



## Ohio Administrative Code

### Rule 3335-9-17.1 Additions to approved schedules.

Effective: June 23, 2016

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(A) Until the official closing time on the first Friday of a semester or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, additions to approved schedules in undergraduate colleges require the approval of the student's enrollment unit.

(B) After the first Friday of a semester or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, and until the official closing time of the second Friday, additions to approved schedules require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit.

(C) After the second Friday of a semester or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions must be filed with the authorized representative of the dean or director of the students enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the students control. Additions also require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or of the designated representative of the chair or the director).

(D) Because of the accelerated nature of four-week session courses in summer term, deadlines for adding these courses are as follows: after the first day of classes until the official closing time on the first Friday of each four-week session, a student may add a course only with the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit. After this date a student wishing to add a four-week session course to the approved schedule must petition the authorized representative of the dean or director of the students enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the students control.



Additions also require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or of the designated representative of the chair or the director).

(E) For courses of shorter duration deadlines and approval procedures will be established by the instructional unit in which the course is offered after consultation with the office of the university registrar.

(F) The graduate school and graduate professional colleges shall formulate rules to govern additions to approved schedules, subject to approval of the council on academic affairs and publish them in their respective bulletins.