## Academic Policies Committee

## Summary of Policy Approvals 2016-17

## Second Bachelor’s Degree (Revision)

Original Policy:

Students may be granted a second bachelor’s degree, concurrently or consecutively, provided they meet the requirements for both degrees and complete an additional 36 undergraduate credits on campus (45 credits are required if the first degree was not granted by SOU).

If the first bachelor’s degree is from an accredited institution, as determined by SOU Admissions, the University Studies requirements for the second bachelor’s degree are waived.

Students interested in a second major should refer to the catalog Double Major section above. A double major does not qualify students for a second baccalaureate degree unless they have achieved the additional credits required.

New Policy:

Students may be granted a second bachelor’s degree, concurrently or consecutively, provided they meet the requirements for both degrees and complete a minimum of 216 (if both degrees are earned at SOU) or 225 credits (if the first degree was not granted by SOU).

If the first bachelor’s degree is from an accredited institution, as determined by SOU Admissions, the University Studies requirements for the second bachelor’s degree are waived.

If the second bachelor’s degree is being sought consecutively, students must declare their major after one term of attendance; have an assigned advisor; and if receiving financial aid, submit required forms to the Financial Aid Office.

## Acceptance of Transfer Credit (Revision)

Original Policy:

SOU accepts credit toward a baccalaureate degree from all college transfer work (up to 124 lower division term credits) completed in Oregon or regionally accredited community colleges in other states. Up to 24 credits of vocational-technical coursework that is applicable in an associate degree or certificate program at an accredited institution may be accepted as elective credit toward the 124 credits.

New Policy:

SOU accepts college-level credit toward a baccalaureate degree transferred from regionally accredited postsecondary institutions. Up to 24 credits of vocational-technical coursework that is applicable in an associate degree or certificate program at a regionally accredited institution may be accepted as elective credit along with the transfer credits.

## Residency Requirement (Revision)

Original Policy:

For a baccalaureate degree, students are required to complete 45 of the last 60 credits, as well as their last 15 credits, at SOU.

New Policy:

For a baccalaureate degree, students are required to complete 45 of the last 60 credits at SOU.

**Class Restriction (300-400 level classes) (Revision)**

Original Policy:

300-499

Upper division courses. A student must achieve sophomore standing before being permitted to enroll in 300-level courses and junior standing before being permitted to enroll in 400-level cours­es. If the instructor of the course is satisfied that a student meets the criteria for a course, then the consent of the instructor permits enrollment. This does not supersede specific prerequisites, which may be stated in the course description.

New Policy:

Upper Division, which are 300- and 400-level courses, are primarily for Juniors and Seniors, respectively. For courses restricted to Junior or Senior standing, the instructor of the course may permit an override if they are satisfied that a student meets the criteria for the course.

**Pass/No Pass Grades (Revision)**

1.       A student is permitted to have one course a term with the Pass/No Pass (P/NP) grading option. This limitation is in addition to any courses that are only offered with a P/NP grading option, such as activity courses. A course is a subject or an instructional subdivision of a subject offered during a single term.

The definition of one course may include two courses normally taken concurrently to produce an integrated treatment of the subject, such as a lecture course on principles coordinated with a laboratory course on applications. A specific example is CH 201 with CH 204. Such pairs are considered for P/NP grading only when taken concurrently.

Programs indicate whether the course is available for the P/NP option in the class schedule.

2.       Students have until Friday of the seventh week of the term to declare a P/NP option or to change to the A-F grading method.

3.       The criteria for a P are the same as those for earning at least a C- grade in the course.

4.       P or NP is entered on the student’s transcript and the credits successfully completed count toward graduation. However, credits recorded as P/NP are not included in the computation of the grade point average. Upon written request of Enrollment Services, a student may have a P/NP replaced with the actual letter grade (A-F) earned in that course. The deadline to submit this written request to Enrollment Services is thirty days from the date the original grade posted for the course. That letter grade will then be included in the computation of the student’s grade point average. A fee will be charged to the student’s account for such changes.

5.       Courses required by the student’s major program may be included in the P/NP option with prior approval of the major program. Each degree program publishes lists of such courses.

6.       P/NP grading may not be used for graduate credit courses, unless the courses is offered only on a P/NP basis.

7.       SOU courses offered only on a Pass/No Pass basis are not subject to the listed limitations, such as activity courses.

**Changes:**

No. 1 was changed to allow one additional pass/no pass class if the student has no choice on grading option. We changed the word “department” to “programs.”

We took out:

A maximum of twelve courses taken at Southern Oregon University on the P/NP option may be applied toward requirements in a total undergraduate program. Not more than three courses may be taken P/NP in any one department or under any one prefix not in an organized department.

In addition to any other P/NP courses, students are permitted to enroll in one departmentally approved Activities course on a P/NP basis each academic term. Activities courses are broadly defined and include a variety of options, principally in journalism, music, physical education, speech, and theatre arts. Such courses are designated in the class schedule.

**Major-Minor Overlap (New)**

Each major/minor credential should indicate that a student has completed different work in a minor area outside the major, to preserve integrity/legitimacy of degrees. We recognize the need for variability & flexibility. Therefore, individual programs should clearly state their rules for allowing courses to meet both major and minor requirements.

**Timing of Degree Conferral (Revision)**

Original Policy:

To avoid delay in degree conferral, all incomplete grades must be completed within 60 days from grade posting in final term. Changes made after 60 days will move a student’s conferral term and date to the term in which the change is entered.

New Policy:

To avoid delay in degree conferral, all incomplete grades must be completed within 45 days from grade posting in final term. Changes made after 45 days will move a student’s conferral term and date to the term in which the change is entered.

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| **Certificates (New)** |  |

Students may be granted a certificate, concurrently or consecutively to a bachelor’s degree, but may not be awarded prior to a bachelor’s degree. A certificate normally consists of 28 to 48 credits focused on providing students with specialized focus and set of skills. The total requirements for a certificate depend on the structure of the academic discipline, the prerequisites for required courses, and the student’s starting level in the discipline.

The certificate typically requires a minimum of 20 credits of upper division coursework, in addition to any lower division courses necessary as a foundation for the upper division part of the certificate. Students must complete 20 of the final credits of a certificate while in residence at SOU. Courses used for a certificate may also be used to satisfy the University Studies, major and/or minor requirements.

Students contemplating a certificate should carefully study the list of required courses and prerequisites and then consult an advisor in the academic unit with jurisdiction over the certificate. This advisor must approve the program for the certificate and completion of course requirements with a minimum 2.0 GPA. Some certificates may require a higher GPA. Please refer to the individual certificate sections for their specific requirements. All courses in the certificate must be taken for a letter grade unless approved by the certificate coordinator. Some certificate courses are offered at the graduate and undergraduate level. If a certificate course is being used to satisfy a graduate program requirement, it must be taken at the graduate level.

A certificate is not required for subject matter degree programs. Students must submit an Application for Degree in order to have the certificate(s) awarded. If certificates will be earned alongside a degree, students must list their certificate(s) on their Application for Degree in order to have the certificate(s) awarded with their degree. There is a processing fee for each certificate earned. Awarded certificates are entered on transcripts and students are provided with official certificates.

Students pursuing a certificate but not concurrently seeking a degree are not eligible for financial aid. If a student is pursuing a certificate concurrently with a degree, the certificate will be awarded at the same time as the degree.

**SUGGESTED SENTENCES TO HAVE ON THE PAGE OF EACH PROGRAM OFFERING A CERTIFICATE**

The certificate programs are open to undergraduate, graduate, and post-baccalaureate students. To be awarded this certificate, students must meet the program requirements and the requirements for a bachelor’s degree at SOU or already have a bachelor’s degree from an accredited institution. Students pursuing a certificate but not concurrently seeking a degree are not eligible for financial aid.

As interdisciplinary programs, the certificates may utilize coursework students complete as part of University Studies or required by their major or minor program. All courses taken for the certificate must be completed with a grade of C or better and a minimum 2.5 GPA.