

Adding a course	If a student seeking to add your class brings you a Course Enrollment Permission form and you approve the add, please check the appropriate box(es) on the form (to specify what you are approving), sign it, and refer the student to his/her advising office to complete enrollment. Adding students to your CARMEN course does not officially enroll them; they must be enrolled in the Student Information System (SIS). In approving students to add your class, please be careful not to exceed the "Class Capacity."
Late course adds	Adding a full-term course after the first week requires permission from the instructor. After the second week, students must petition their advising office and obtain signatures from both the instructor and department chair. Students will be charged an additional \$100 fee for each course added past the second Friday of a full-term course.
Permission to schedule conflicting classes	Students seeking to schedule classes with time conflicts must obtain approval, on the Course Enrollment Permission form ( <a href="http://registrar.osu.edu/students/course_enroll_form.pdf">http://registrar.osu.edu/students/course_enroll_form.pdf</a> ), from <i>both</i> instructors before taking the form to their advising office for processing.
Petitioning to drop a course retroactively	Students who come to you seeking to drop a class after a deadline (or even after the class is over) will most likely be petitioning with their advising offices to drop. In petitioning to drop a course retroactively, the student must provide documentation to his/her advising unit, which will review the request and may require verification of when the student last attended your course. If asked, please verify last date of attendance AND indicate the student's progress in your course. Please send your e-mail directly from your OSU e-mail account to the academic advisor whose name the student provides you. If the course is still in progress, encourage the student to continue attending, in case the petition is not approved.
Operation of the Wait List	Students closed out of a class in which they have attempted to enroll may be given the option of adding their names to the wait list for that section. A student will be added into the course from the wait list on a "first-on, first-off" basis as space becomes available that fits her/his schedule. The wait list will not schedule a course that conflicts with a course the student has already scheduled; it will not schedule a course for which the student lacks a required permission, and unless the student has already received permission to take an overload, it will not schedule the student for more than 18 credit hours. Students added to a course through the wait list will be notified by e-mail and should check both their schedule and their e-mail frequently through Monday of the second week of classes. The wait list <b>closes after the first Friday</b> . Students adding a class after the first Friday must have permission from the instructor and should take the signed permission slip to his/her college office as soon as possible to prevent a Late Course Add fee.
Disenrollment for non-attendance	Faculty rules permit an instructor to disenroll students who fail to attend class at the start of the term. The number of missed classes depends on the meeting pattern of the class (see the rule for details ( <a href="http://trustees.osu.edu/university-rules/rules8/ru8-33.html">http://trustees.osu.edu/university-rules/rules8/ru8-33.html</a> )). The instructor can initiate the disenrollment by sending a "Student Absence from Class Report" ( <a href="https://registrar.osu.edu/secure/forms/absence_from_class_rpt.pdf">https://registrar.osu.edu/secure/forms/absence_from_class_rpt.pdf</a> ) to the student's advising office. 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.
Enrollment Options	<p>Students may enroll in a course for either an audit (with permission from the instructor: (<a href="http://registrar.osu.edu/students/course_enroll_form.pdf">http://registrar.osu.edu/students/course_enroll_form.pdf</a>)) or a pass/non-pass grade. Both of these options must be processed in the student's college by 5 pm of the fourth Friday for a full-semester course (the second Friday for a session course; the first Friday for a May Session course).</p> <p><b>Audits</b></p> <ul style="list-style-type: none"> <li>• Students who enroll for audit are seeking to learn the content of a course without earning credit or a grade.</li> <li>• A student who audits must pay for the course (though the hours will not count in determining eligibility for financial aid) and must complete whatever work you decide, by prior arrangement—ideally, at the time you give the student your permission to enroll for an audit—ought to be completed to earn the mark of "R," for a completed audit.</li> <li>• Students who do not earn that mark should be assigned a grade of "E," or a mark of "I" or "EN." In a later batch process, all students who have "failed" an audited course will be dropped from the course without a grade and without a mark of "W"—and with no refund of tuition and fees.</li> </ul> <p><b>Pass/non-Pass</b></p> <ul style="list-style-type: none"> <li>• A student who enrolls under the pass/non-pass grading option should expect to complete the same requirements as other students in the course. At the end of the term, you can assign a grade of "PA," for a student who passed the class; a grade of "NP," for a student who failed the class; or a grade of "NEN," for a student who ceased to attend the class (the week the student ceased attending must be noted); or a mark of "I," if you have agreed with the student requesting an incomplete. None of these grades will be factored into the student's GPA.</li> <li>• Students who enroll in a course for PA/NP must have a cumulative GPA of 2.0 or higher. A student cannot enroll in more than 20 hours of course work graded PA/NP.</li> <li>• Courses to be applied to a General Education requirement, to a major, or to a minor—or to prerequisites for any of these—cannot be completed for a grade of PA.</li> <li>• Set clear expectations for what a student will need to do to earn a grade of "Pass."</li> </ul>
Program 60	Ohio residents age sixty or older may enroll in courses, on a space-available basis, under Program 60, a tuition-free, noncredit/non-degree program aimed to provide opportunities for lifelong learning. It is up to the instructor whether a student may attend the class and what the level of participation should be. Program 60 students will not appear on your class roster, or on your Carmen class list.

Grades (assigning and changing)	<p><b>Reminders for Assigning Grades</b></p> <ul style="list-style-type: none"> <li>Grades of incomplete (“I”) should be assigned only when the student has already completed significant work in the course and you have agreed, in consulting with the student, that he or she has legitimate reasons for taking more time to finish the course. If you assign an “I”, you must also indicate an alternate “lapse” grade to be posted in the event the student does not meet the remaining requirements.</li> <li>If you do not submit a final letter grade by noon of the seventh Monday of the next academic term, the mark of “I” will default to the alternate “lapse” grade you assigned at the time you posted the incomplete.</li> <li>If a student has good reason for needing additional time to complete all work for the course, you can extend the incomplete deadline by submitting a Grade Assignment/Change Form (<a href="https://registrar.osu.edu/secure/forms/grade_assignment_change_form.pdf">https://registrar.osu.edu/secure/forms/grade_assignment_change_form.pdf</a>). An extension ( a mark of “IX”) will also need to be signed in the college or school that offers the course. Changing the “lapse date” for an incomplete at the time you assign an incomplete will not extend the due date.</li> <li>If an incomplete has defaulted to the “lapse” grade before you are able to submit a grade based on completed work, or to extend the incomplete, you will need to submit a Grade Assignment/Change Form (see below).</li> <li>The grade of “EN” should be assigned to a student who failed your course because he or she never attended the class or, at some point during the term, ceased to attend and to submit work. (It should not be used for students who attended sporadically, but persistently.) When you assign an “EN” grade (or a “UEN,” for courses graded S/U; or an “NEN,” for students graded Pass/Non-pass), you will be prompted to enter a number to designate the week in which the student stopped attending class (a week number of 0, for example, if the student never attended the class). If you are not sure when the student stopped attending, consider the last evidence you have of attendance (e.g., a quiz, test, lab, paper submitted, etc.).</li> </ul> <p><b>Grade Changes</b> – A grade should only be changed to rectify a clerical or procedural error:  <a href="http://trustees.osu.edu/rules/university-rules/rules8/ru8-22-231.html">http://trustees.osu.edu/rules/university-rules/rules8/ru8-22-231.html</a></p> <ul style="list-style-type: none"> <li>Follow the instructions on the form:  <a href="https://registrar.osu.edu/secure/forms/grade_assignment_change_form.pdf">https://registrar.osu.edu/secure/forms/grade_assignment_change_form.pdf</a>.</li> <li>Please DO NOT give the Grade Assignment/Change Form to the student. Grade changes are generally reviewed by the college in which the course was offered, before they are processed in the Office of the University Registrar.</li> </ul>
Forms	<p>Most of the forms you will need to sign are available on-line at the following secured location:  <a href="https://registrar.osu.edu/secure/forms/FreqUsedForms.aspx">https://registrar.osu.edu/secure/forms/FreqUsedForms.aspx</a>.  If you do not have access to this page, please contact the Human Resources Professional in your home department.</p>
Deadlines for Dropping Classes	<p><b>Week 4</b> - Friday of the 4th week is the last day for a student to drop an autumn/spring/summer semester <u>full-term</u> course without a mark of “W.”  <b>Week 10</b> - Friday of the 10th week is the last day to drop an autumn/spring/summer semester <u>full-term</u> course without petitioning. Extenuating circumstances will be considered for a drop, and students will have to submit a petition to their advising office to explain those circumstances.  <b>(There are different drop deadlines for Session 1/Session 2 classes, and for May and Summer Session classes. Please see “Important Dates” at <a href="http://registrar.osu.edu/registration/index.asp">http://registrar.osu.edu/registration/index.asp</a> for more comprehensive information.)</b>  <b>Although not all students use financial aid to help finance their education, it is always a good idea to advise a student who is thinking of dropping a course to be sure he or she understands the consequences of the drop on his/her eligibility for aid.</b></p>
Financial Aid/Fee Related	<p>All questions related to <b>financial aid and/or fees</b> should be directed to the Student Service Center (SSC)  <a href="http://ssc.osu.edu">http://ssc.osu.edu</a>.</p>
If a student asks if your course can count for his/her degree program	<p>Refer the student to his/her academic advisor or advise the student to run a degree audit.</p>
Transferring a course from another college (transfer credit evaluation)	<p>Refer the student to his/her academic advisor or to this web site: <a href="http://advising.osu.edu">http://advising.osu.edu</a></p>
Freshman Forgiveness	<p>Refer the student to his/her academic advisor or to this web site: <a href="http://advising.osu.edu">http://advising.osu.edu</a></p>
Applying to Graduate	<p>Refer the student to his/her academic advisor or to this web site: <a href="http://advising.osu.edu">http://advising.osu.edu</a></p>
Declaring a major/minor	<p>Refer the student to his/her academic advisor or to this web site: <a href="http://advising.osu.edu">http://advising.osu.edu</a></p>
Graduate School Information	<ul style="list-style-type: none"> <li>In general, a student interested in graduate school should consult with faculty knowledgeable in the discipline the student intends to pursue.</li> <li>Many academic advisors and college career offices, as well as the Career Connection office, have resources to help students research and prepare for graduate and professional school.  <a href="http://www.careerconnection.osu.edu/undergraduates/explore-graduate-professional-school/">http://www.careerconnection.osu.edu/undergraduates/explore-graduate-professional-school/</a>.</li> <li>There is also a web site dedicated to pre-professional advising for students interested in pre-health, pre-education, and pre-law: <a href="http://preprofessional.osu.edu/">http://preprofessional.osu.edu/</a>.</li> </ul>