

Proposed revisions:

AR 13. Withdrawal from the Term

- a. Any student is entitled to withdraw from the ~~1~~Term ~~up to four times~~ without prejudice prior to the beginning of finals week, unless they have exceeded the withdrawal from individual classes maximum. The student may accomplish this by completing the online withdrawal survey available through online services¹. Withdrawal from the term prior to the beginning of finals week will result in the grade of W being recorded for each ~~course~~ class for which the student is registered.
- b. When a student's academic progress is interrupted by an documented emergency situation ~~such as serious illness, accident, or death of a family member, and the emergency situation that~~ occurs within the last four weeks of the term, ~~and the student submits evidence to the college head advisor, then~~ the student will work with academic advisors, faculty members, the ~~Student Care Teams or Campus other appropriate~~ student services, ~~depending on the complexities of the circumstances~~ to determine an appropriate course of action for each course. ~~to determine the grades for the term.~~
- c. Undergraduate Planned Educational Leave Program. The Undergraduate Planned Educational Leave Program (PELP) is a voluntary, temporary, planned interruption or pause in a student's regular, full-time education. Its purpose is to enhance an undergraduate student's prospect of successful completion of their academic program. The PELP provides one opportunity²⁴ for a student to arrange a voluntary absence for as many as six consecutive regular academic terms (not including summer terms). The PELP is designed to allow a student to pursue other activities that will assist them in clarifying their educational goals, such as job opportunities and experiences away from campus, military deployment, time to resolve personal or medical problems, or other similar pursuits. The PELP allows an undergraduate student to temporarily suspend their academic work for a period of time (in accordance with AR 13a and 13b), and resume their studies with minimal procedural difficulties. The PELP \$25 non-refundable application fee allows an undergraduate student to maintain their official standing as a student at OSU and reserves the student's right to keep their original academic catalog³² active during their absence. Beginning with the 2011–2012 academic year, all OSU undergraduate students⁴³ are eligible to request leave through the PELP. The university reserves the right to consider a student's current academic standing and any existing student conduct issues prior to approving the voluntary PELP leave request. Students who withdraw from OSU prior to the 2011–2012 academic year and who are away from campus for four or more consecutive regular academic terms (not including summer terms) must re-enroll with OSU to re-establish their relationship as an OSU student and their academic catalog will be reset to the academic year they return to OSU.
- e-d. Graduate Student Continuous Enrollment policies. Graduate students should refer to the Continuous Enrollment policies described in the OSU catalog.

Transcript Notation

A notation of the dates of any approved leave will be indicated on each student's official transcript.

- ¹Due to the nature of multiple summer sessions, withdrawals from the term are handled at the conclusion of summer term. No survey is required to withdraw from summer term.
- ²*Military deployments are an exception to this limitation. All military personnel who are deployed for military service may submit a voluntary leave request for each deployment.*
- ³*In accordance with the university's catalog policy contained in the Academic Catalog.*
- ⁴*The PELP began with the 2011–2012 academic year (Summer 2011). Any former OSU students who attended OSU prior to the 2011–2012 academic year and have been absent for four or more consecutive regular academic terms will be held to OSU's prior policy that resets the academic catalog to the catalog in effect at the time they return to OSU.*

Current verbiage:

AR 13. Withdrawal from the Term

- a. Any student is entitled to Withdraw from the Term up to four times without prejudice prior to the beginning of finals week. The student may accomplish this by completing the online withdrawal survey available through online services. Withdrawal from the term prior to the beginning of finals week will result in the grade of W being recorded for each course for which the student is registered.
- b. When a student's academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, and the emergency situation occurs within the last four weeks of the term, and the student submits evidence to the college head advisor, then the student will work with academic advisors, faculty members, student care teams or Ecampus student services, depending on the complexities of the circumstances to determine an appropriate course of action to determine the grades for the term.
- c. Undergraduate Planned Educational Leave Program. The Undergraduate Planned Educational Leave Program (PELP) is a voluntary, temporary, planned interruption or pause in a student's regular, full-time education. Its purpose is to enhance an undergraduate student's prospect of successful completion of their academic program. The PELP provides one opportunity¹ for a student to arrange a voluntary absence for as many as six consecutive regular academic terms (not including summer terms). The PELP is designed to allow a student to pursue other activities that will assist them in clarifying their educational goals, such as job opportunities and experiences away from campus, military deployment, time to resolve personal or medical problems, or other similar pursuits. The PELP allows an undergraduate student to temporarily suspend their academic work for a period of time (in accordance with AR 13a and 13b), and resume their studies with minimal procedural difficulties. The PELP \$25 non-refundable application fee allows an undergraduate student to maintain their official standing as a student at OSU and reserves the student's right to keep their original academic catalog² active during their absence. Beginning with the 2011–2012 academic year, all OSU undergraduate students³ are eligible to request leave through the PELP. The university reserves the right to consider a student's current academic standing and any existing student conduct issues prior to approving the voluntary PELP leave request. Students who withdraw from OSU prior to the 2011–2012 academic year and who are away from campus for four or more consecutive regular academic terms (not including summer terms) must re-enroll with OSU to re-establish their relationship as an OSU student and their academic catalog will be reset to the academic year they return to OSU.

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³ *who attended OSU prior to the 2011–2012 academic year and have been absent for four or more consecutive regular academic terms will be held to OSU's prior policy that resets the academic catalog to the catalog in effect at the time they return to OSU.*