



Ohio Administrative Code

Rule 3335-8-33 Conditions and procedures for disenrollment from a course.

Effective: November 10, 2020

(A) The instructor (or in the case of a graduate teaching associate, the supervising faculty member), the chair of the instructor's department (with the agreement of the instructor), or other appropriate administrative official may disenroll a student from a course if:

(1) After the third instructional day of the semester, summer term, or session, the first Friday of the semester, summer term, or session, or the student's second scheduled class meeting of the course, whichever occurs first, the student fails to attend the scheduled course without giving prior notification to the instructor. Under this paragraph, no student may be disenrolled from a course until after the first course meeting following the student's registration. When the department elects to use this procedure, the instructor, the chair, or other appropriate administrative official shall notify the student's enrollment unit. The enrollment unit will notify the student and take appropriate action to remove the student from the course.

Since not all departments exercise the option to disenroll students in all courses, this rule does not relieve the student of the responsibility for dropping a course the student is not attending.

(2) The student enrolls to audit a course without the instructor's approval, or fails to meet the prerequisites of the course. Disenrollment procedures shall be the same as in paragraph (A)(1) of this rule.

(3) Before the fourth Friday of a semester, or summer term, the second Friday of a session during autumn or spring semesters, the second Friday of a six- or eight-week summer session, or the first Friday of a four-week summer session, and following completion of a placement examination, or another appropriate measure of preparation or ability, the student is judged to be registered in an inappropriate course. The department or school offering the course may then instruct the secretary of the college or school in which the student is enrolled to change the student's registration either to a more elementary or more advanced course.



(B) Disenrollment, under paragraph (A) of this rule, is effective upon action of the instructor, department chair, or other appropriate administrative official.

(C) Credit for all rescheduled courses resulting from action under paragraph (A)(3) of this rule shall count toward the fulfillment of graduation requirements unless the student has previously earned university or college credit in a course having substantially the same subject matter content or the substituted course is one which the department or school, with the approval of the council on academic affairs, has established for students with inadequate preparation for college level courses of that department or school.

(D) If a student who has enrolled to audit a course fails to complete the requirements for audit specified by the instructor and also fails to withdraw from the course, the instructor shall so inform the office of the university registrar when marks are reported for the semester, summer term, or session. That office will then disenroll the student from the course, removing the course from the student's permanent record, and will notify the student and the student's college of the action taken.

(E) After investigation, including consultation with the instructor and the student in question, and utilizing other university resources, as desirable, the chair (or other appropriate administrative official) may disenroll a student from a course if the student presents a clear and present threat of bodily harm or injury to the instructor or fellow students, or, after warning, continues to engage in disruptive conduct, either of which results in impairment of teaching or learning processes:

(1) If, after attempting to resolve the difficulty by informal means, the department chair (or other appropriate administrative official) deems disenrollment necessary, the affected student shall be notified in writing. The notice shall be delivered by hand or sent through ordinary mail to the student at the last address supplied pursuant to rule 3335-9-09 of the Administrative Code. Copies of the disenrollment action shall be sent to the dean of the instructional college, the dean of the student's college, the office of the university registrar, and the office of student affairs.

(2) The student may appeal to the executive vice president and provost or designee for waiver of disenrollment under paragraph (E) of this rule, provided the appeal is filed within ten days of the disenrollment action. The executive vice president and provost shall make final determination on the appeal within seven days.



(3) Disenrollment is effective upon the action of the department chair (or other appropriate administrative official), unless reversed by the executive vice president and provost or designee.

(F) For disenrollment, exclusive of audit, under paragraphs (A) and (E) of this rule, the university registrar shall enter on the student's official permanent record:

(1) No mark, if the disenrollment occurs before close of business of the fourth Friday of a semester or summer term, or the second Friday of a session during autumn or spring semester, or a six- or eight-week summer session; or the first Friday of a four-week course in summer session; or

(2) The mark, W, if the disenrollment occurs after close of business of the fourth Friday of a semester or summer term; the second Friday of a session during autumn or spring semester, or a six- or eight-week summer session; or the first Friday of a four-week course in session.