Ohio Administrative Code

Rule 3341-3-40 Dropping, adding, and changing the grading option- undergraduate.

Effective: July 10, 2018

(A) Policy statement and purpose

This university policy is part of the undergraduate catalog. The undergraduate catalog provides university academic policies and information about program requirements. The undergraduate catalog is updated each semester and can be found at http://www.bgsu.edu/catalog/academic-policies.html. Colleges and departments may have additional or more specific requirements or policies that relate to an individual program. Students are advised to become familiar with the undergraduate catalog as well as specific requirements and policies related to their degree program.

(B) Policy

During the fall and spring regular sessions, a student may enroll in a course within seven calendar days from the beginning of classes; fourteen calendar days are allowed for a student to change the grading option without college approval or to drop a course with no record on the transcript. During other sessions, students may enroll in courses during the first three calendar days of a given session; five calendar days are allowed for a student to change the grading option or drop a course with no record on the transcript.

After the above deadlines, a student may choose to change the grade option for a course with the approval of the college in which they are enrolled. The student is responsible for filing a schedule change form in the college office on or before the last day of the twelfth week of fall and spring regular sessions. For all other sessions, the student is responsible for filing a schedule change form in the college office before the eighty per cent completion date.

After these dates exceptions may be granted only by the dean of the student's college. For information about withdrawing from a course after the drop date, see grading policies. Students should also consult the grading policies for a discussion of the S/U grading option.