

3335-8-21 Marks.

3335-8-21(K)(2)(d) Before ~~five p.m.~~ close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student must have declared intention to take a course on this basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this option after this same deadline.

3335-8-21(L)(2) Before ~~five p.m.~~ close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option this same deadline.

3335-8-27.1 Grade forgiveness rule.

Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:

(A) Permission to apply this rule must be obtained ~~by the fourth Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a six- or eight-week summer session; or the first Friday of a four-week summer session) in which the repeated course is taken, no later than close of business on the following days:~~

(1) The tenth Friday, for courses taken during a full-term autumn, spring, or summer semester

(2) The sixth Friday, for courses taken during an eight-week summer session

(3) The fifth Friday, for courses taken during a seven-week session in an autumn or spring semester

(4) The fourth Friday, for courses taken during a six-week summer session

(5) The third Friday, for courses taken during a four-week summer session

(B) The same course may be repeated only once under this rule.

(C) This rule may be applied for a maximum of three courses.

(D) The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

(Board approval dates: 7/21/1978, 6/7/1985, 6/7/2005, 6/22/2012, 6/5/2015, 4/8/2016)

3335-8-32 Withdrawal from courses or from the university.

(A) Withdrawal from the university during a semester, summer term, or session, constitutes withdrawal from all courses in which a student is enrolled during that semester, summer term, or session. Upon official notification of the student's withdrawal from the university, the university registrar is authorized to enter the dated notation "withdrew" on the student's official permanent record.

(B) To withdraw from any or all courses, a student must file the appropriate form with the authorized representative of the dean or director of the student's enrollment unit.

(C) Until ~~five p.m.~~ [close of business](#) of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student may withdraw from any or all courses which began in the same semester, summer term, or session and no record for the course(s) will be entered on the student's official permanent record.

(D) After ~~five p.m.~~ [close of business](#) of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, if a student withdraws from any or all courses which began in the same semester, summer term, or session, the university registrar is authorized to enter the mark "W" on the student's official permanent record for the courses withdrawn.

(E) Until ~~five p.m.~~ [close of business](#) on the following days, student may submit a form in their enrollment unit to drop a course or withdraw from the university:

~~(1) During a semester or summer term: the tenth Friday~~

~~(2) During a seven-week session in an autumn or spring semester: the fifth Friday~~

~~(3) During a four-week session in summer term: the third Friday~~

~~(4) During a six-week session in summer term: the fourth Friday~~

~~(5) During an eight-week session in summer term: the sixth Friday~~

(1) The tenth Friday, for courses taken during a full-term autumn, spring, or summer semester

(2) The sixth Friday, for courses taken during an eight-week summer session

(3) The fifth Friday, for courses taken during a seven-week session in an autumn or spring semester

(4) The fourth Friday, for courses taken during a six-week summer session

(5) The third Friday, for courses taken during a four-week summer session

After those dates, a student, who because of circumstances beyond ~~his or her~~ [their](#) control finds it necessary to withdraw from any or all courses, must file the appropriate petition with the authorized representative of the dean or director of the enrollment unit. Reasons not acceptable include (but are not limited to) the student's performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s). If the petition is approved, a copy will be filed with the university registrar who is then authorized to enter the mark "W" on the student's official permanent record and the instructor(s) of the course(s) will be so notified. If the petition is not approved, the student continues to be enrolled in the course(s) and a final mark must be submitted by the instructor(s). Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled classes end and prior to sitting for the final examination in a given course or courses.

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

3335-8-33 (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 ~~five p.m.~~ [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 summer session; or
- (2) The mark, "W," if the disenrollment occurs after ~~five p.m.~~ [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.