



Ohio Administrative Code

Rule 3337-12-55 Deadlines for adding and dropping classes.

Effective: September 1, 2018

The version of this rule that includes live links to associated resources is online at <https://www.ohio.edu/policy/12-055.html>

(A) Overview

This policy establishes the deadlines for students who want to add or drop classes after the semester or session has begun.

Students may alter their class schedules as they wish (add or drop classes) prior to the beginning of a semester or session. Once the semester or session begins, there are specific limitations on this activity:

(1) Terminology

This policy uses the same terminology as policy 12.050.

(2) Adding classes

In general, students may add classes to their official schedules through the Friday of the first week of a semester or session. Some departments or individual instructors may require permission or even close registration altogether. The last day to add for a session is Friday of the first week. The last day to add for a semester is Friday of the second week; however, permission is required to add after the Friday of the first week of a semester. The classes for which a student is registered for credit or audit after the Friday of the second week of the semester (Friday of the first week of a session) are used to calculate the tuition and fees owed by the student.

The instructor may refuse permission for a student to add a class, and may exclude a student who is already registered for a class, if that student is absent from the first two class meetings if the class is



fewer than eighty minutes in length or first class meeting if it is eighty minutes or more in length, and does not notify and obtain approval from the instructor to remain registered for the class. The student is responsible for dropping the class if approval is not obtained for remaining in the class.

(3) Dropping or withdrawing from one or more but not all classes

Students may drop classes from their schedules without permission or academic or financial penalty through Friday of the second week of the semester (Friday of the first week of a session). The classes are removed from the students' academic records and no longer are included in the calculation of tuition and fees.

Students may withdraw from one or more but not all classes from the Saturday of the second week of the semester (Saturday of the first week of a session) through the Friday of the tenth week of the semester (last instructional day of the fifth week of a session) without permission. However, the classes remain on the students' academic records with grades of WP (withdrawn passing), WF (withdrawn failing), or WN (withdrawn never attended) and they continue to be used in the calculation of tuition and fees. WP, WF, and WN grades do not affect the student's grade point average.

The university expects students to complete and receive grades for all classes in which they are registered after the tenth week of the semester (last instructional day of the fifth week of a session).

(4) Withdrawing from the university after the semester or session begins

Students who withdraw (drop all classes for which they are registered, on all campuses, but not nonterm-based courses offered through print-based education) from the university through the Friday of the second week of the semester (Friday of the first week of a session), are entitled to an eighty percent refund of tuition and fees if payment in full has been made or an eighty percent reduction if fees have yet to be paid. The courses are removed from the students' academic records, but there is a notation on the academic record that the student withdrew from the semester or session.

Students may withdraw (drop all classes for which they are registered, on all campuses, but not nonterm-based courses offered through print-based education) from the Saturday of the second week



of the semester (Saturday of the first week of a session) through the day before the last day of classes. In this case students receive no refund and the classes remain on the students' academic records with WP, WF, or WN grades.

If the student is a financial aid recipient and is subject to a federal formula for refunds, the student's financial aid credits may be voided, restitution of refunds may be required, and the student may owe any outstanding balance on the account that previously was covered by financial aid. If the student has been awarded a graduate appointment, the student's tuition scholarship and stipend are subject to cancellation and the student should contact the graduate college.

See policy 12.050 for additional information about these processes.

(B) Adding classes

Classes may be added through the Friday of the second week of a semester, through Friday of the first week of a session, or through the corresponding, prorated dates for flexibly scheduled classes.

Students may register online through Friday of the first week of a semester or session (or corresponding, prorated dates for flexibly scheduled classes).

Permission from the instructor, department, or school must be obtained to register in the following cases:

- (1) Permission is required for all students;
- (2) Student is registering after Friday of the first week of the semester (through Friday of the second week of the semester);
- (3) Class is full;
- (4) Student has reached maximum credit allowed in a variable credit course;
- (5) Student has reached the maximum retake limit for that course;



(6) Student has already taken the course in the same semester (e.g., both summer sessions of the same summer semester, or a five-week course more than once in one semester);

(7) Student does not meet the requisites;

(8) Major set-aside requires override;

(9) Student would have a time conflict with another class.

The online registration systems will indicate when any of these conditions are present. Students who feel they have reason for permission to register anyway may appeal to the instructor or the department or school.

If permission is needed to register, the student must obtain the permission from the instructor, department, or school and follow the directions as provided when permission is obtained. The student is responsible for finalizing their registration.

Undergraduate students who wish to register for more than twenty credit hours in one semester must obtain permission (using the permission to exceed maximum hours form) from their college or regional campus student services office.

Graduate students who wish to register for more than eighteen credit hours in one semester must obtain permission (using the permission to exceed maximum hours form) from their academic department or school and the graduate college.

All registrations that require permission must be finalized prior to the deadline provided by the instructor, department, or school or on or before the Friday of the second week of the semester, Friday of the first week of a session, or corresponding, prorated dates for flexibly scheduled classes, whichever is earliest.

(C) Dropping or withdrawing from classes



Classes may be dropped online from the first day of the semester or session through the Friday of the tenth week of the semester (last instructional day of the fifth week of a session or corresponding, prorated dates for flexibly scheduled classes). If the class is dropped on or before the Friday of the second week of the semester (Friday of the first week of a session or corresponding, prorated dates for flexibly scheduled classes) the course will be removed from the student's academic record and the student is eligible for a reduction of charges if dropping the class affects the tuition and fees.

Classes withdrawn from after the Friday of the second week of the semester (Friday of the first week of a session or corresponding, prorated dates for flexibly scheduled classes) will receive WP, WF, or WN grades, and will not result in any tuition or fee refund.

See policy 12.050 for additional information about these processes.

(D) Appeals for late withdrawal from classes

Withdrawing from a class after the Friday of the tenth week of a semester (last instructional day of the fifth week of a session or corresponding, prorated dates for flexibly scheduled classes) is not normally permitted. In extreme cases where circumstances beyond the student's control make it impossible for the student to complete a class, the student may present a written appeal to his or her college or regional campus student services office for permission to withdraw from a class after the Friday of the tenth week of the semester (last instructional day of the fifth week of a session or corresponding, prorated dates for flexibly scheduled classes). See policy 12.050 for details.

(E) Appeals for retroactive schedule correction

The tuition appeal review panel considers student appeals to make retroactive adjustments in their schedules that are effective before the semester began or on or before the Friday of the second week of a semester (Friday of the first week of a session or corresponding, prorated dates for flexibly scheduled classes). See policy 12.050 for more information about this process.

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