes of the required course. For a skills-based course requirement, a more advanced course may be substituted for a less advanced course in the same subject. The substituted course must be at the same level (PhD, Masters, undergraduate upper-division, or undergraduate lower-division) as the original course or higher.	Yes	Yes	No	Yes	Degree Works
Coursework older than 7 years • OHSU courses completed more than 7 years prior to matriculation may not be used to fulfill degree/certificate requirements. (Policy 02-70-035 Degree/Certificate Standards)	Yes	No	No	Yes	Petition
Extending Leave of Absence (LOA) Beyond 1 Year • A student on LOA may return to their academic program within one year without re-applying for admissions. (Policy 02-70-030 Voluntary Leave of Absence, Excused Absence, and Withdrawal) • Extension of LOA beyond 4 terms is permitted at the discretion of the program as long as student does not exceed total time to degree.	Yes	No	No	No	Notify Reg

Action Approval Matrix for Academic Records

Action	School Approval	Reg Review	Registrar Approval	Provost Designee Approval	How To
Extending Time to Degree • See Policy 02-70-035 Degree/Certificate Standards for maximum time to degree. All degree requirements must be completed within the stated number years of matriculation unless an exception is granted.	Yes	Yes	No	Yes	Petition
Reducing Total Credits • Completing a degree with fewer than the total number of required credits is not permitted.	Not permitted				
Transfer Credit, accept and place • A course taken at another accredited college or university may be used to meet a course requirement if it has substantially similar content or is evaluated by program faculty as meeting the outcomes of the required course. For a skills-based course requirement, a more advanced course may be used to meet a less advanced course requirement in the same subject. The transfer course must be at the same level (PhD, Masters, undergraduate upper-division, or undergraduate lower-division) as the required course or higher. • Accepting a non-transcripted class, seminar, or activity to meet a course requirement is not permitted. • This action applies to graduate coursework and undergraduate major core coursework. Additional policies and procedures apply to undergraduate general education, major supplemental, and elective coursework.	Yes	Yes	No	No	School Form
Transfer Credit, in excess of credit limit • For graduate programs, no more than 1/3 of credit hours toward degree requirements can be transferred from another accredited academic institution without prior approval of the dean and provost. (Policy 02-70-005 Transfer of Course Credit)	Yes	No	No	Yes	Petition
Transfer credit, older than 7 years • For graduate program, courses completed more than 7 years prior to matriculation may not be accepted in transfer. (Policy 02-70-005 Transfer of Course Credit)	Yes	No	No	Yes	Petition
Waiving Required Courses • Courses may be transferred or substituted to meet a requirement. A requirement may not be waived.	Not permitted				

Key

School Approval: Requires approval of the schoolwide administrator responsible for relevant decision-making in each school. The designated school administrator is additionally responsible for ensuring that the request falls within school, departmental, and program policy; ensuring that transfer credit accepted falls within institutional limits on age and number of credits accepted; and minimizing and interrogating administrative errors

Reg Review: Office of the Registrar staff review the request to ensure the right process is being used and the request aligns with the underlying principles of that process.

Registrar Approval: Requires approval of the Registrar or their designee

Provost Designee Approval: Requires approval of a designee of the Provost

How to

- *Contact Reg*: Contact the Registrar to discuss the best course of action
- *DegreeWorks*: Use "exception" functionality in DegreeWorks
- *Notify Reg*: Notify the relevant Office of the Registrar staff member
- *Petition*: Submit a completed Petition template to the schoolwide administrator, who will forward it to the Office of the Registrar if approved
- *Reg Office Form*: University-wide form provided by the Office of the Registrar
- *School Form*: School-specific form