

## **Western Oregon University 2016-17 Catalog Addendum**

The contents of this catalog addendum supersedes the contents specified in the 2016-2017 catalog. Contents of the 2016-2017 catalog not revised in this addendum remain in effect. The unrevised content of the 2016-2017 catalog and the revised content of this addendum are valid for the 2016-2017 academic year.

**Table of Contents:**

<i>Change</i>	<i>Original Catalog Page(s)</i>
<a href="#"><u>Word replacement</u></a>	<a href="#"><u>15-19</u></a>
<a href="#"><u>Regulations 4.2 - 4.5</u></a>	<a href="#"><u>17</u></a>
<a href="#"><u>Regulation 6.1 - 6.5</u></a>	<a href="#"><u>18</u></a>
<a href="#"><u>Graduate incomplete &amp; regular progress grade regulations</u></a>	<a href="#"><u>92</u></a>

## **Pages 15 – 19, word replacement:**

---

The words “policy or policies” will be replaced with “regulation or regulations”.

## **Page 17, regulations 4.2 - 4.5:**

---

### **4.2 Regulation for incomplete grades for undergraduate students**

To grant an incomplete grade, the instructor and student must complete and sign the Incomplete Grade Contract, which designates the default grade and the date when the incomplete grade expires if sooner than 12 months. A copy of this contract should be kept by the instructor, the academic division office, and the student. When the incomplete grade is submitted, the instructor will also submit a default grade. If the student does not complete the work within 12 months, then the default grade will automatically be entered for the course. If a student needs additional time, BEFORE the end of the first 12 months, s/he may petition the instructor for up to an additional 12 months. The maximum length of time to complete the work is 24 months, or before the student graduates. At the time of graduation, a student’s academic record is closed, and any outstanding incomplete grades will permanently revert to the instructor’s default grade.

An unresolved incomplete grade may prevent graduation because the default grade lowers a student’s GPA, or keeps a needed requirement from being met. Students are strongly encouraged to resolve incomplete grades within the shortest possible time to prevent problems closer to graduation.

Special accommodation is made for National Guard, active duty or reserve members of the armed forces who may be deployed within an academic term. Students are encouraged to contact Veterans Services in the Registrar’s Office to assist them with mitigating circumstances. Depending on the circumstances and with documentation (for example, copy of orders or letter from supervisor on letterhead), the student may be granted a 24-month period to resolve an incomplete grade, or allowed to withdraw after the usual deadline without tuition or fee charges.

### **4.3 Regulation for regular progress grades for undergraduate students**

The RP grade is reserved for specific courses which extend past the regularly scheduled term. In no case shall they extend beyond 12 months after the end of the term. Instructors must designate a course to be eligible for the RP grade in the course description approved through the Faculty Senate curriculum process.

When coursework is completed within the 12 month timeframe, instructors must replace the RP grade with the appropriate grade through the standard grade change method. The replacement grade must correspond with the final grading method established for the course (A-F or Pass/No Credit).

When a regular progress grade is submitted, the instructor will also submit a default grade as if no further student work was completed. If the student doesn't complete the work within 12 months, then the default grade will automatically become the permanent grade for the course.

At the time of graduation, a student's academic record is closed and any outstanding regular progress grades will permanently revert to the instructor's default grade. An unresolved regular progress grade may prevent graduation because the default grade may lower a student's GPA, or keep a needed requirement from being met. Students are strongly encouraged to resolve regular progress grades within the shortest possible time to prevent problems closer to graduation.

#### **4.4 Grade Point Average (GPA)**

The grade point average is a calculation of the sum of points per grade (A- F), per credit hour, received across courses, divided by the total credit hours in which those grades are received. Marks of I, P, NC, W, X, S, RP, and AU are not included in the calculation of points.

- A = 4.00 points
- A- = 3.70 points
- B+ = 3.30 points
- B = 3.00 points
- B- = 2.70 points
- C+ = 2.30 points
- C = 2.00 points
- C- = 1.70 points
- D+ = 1.30 points
- D = 1.00 points
- D- = 0.70 points
- F = 0.00 points

#### **4.5 Grades for repeated courses**

4.51 Course descriptions provide specific information about courses which may be repeated, and counted multiple times for credit (and calculation in the student's GPA). If this is not mentioned in the course description, then the course can only be counted once.

4.52 If a student chooses to repeat a course to improve their grade, only the most recent grade and credits will be used to calculate the student's GPA, even if the earlier grade was higher.

## **Page 18, regulations 6.1 - 6.5:**

---

### **6.1 Definitions**

*Graduation* and *commencement* are not the same. A student graduates from WOU after applying to graduate and after the Registrar's Office determines that all university academic requirements have been met. Students may graduate at the end of any academic term.

Commencement is WOU's annual ceremony in June that recognizes students' completion of degrees. Students who are eligible, and wish to participate, must submit all required information by the deadline posted on the Registrar's Office online calendar. Failure to submit necessary information by published deadlines may result in the student's name not being included in the published commencement program.

### **6.2 Planning for graduation**

6.21 Degree Works is the official degree evaluation system for students and advisors. Students use this online system to check their progress toward their degree. For information on how to access and use Degree Works, see the Registrar's Office website.

6.22 All incomplete grades must be completed, AND the grades entered by the instructor, NO LATER than the end of the term graduation is planned otherwise the default grade will be applied.

However, an unresolved incomplete grade may prevent graduation because the default grade lowers a student's GPA, or keeps a needed requirement from being met. Students are strongly encouraged to resolve incomplete grades within the shortest possible time to prevent problems closer to graduation.

6.23 Students who have earned course credits from other institutions recently before the intended term of graduation must request an official transcript from that institution be sent to WOU's Registrar Office by the deadline on the online Academic Calendar at the Registrar's Office website.

### **6.3 Applying for graduation**

6.31 Students that have achieved senior standing are eligible to apply for graduation. Post-baccalaureate students may apply at any time. Students are recommended to apply for graduation three terms ahead of the intended term of graduation. For specific deadlines, refer to the Academic Calendar on the Registrar's website.

6.32 To apply for graduation, submit an Application for Undergraduate Degree to the Registrar's Office. Once your application is submitted you are responsible for informing the Registrar's Office of any changes in your major/minor/concentration, intended graduation term, change in name or address and other graduation related information.

### **6.4 Applying for commencement**

6.41 Students are required to declare their intention to participate in June commencement according to the deadline specified on the Academic Calendar on the Registrar's Office website.

6.42 Students who have graduated in the previous Summer, Fall, or Winter terms are eligible to attend the Spring commencement ceremony. Students that have applied to graduate in Spring or in the Summer or Fall term immediately following Spring may also participate in the ceremony.

### **6.5 Commencement honors and awards**

6.51 Students who graduate from the Honors Program with at least a 3.25 cumulative WOU grade point average will have 'in cursu honorum' printed on their diploma and 'in cursu honorum, Honors Program' will be noted on the transcript.

6.52 The faculty at WOU recognizes undergraduate student scholarship by conferring honors distinction at commencement to students who have earned a cumulative WOU grade point average of 3.50 or better, as of the end of the winter term immediately preceding the spring commencement ceremony. Grade point averages will be recalculated when all coursework is completed and the degree is conferred and appropriate honors distinctions will be noted on the transcript. To qualify for honors distinction, students must have completed at least 45 credit hours through WOU, with these credit hours graded on an A-F basis. Honors distinctions include cum laude for those students with a cumulative GPA between 3.50 and 3.64, magna cum laude for a cumulative GPA between 3.65 and 3.79, and summa cum laude for a cumulative GPA between 3.80 and 4.00. All honors distinctions are noted on the student's transcript.

## **Page 92, graduate incomplete and regular progress grade:**

---

### **Regulation concerning Incomplete grades**

To grant an incomplete grade, the instructor and student must complete and sign the Incomplete Grade Contract, which designates the default grade and the date when the incomplete grade expires if sooner than 12 months. A copy of this contract should be kept by the instructor, the academic division office, and the student. When the incomplete grade is submitted, the instructor will also submit a default grade. If the student does not complete the work within 12 months, then the default grade will automatically be entered for the course. If a student needs additional time, BEFORE the end of the first 12 months, s/he may petition the instructor for up to an additional 12 months. The maximum length of time to complete the work is 24 months, or before the student graduates. At the time of graduation, a student's academic record is closed, and any outstanding incomplete grades will permanently revert to the instructor's default grade.

An unresolved incomplete grade may prevent graduation because the default grade lowers a student's GPA, or keeps a needed requirement from being met. Students are strongly encouraged to resolve incomplete grades within the shortest possible time to prevent problems closer to graduation.

Special accommodation is made for National Guard, active duty or reserve members of the armed forces who may be deployed within an academic term. Students are encouraged to contact Veterans Services in the Registrar's Office to assist them with mitigating circumstances. Depending on the circumstances and with documentation (for example, copy of orders or letter

from supervisor on letterhead), the student may be granted a 24-month period to resolve an incomplete grade, or allowed to withdraw after the usual deadline without tuition or fee charges.

### **Regulation concerning regular progress grades**

The RP grade is reserved for specific courses which extend past the regularly scheduled term. In no case shall they extend beyond 12 months after the end of the term. Instructors must designate a course to be eligible for the RP grade in the course description approved through the Faculty Senate curriculum process.

When coursework is completed within the 12 month timeframe, instructors must replace the RP grade with the appropriate grade through the standard grade change method. The replacement grade must correspond with the final grading method established for the course (A-F or Pass/No Credit).

When a regular progress grade is submitted, the instructor will also submit a default grade as if no further student work was completed. If the student doesn't complete the work within 12 months, then the default grade will automatically become the permanent grade for the course.

At the time of graduation, a student's academic record is closed, and any outstanding regular progress grades will revert to the instructor's default grade. An unresolved regular progress grade may prevent graduation because the default grade may lower a student's GPA, or keep a needed requirement from being met. Students are strongly encouraged to resolve regular progress grades within the shortest possible time to prevent problems closer to graduation.