



**Student Guide
Semester Version 2014**

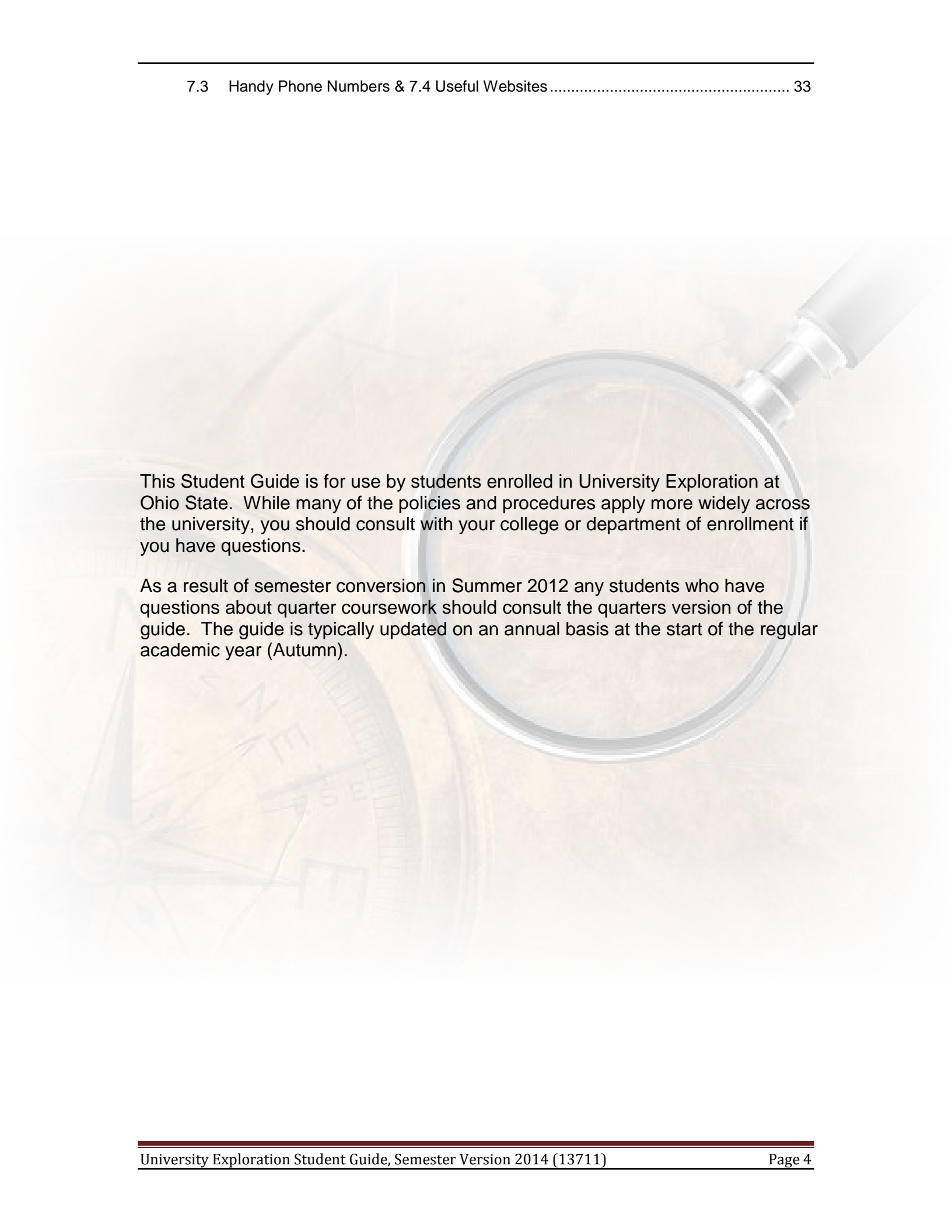
**University Exploration
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This Student Guide is for use by students enrolled in University Exploration at Ohio State. While many of the policies and procedures apply more widely across the university, you should consult with your college or department of enrollment if you have questions.

As a result of semester conversion in Summer 2012 any students who have questions about quarter coursework should consult the quarters version of the guide. The guide is typically updated on an annual basis at the start of the regular academic year (Autumn).

1 General Information

1.1 Exploring Majors

One of your goals as a student in University Exploration (EXP) is to determine the major you want to pursue. A good place to investigate the wide range of undergraduate majors offered at Ohio State is by talking to your academic counselor in EXP. An additional tool you can use is the EXP website. From this site, you will find a comprehensive list of OSU majors, links describing each major in detail, and exercises to prepare you for meeting with your counselor. Consult with your academic counselor as you evaluate majors of interest, along with related opportunities.

1.2 Making an Appointment with Your Academic Counselor

- a. Your academic counselor can be seen by appointment only. Counselors book up quickly during certain periods of the semester or term. Plan to schedule an appointment a week or two in advance.
- b. Call (614) 292-0646 or stop by 352 Denney Hall to make an appointment. **Appointments cannot be scheduled via email.** If necessary, phone appointments scheduled in advance are also available.
- c. You should request to see your assigned counselor, but if your counselor is not available and you have urgent business, you can request to see the first available counselor.
- d. If you know you cannot make it to an appointment, call as soon as possible (614) 292-0646 to cancel. This will give another student the chance to use your spot.

Tips for Meeting with Your EXP advisor

- ◆ Arrive a few minutes before your appointment so you can begin on time. If you are more than 10 minutes late for an appointment, the counselor may not be able to see you.
- ◆ Be sure to check in at the front desk of 352 Denney Hall.
- ◆ Know the name of the academic counselor with whom you are meeting.
- ◆ Come prepared to ask questions. Write them down so that you don't forget to ask something.

1.3 Student Responsibilities

- ◆ You are responsible for knowing your current schedule at all times, including call numbers. You can find this at [BuckeyeLink](#).
- ◆ You are responsible for knowing the requirements of the curriculum you are considering or pursuing.
- ◆ You are responsible for knowing whether or not you are on a waitlist. You can find this at [BuckeyeLink](#).
- ◆ You are responsible for checking your schedule regularly to see if you have been added to a class from the waitlist. You will **not** receive notification from the registrar's

office if you are added to a class and it does not change your fees. (Note: The waitlist will not add you to any classes after the first Friday of the semester.)

- ◆ You are responsible for getting updated General Education and major information. The information sheets are updated frequently; requirements can be changed at any time. You must be aware of the changes. Information sheets are typically available on College websites. You can also obtain a copy by meeting with your EXP academic counselor.
- ◆ If you are eligible for an exemption from student health insurance, you are responsible for providing the documentation required to demonstrate your eligibility for the exemption. Please call the Student Health Insurance Office at (614) 688-7979 for information.
- ◆ You are responsible for checking your campus e-mail **regularly**. The university and its colleges and departments send official notices and information to your "name.#@osu.edu" e-mail account. EXP advisors can only send advising information to your OSU account. If you choose to have your e-mail forwarded to another e-mail account, you may not receive official Ohio State mail, including scheduling, academic progress, and graduation information. You are responsible for ensuring your e-mail account is capable of receiving "osu.edu" e-mail and for checking your e-mail account frequently. If you are having problems, contact OCIO at 688-HELP.
- ◆ You are responsible for knowing the repercussions of schedule changes (for example, the effects of changes on your eligibility for Financial Aid, your projected graduation date, your athletic eligibility, etc.)
- ◆ You are responsible for checking the prerequisites to ALL classes for which you sign up. The web registration system is not programmed to enforce all prerequisites.
- ◆ You are responsible for officially dropping courses you have stopped attending. Instructors cannot drop you from a course.
- ◆ You are responsible for understanding your fees (tuition, health insurance, etc.) and resolving issues with the appropriate office (financial aid, fees and deposits, etc.).
- ◆ You are responsible for knowing the university's policies, regulations, and procedures. You should be familiar with the Course Offerings Bulletin, the semester Master Schedule of Classes, and this handbook. The Course Offerings Bulletin and the Master Schedule are available on [BuckeyeLink](#).
- ◆ You are responsible for the manner in which you interact with members of the university community. Be courteous and respectful in class, meetings, activities and when communicating via phone and email.
- ◆ You can also access advising resources on your own. Through [BuckeyeLink](#) you can:
 - ✓ Run a degree audit report
 - ✓ Run an advising report (an unofficial transcript)
 - ✓ Check grades
 - ✓ Schedule classes
 - ✓ Check the Web for open courses
 - ✓ Find your status on a wait list
 - ✓ Report a change in your address or phone number
 - ✓ Order a transcript or request an enrollment/degree verification

2 Majors, Pre-Majors and University Exploration Standing

2.1 Majors at Ohio State

What majors are offered at Ohio State?

View the [Majors List](#) to view the current undergraduate majors.

How can I find more information about these majors?

- ◆ See your University Exploration academic counselor
- ◆ Visit the websites provided for each major/college
- ◆ Visit the [Colleges & Schools](#) site for an alphabetical list of departments and majors and links directly to their websites
- ◆ Visit [What Can I do with this Major?](#) for information and the career options available for specific majors

2.2 Pre-Majors at Ohio State

Once you've narrowed your major options, learn the requirements for the Pre-Major. If you are eligible to declare, please do so as soon as possible.

2.3 University Exploration Standing: Your Timeline Towards Declaring a Major

As a student in University Exploration, you are encouraged to take active steps to explore majors of interest and to make an informed decision regarding major and career goals. It is important that you spend designated time to take targeted classes, review websites, and talk to academic counselors regarding your interests and options.

Why do I have a limited amount of time to explore majors and make a selection?

Most students want to graduate in a timely manner. Students who declare a major no later than the end of their second year of college will usually be able to graduate in a timely fashion. The sooner you declare your major, the sooner you will be able to obtain specialized advising, make connections with faculty, and begin exploring academic and internship opportunities.

How does the Program Standing system work?

Each student in University Exploration is allotted a specific amount of time to explore majors based on whether they enter as a freshman or as a transfer or re-deciding student. You will be notified of your standing routinely via e-mail. Students are placed on Program Warning, Program Probation, and Program Dismissal (also see below) based on the number of available semesters remaining to explore majors.

It is important to note that you are responsible for knowing your program standing at all times. It is your responsibility to check your e-mail. Failure to view your notification does not change your standing.

Program Standing Definitions

Exploration Program Warning

- ◆ Serves as notice that time is moving quickly and that you should work with your counselor to choose and declare a major.
- ◆ A student is placed on Program Warning when the student has two more semesters to explore majors after being placed on Warning.

Exploration Program Probation

- ◆ Serves as notice that little time is left to choose a major, and you need to consult immediately with your counselor.
- ◆ A student is placed on Program Probation when the student has one more semester to explore majors.

Exploration Program Dismissal

- ◆ Student can no longer continue in University Exploration and must declare a pre-major or major in a degree-granting college immediately.
- ◆ A student placed on Program Dismissal is unable to register for classes until enrolled in a degree-granting college.
- ◆ Program dismissal is **not** the same as academic dismissal from Ohio State. Program dismissed students must declare a major or pre-major to continue at OSU.

Exploration Program Standing Timeline

Students are given a limited number of semesters to explore majors based on whether they enter the unit as a new first-year student or a transfer/re-deciding student.

New First-Year Students **

Students who start in University Exploration as new first-year students are allowed four (4) semesters to explore majors and move to a degree-granting unit.

Regional Campus Students, Transfer Students, and Re-Deciding Students

Students moving from another campus, institution, or unit are given two (2) semesters to explore majors and move to a degree-granting unit.

** **Student Athletes and Honors students** in EXP are on a different time table—please consult with your EXP academic counselor for assistance.

Important Notes about Exploration Program Standing

- Exploration Program Standing refers to the amount of **time** a student can utilize to explore majors and enter a degree-granting unit.
- Classes taken in the summer do not count towards the total number of semesters
- If you are not enrolled in any classes or do not pay fees for a particular semester or term, that semester will not be counted towards the number allotted.

-
- Exploration Program Standing is completely different from university academic standing. Exploration Program standing refers to **time** while academic standing refers to **academic performance** and **grade-point average**.
 - For example, Exploration Program Dismissal means a student has zero (0) remaining semesters in University Exploration. University dismissal indicates that a student is dismissed from the university and cannot take classes.

Please consult with your Exploration Academic Counselor if you need assistance interpreting the Program Standing system. **Students who entered under quarters need to consult with their advisor to translate their remaining quarters into semesters.**

3 Academic Opportunities

3.1 Honors Program

Honors students at The Ohio State University are expected to engage in rigorous coursework and challenge themselves academically while maintaining a competitive CPHR. In order to apply to the University Exploration Honors program, students must have a minimum CPHR of 3.5 and an interest in developing a strong undergraduate program that involves honors courses, as well as other enriching experiences such as internships, community involvement, leadership and study abroad. Students interested in the University Exploration Honors program should meet with an honors advisor as soon as possible to discuss program requirements and expectations.

3.2 Combined Curricula & Minors

Some students wish to pursue two degrees through two different colleges. It is important to recognize that these programs often take more than four years to complete because you need to meet the degree requirements for two different majors and two different colleges. It is also possible to pursue two majors within the same college (you would earn one degree).

If you are interested in pursuing this option, meet with an Exploration Counselor. Keep in mind that the colleges you are interested in may be competitive and you must meet admissions requirements for each college.

If you are interested in adding a minor:

- ◆ Go to the [Minors List](#) for information on the minors offered and the courses required to complete these minors.
- ◆ See the departmental advisor for more specific information on a minor.

3.3 Personalized Study Program

If you cannot find a particular Ohio State major that suits your academic and career goals, you can speak with an academic counselor about doing a Personalized Study Program (PSP). With the approval of a faculty advisor and an Arts and Sciences Dean, you can create a special major to focus on your particular goals.

3.4 Graduate Study

Students planning to pursue graduate study should consult early and often with faculty in the discipline of their major. Academic success in a rigorous major and exposure to research are essential qualifications for admission to competitive graduate programs.

Students hoping to compete successfully for such programs, as well as for graduate scholarships and fellowships, should begin early in their undergraduate careers to cultivate faculty with whom they will work. Frequent consultation with faculty will connect you with intellectual mentors, and [participation in research](#) will help you to identify and

define your own research interests. Such immersion in a discipline is critical preparation for the focus on research central to graduate study.

3.5 Pre-Professional Programs

Exploration Counselors can help you to work on pre-professional requirements (such as pre-law or pre-health) while you are deciding upon your undergraduate path. Once you have declared your undergraduate major, advisors will be available to assist you in applying to professional programs.

Students who are interested in pursuing pre-law, pre-health, or pre-education as an area of interest in addition to their undergraduate major should speak with a pre-professional advisor for more information.

3.6 Diversity Services

Ohio State recognizes the importance and richness of a diverse campus and a diverse global economy. We want all of our students to feel at home on our campus and we want all of our students to have every opportunity to fulfill their academic potential. At Ohio State, diversity means choice, opportunity, and a learning environment that cultivates respect. Diversity Services provides Exploration students with activities and programs that educate, support and contribute to their personal and academic development.

3.7 Exploration Living-Learning Community

Whether you have a couple of majors in mind but aren't completely sure which to choose or you don't even know which classes to start with, the Exploration Living-Learning Community is a great place for you to begin during your first semester at Ohio State. Becoming a part of the Exploration Living-Learning Community will not only pair you with other students who are discovering their academic and career aspirations, but it will also give you access to unique resources.

Through collaboration with the Exploration Advising Office, an academic counselor provides walk-in office hours in the residence halls on a weekly basis, beyond their regular office hours in Denney Hall. In addition to the convenience of academic advising, you would have access to an Exploration Resource Room that has career resources, computer software that helps you consider different careers and majors, and additional study space in your building.

The program also sponsors specific activities designed to expose you to a variety of different majors and career options for you to consider. The focus is on helping you succeed personally and academically during your time at Ohio State.

Benefits of this program include:

- ◆ In-hall academic advising hours
- ◆ Free tutoring services in math, chemistry and physics
- ◆ Availability of major and career decision resources
- ◆ Activities designed to introduce students to a variety of different majors and career opportunities
- ◆ Connection to faculty and staff from many different areas of campus

4 Ohio State Policies and Procedures

4.1 Freshman Forgiveness

If you receive a D+, D, or E in a class during your freshman year (before you have earned 30 semester credit hours), you may retake the course, and the first grade will be dropped from your cumulative grade point average (the record of the original grade will remain on your transcript.) You may retake the course only once, and you must retake it before you earn 60 semester hours. If you earn a worse grade the second time around, that grade counts, not the higher grade, and if you earn an E in place of a D or a D+, you will lose credit for the course. You can use the forgiveness rule for up to 15 total credit hours. It is best to retake the course(s) as early as possible. If you want to repeat a quarter version of a course with the semester version, consult with your advisor first.

Please note that hours of examination (EM) credit do not count in calculating earned hours for purposes of the Freshman Forgiveness Rule; however, transfer credit hours do count. If the transfer credit hours were earned before you invoke Freshman Forgiveness, they also count towards the 30 and 60 semester hour markers regardless of when the hours were transferred to Ohio State. If you took Post-Secondary Education Option (PSEO) coursework through a college while in high school, please consult with your advisor about forgiveness eligibility.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades will be considered in the admissions process (including those forgiven under the Freshman Forgiveness Rule), and the other unit may recalculate the original grade(s) into your cumulative GPA.

4.2 Repeating a Course

You may repeat any course once, regardless of the grade you received when you completed it the first time. If you do not qualify for the Forgiveness Rule, both grades will count in your cumulative grade-point average. Credit for the course may only be counted once in the minimum total hours required for graduation. If you wish to repeat a course more than once, you will need to meet with your academic counselor to petition for this request.

4.3 Auditing a Course

You may choose to audit a course in order to refresh yourself on the material or to learn more about a subject without wanting to earn a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. You cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor and the permission of your college office, through your academic counselor.

4.4 Taking a Course Pass/Non-Pass

You can elect to take a class pass/non-pass if you have a cumulative GPA above 2.0 and the course does not meet any requirements: major, minor, GE, or if the class does not serve as a prerequisite for a major or minor. You will need to meet with an advisor to change the grade scheme for the class and review if this option is appropriate for you.

4.5 Viewing Your Grades

The Registrar does not mail or e-mail grades to students. You can check your grades on BuckeyeLink.

4.6 How to Calculate Your Cumulative Grade Point Average (CPHR)

It is essential for you to know how to calculate your Semester point-hour ratio (SEMHR) and your cumulative point-hour ratio (CPHR.) In order to set academic goals, which help lead to success, it is important to understand how success is measured.

Ohio State, like most universities, grades on the four-point scale. An A is worth 4 points, a B is worth 3 points, a C is worth 2 points, a D is worth 1 point, and an E is worth 0 points. Ohio State also has a plus and minus grading system to help make finer distinctions within the A, B, C, D, E scale. The entire scale can be found below.

Grades	Number of Credit Hours per Class				
	1	2	3	4	5
A	4.0	8.0	12.0	16.0	20.0
A-	3.7	7.4	11.1	14.8	18.5
B+	3.3	6.6	9.9	13.2	16.5
B	3.0	6.0	9.0	12.0	15.0
B-	2.7	5.4	8.1	10.8	13.5
C+	2.3	4.6	6.9	9.2	11.5
C	2.0	4.0	6.0	8.0	10.0
C-	1.7	3.4	5.1	6.8	8.5
D+	1.3	2.6	3.9	5.2	6.5
D	1.0	2.0	3.0	4.0	5.0

Notes about grades:

- ◆ Ohio State does not offer the grades of "A+" and "D-"
- ◆ You earn no points for an "E," but the hours are calculated into the point-hour ratio.
- ◆ Additional marks which are not included in GPA calculation are:
 - S/U = Satisfactory/Unsatisfactory
 - PA/NP = Pass/Non-Pass
 - EM = Examination Credit
 - K = Transfer Credit
 - NG= No Grade Reported
 - R=Audit
 - I=Incomplete**

**Incomplete grades change to a final grade that will be part of your SEMPHR/CPHR calculation after the final grade posts. It is your responsibility to work with your instructor to understand what needs to be done to complete the course and to establish a timeline for turning in late work.

A student's point-hour ratio is calculated by taking the total number of points earned and dividing it by the number of hours attempted for a grade. First, multiply the credit hour value of each course by the point value of the grade. For example, a three-hour course in which you earn a B (3.0) is worth 9 points. Second, total the points you have earned in all your courses. Finally, divide by the number of hours you have attempted for a letter grade. Example:

<u>Course</u>	<u>Hr</u>	<u>Grade</u>	<u>Points</u>	
English 1110	03	A-	(3 x 3.7)	11.1
Psych 1100	03	B+	(3 x 3.3)	9.9
Math 1148	04	B	(4 x 3.0)	12.0
PolitSci 1105	03	C	(3 x 2.0)	6.0
EXP 1100	<u>01</u>	A	(1 x 4.0)	<u>4.0</u>
	14			43.0

This student's semester point-hour ratio (SEMHR) would be 3.07 (43 points divided by 14 hours attempted.) The student's term point hour ratio and cumulative point-hour ratio (CPHR) would be the same, given that this is the student's first semester of enrollment at Ohio State.

After subsequent semesters at Ohio State, you must calculate the cumulative point hour ratio (CPHR) by dividing total points earned by total hours attempted for a letter grade (not including S/U, PA/NP, EM, or K credit*.) Using our previous example, consider the following grades as the student's second semester at Ohio State:

Course	Hr	Grade	Points	
History 1151	03	B	(3 x 3.0)	9.0
Math 1149	03	D	(3 x 1.0)	3.0
Theatre 2100	03	B+	(3 x 3.3)	9.9
Fresh. Sem.	01	B	(1 x 3.0)	3.0
Econ 2001	<u>03</u>	A-	(3 x 3.7)	<u>11.1</u>
	13			36.0

Remember, last semester the student earned a 3.07. The SEMHR for the second semester would be a 2.77(36 points divided by 13 hours). The student's cumulative point hour ratio (CPHR) would be found by dividing the total number of points earned (43 + 36 = 79) by the total number of hours attempted (14 + 13=27). The CPHR would then be 2.93.

By earning these grades and maintaining a cumulative point-hour ratio well above the minimum standard of 2.00 required for graduation, the student in our example is considered to be in academic "good standing."

4.7 Dean's List

Students completing a minimum of 12 graded credit hours with a term point-hour ratio of 3.50 or higher for any given semester will be named to the Dean's List for that semester in the college in which they are enrolled. Courses graded Satisfactory/Unsatisfactory ("S/U") or Pass/Non-Pass ("PA/NP") do not count toward the minimum of 12 graded hours and a grade of "U" or "NP" will disqualify you from making the Dean's List even if you meet the numerical criteria. Dean's List letters are emailed to the student's OSU email account.

4.8 Academic Difficulty

When your cumulative grade-point average falls below a 2.0, or if you are not making satisfactory progress toward a degree, you are considered to be in academic difficulty. This can lead to academic warning, probation, special-action probation, or even dismissal.

If you are in academic difficulty (even if your CPHR is above a 2.0), you should see your academic counselor as soon as possible to discuss the issues that may be affecting your academic performance and for advice on how to get back on track. It is your responsibility as a student to know your academic status. Below are descriptions of the different levels of academic difficulty.

Note that students moving from other academic units become subject to the conditions used in University Exploration for each academic action and will receive notification of their academic standing and conditions.

4.8.1 Academic Warning

New students with low credit hours and low deficiency points can be placed on warning. You will receive an e-mail informing you of your status and should consult with your assigned academic counselor. Once your CPHR reaches a 2.0, you will again be in good academic standing.

4.8.2 Academic Probation

Any student below a 2.0 cumulative GPA can be placed on Academic Probation. You will receive an e-mail informing you of your status and specifying the conditions of probation, including the minimum grade-point average you must achieve in the following term to avoid academic dismissal. You should consult with an academic counselor. Once your CPHR reaches a 2.0, you will again be in good academic standing and will be removed from Probation.

4.8.3 Probation by Special Action

You may be placed on Special Action Probation, even if you have no cumulative deficiency points and a CPHR above 2.0, when your college has determined, by a review of your grades, that you are not making satisfactory progress toward a degree. You will be sent an e-mail informing you of your status and specifying the conditions of probation, including the minimums you must achieve the following term to avoid academic dismissal.

Special action probation is also used for University Exploration students who have earned failing grades (E, EN, U, UEN) in 6 or more credits of coursework in one semester or session, regardless of cumulative CPHR.

4.8.4 Academic Dismissal

Any student in academic difficulty is at risk of being dismissed from the university. There is no specific CPHR or number of deficiency points that warrants a dismissal. These decisions are made on a case-by-case basis and given serious thought. You are a likely candidate for dismissal if you are on academic probation or probation by special action and continue to accumulate deficiency points, or if you do not show significant and steady academic progress, especially in your intended major. Dismissed students will be notified of their status by letter and by e-mail.

4.8.5 Reinstatement

After being academically dismissed from the university, students can petition for reinstatement to the university after waiting for a period of two semesters. Reinstatement is not guaranteed, and simple desire to return is not sufficient support for a petition.

Petitioning students need to prove they are now ready to succeed if they are allowed to return to the university. It is advisable to take academic course work at another institution during your time away from Ohio State, to demonstrate that you are capable of succeeding in quality college-level work. See an academic counselor if you are interested in attending another institution to help guide your course decisions for transfer back to Ohio State.

Under the majority of circumstances, students cannot be reinstated into University Exploration. As part of their time away from Ohio State, students are encouraged to

choose an attainable major of interest. Reinstatement petitions should be discussed with the college that offers the major you intend to pursue.

4.8.6 Fresh Start

If you have not been enrolled at the university for a full 5 (or more) years, you may petition for the Fresh Start Rule. Students who have a CPHR under a 2.0 or who have been dismissed from the university may want to petition to use Fresh Start. This will eliminate any deficiency points that you may have earned previously and will let you start at Ohio State with a clean CPHR (0.00.)

While all courses will remain on your permanent record, only courses in which you received a C- or higher will be counted for credit. Other course work will not be counted for credit towards any requirement, or toward graduation. You will return to Ohio State with a recalculated Cumulative Point-Hour Ratio of 0.00. You must complete a minimum of 30 semester credit hours after using the Fresh Start Rule before you are eligible to graduate.

Keep in mind that if you are considering applying to graduate or professional schools, or even to other colleges at Ohio State, their admissions processes will factor in all of your grades and may recalculate the original grade(s) into your total. You must earn at least 60 hours after utilizing Fresh Start to be considered for University Honors status.

4.8.7 How to Calculate Deficiency Points

A student whose Cumulative Point-Hour Ratio (CPHR) has fallen below 2.00 is no longer in academic "good standing" and is considered to be in academic difficulty. One index to measure the degree of academic difficulty is deficiency points. Deficiency points are defined as the number of credit points a student whose CPHR is below 2.00 should have earned in order to have a 2.00.

Depending on the number of accumulated deficiency points, a student will be placed on Academic Warning or Academic Probation and ultimately may be academically dismissed from the university. (Remember, students can also be placed on academic warning, probation, special-action probation, or dismissal if they are not making satisfactory progress toward a degree.)

Academic Warning Example: A student who has accumulated **between .1 and 14.9** deficiency points is usually placed on "Academic Warning." The following example illustrates this:

<u>Course</u>	<u>Hr</u>	<u>Grade</u>		<u>Points</u>
Psych 1100	03	C	(3 x 2.0)	6.0
English 1100	03	C	(3 x 2.0)	6.0
Math 1150	05	C-	(5 x 1.7)	8.5
History 1152	03	B-	(3 x 2.7)	8.1
Theatre 2100	<u>03</u>	D	(3 x 1.0)	<u>3.0</u>
	17			31.6

This student has attempted 17 credit hours, earned 31.6 points, and would have a SEMHR of 1.86 with 2.4 deficiency points. The reason the deficiency point total is 2.4 is that that student needed 34 points to attain a 2.00 and by earning only 31.6, fell short by 2.4.

Academic Probation Example: A student who has accumulated a deficiency point total of **15 or more** is usually placed on "Academic Probation" status. Once placed on Probation the student will remain on Probation until he or she has returned to good academic standing. Using our previous example, consider the following grades as the student's next semester:

Course	Hr	Grade		Points
History 1151	03	D	(3 x 1.0)	3.0
Sociol 1101	03	C+	(3 x 2.3)	6.9
Chem 1210	05	C	(5 x 2.0)	6.0
Biology 1113	<u>04</u>	E	(4 x 0.0)	<u>0.0</u>
	15			15.9

This student has attempted 15 credit hours, earned 15.9 points, and would have a SEMHR of 1.06 with 14.1 deficiency points for the term. The deficiency-point total for that semester is 14.1 because the student needed 30 points to attain a 2.00, and by earning only 15.9, fell short by 14.1. Since the student earned 2.4 deficiency points last semester, the total would now be 16.5.

Another way to calculate the student's deficiency points is to look at the student's totals after 2 semesters. The student has attempted 32 hours and has earned 47.5 points. In order to have a 2.00 CPHR, and be in "good standing," the student needed 64 points. Therefore, having earned only 47.5 points, the student has 16.5 deficiency points.

Removing Deficiency Points: Deficiency points are removed by earning more points than the minimum needed to achieve a SEMHR of 2.00. Using our previous example, consider the following grades as the student's third semester:

Course	Hr	Grade		Points
Theatre 2100	03	C+	(3 x 2.3)	6.9
EDPL 1259	03	A-	(3 x 3.7)	11.1
Chem 1220	05	C	(5 x 2.0)	10.0
English 2290	<u>03</u>	B	(3 x 3.0)	<u>15.0</u>
	14			43.0

This student has attempted 14 hours, earned 43 points and would have a SEMHR of 3.07. This time the student has earned 15 more points than needed to attain a 2.00. Therefore, the student has reduced the deficiency-point total from 16.5 to 1.5.

4.9 Code of Student Conduct and Committee on Academic Misconduct

Students who enroll at Ohio State agree to abide by the [Code of Student Conduct](#). Each student is responsible for becoming familiar with the rules and regulations of The Ohio State University. The Office of Student Judicial Affairs has prepared the following synopsis of the Code of Student Conduct: The code exists to protect the persons, their rights and the property of the University community. The code applies to the conduct of all students and registered student organizations while on University premises; while on professional practice assignment; on assignment which is associated with academic course requirements; or while involved with a University-related activity or a registered student organization activity. There are certain types of conduct which may lead to disciplinary action against a student or student organization in addition to criminal charges in some cases.

Student Conduct also refers to academic integrity in coursework. More information and tips for avoiding academic misconduct can be found at the [Committee on Academic Misconduct website](#).

4.10 Plagiarism

The following statement is adapted from the definition of plagiarism as understood by the Department of English. Although this statement was developed to apply specifically to the courses in first-year English composition, it is referred to widely in cases involving charges of plagiarism throughout the university. Every student is responsible for reading and understanding this statement.

“Because the purpose of university writing assignments is to improve your ability to express yourself in writing, your papers and exercises must be your own work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career.

Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else’s work, in whole or in part, without acknowledgement, whether that work be a magazine article, a portion of a book, a newspaper piece, material from a web site, another student’s essay, or any other composition not your own. Any such verbatim use of another’s work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, you should make very little use of quoted matter in your essays, papers, or other written work.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person’s work. Changing a few words of another’s composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or

paraphrase is ever necessary, the source must be scrupulously indicated by footnotes.

Still another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a theme you reproduce the structure and progression of ideas in an essay you have read, or a speech you have heard, you are not engaging your own mind and experience enough to claim credit for writing your own composition

How then, you may ask, can I be original? Am I to learn nothing from others? There are several answers to such questions.

Of course you have come to the university to learn, and this means acquiring ideas and exchanging opinions with others. But no idea is ever genuinely learned by copying it down in the phrasing of somebody else. Only when you have thought through an idea in terms of your own experience can you be said to have learned, and when you have done that, you can develop it on paper as the product of your own mind. It is your mind we are trying to train and evaluate. When, therefore, you are given a writing assignment, do not merely consult books or articles or web sites or friend’s themes in search of something to say. If an assignment baffles you, discuss it with your instructor. And if you are directed to use printed sources, in English or in other courses, consult your instructor about how to proceed. There is an art to taking notes and doing research; careless note-taking can lead to plagiarism.

Why be so concerned about plagiarism? Because it defeats the ends of education. If a student were given credit for work that is not his or her own, then those grades would be meaningless. That student's college degree would become a mere sheet of paper, and the integrity of the university would be undetermined. To protect the conscientious student, therefore, and to guarantee the quality of an Ohio State education, the university assesses heavy penalties against those who plagiarize. By Faculty Rules, penalties for plagiarism range from an "E" grade in the course to dismissal from the university. If these penalties seem

severe, remember that your integrity and the integrity of the university itself are at stake.

Finally, the university cannot prevent a student from plagiarizing, but it can make sure that every student knows what plagiarism is, what the penalties for it are, and the serious jeopardy in which it places his or her future career. Hence this statement. Read it carefully. If you do not understand it fully, consult your instructor. **IF YOU HAVE ANY DOUBTS ABOUT THE ORIGINALITY OF A PAPER YOU HAVE WRITTEN, SEE YOUR INSTRUCTOR BEFORE YOU TURN IT IN."**

5 Transfer Credit Information

5.1 Overview

When students transfer to Ohio State from another institution, they bring with them varying amounts of transfer credit. Ohio State will need to receive official transcripts in order to post transfer credit. These need to be sent to [Ohio State's Admissions Office](#), not to your college office. This credit will take a few weeks to be posted to your record. The grades you earn in transferred courses do not transfer to Ohio State; courses taken at another institution are designated with a "K" in the grading column. Also, your Grade Point Average (GPA) from courses taken at another institution does not transfer to Ohio State. However, some colleges will take your transfer GPA into account for the purposes of admission into a competitive major.

There are several [types of transfer credit](#). These are outlined below.

5.1.1 Direct Equivalency

This means that the course transferred was similar enough in content that the student was awarded direct credit for an existing OSU course. If you earn direct equivalency credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	1100	K

5.1.2 General Credit

General credit is awarded when there may be an equivalent course at Ohio State, but the transfer credit evaluator could not make that determination without further information.

Students have the opportunity to have general credits evaluated by the departments in order to determine if a direct equivalency exists. Until these courses are evaluated, they are not counted towards any specific requirement other than total hours towards graduation.

It is vital that you have general credits evaluated early in your college career to determine what courses you still need to take and to avoid taking a course that you may already have taken at another institution. If you earn general credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	G000.01	K

5.1.3 Special Credit

Special credit is awarded when no specific course equivalent exists at The Ohio State University. These credit hours are not counted towards any specific requirement other than graduation.* Special credit is usually used as elective hours.

*In some cases, special credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of special credit to fulfill degree requirements.

If you earn special credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	S000.01	K

5.1.4 Technical Credit

Technical credit is awarded for technical course work that is acceptable as undergraduate credit at The Ohio State University. Technical credit may count toward some degrees, but will not be counted towards specific degree requirements unless your degree-granting college determines otherwise.*

*In some cases, technical credit may be used to fulfill degree requirements. After students declare their major, they should contact their new college office regarding the use of technical credit to fulfill degree requirements.

If you earn technical credit for a course, it will look like this on your record:

Department	Course Number	Grade
Psychology	T000.01	K

5.1.5 Deferred Credit

This designation is used for course work for which you have not yet been awarded transfer credit. For a determination about whether credit will be awarded for the course, you should see the transfer credit evaluator in the appropriate department at Ohio State. Any materials and information you can provide about the course will help the evaluator in making that decision.

5.2 Transfer Credit Evaluations

Each department handles transfer credit evaluations of general credit through their own offices. Visit the [Transfer Credit Coordinator list](#) for contact information. Locate the correct department on the list and contact the designated person listed.

Remember that the application, if any, of special and technical credit to your degree will be determined **after** you declare your major through your degree-granting college.

If you are unsure about what credits need to be evaluated, consult with your Exploration academic counselor.

6 Scheduling Classes

6.1 Scheduling Considerations

As you plan your schedule for each term, consider these issues:

- ◆ **Why are you taking the course you are scheduling? (If you don't know, find out!)**
- ◆ Does this course help clarify your choice of major?
- ◆ Is the course required for your pre-major or major you are considering? Is it a prerequisite to a required pre-major or major course?
- ◆ Does the course meet a GEC/GE requirement? Talk to your Exploration Academic Counselor about the GEC/GE requirements for specific majors.
- ◆ Is the course an elective? (Electives can be used to explore possible majors or minors, to complement a major or minor, to pursue a personal interest in a subject, to enhance job or life skills, to do internships, to study abroad, etc.)
- ◆ Is the course part of a sequence, and, are you able to proceed through the sequence in a timely way? (Many students make the mistake of taking one or two semesters of a foreign language, then waiting a year or more before taking the next course in the language. This puts them at a great disadvantage and requires extra work in order to catch up. Avoid these situations—plan how you will proceed through sequenced courses.)

6.2 Planning Your Schedule

6.2.1 Steps to Take Before Scheduling

- ✓ **Consult your academic counselor(s) for guidance in selecting courses.**
 - ◆ **Note: Plan to see your academic counselor well before your registration appointment.** If you wait, you may not be able to get a meeting until after your registration appointment begins, and you will lose valuable scheduling priority. The planning process for scheduling for future semesters is ongoing, and much of the work can be done well in advance. The longer you wait to plan and to see your academic advisor, the more likely you will have fewer courses to choose from when you're finally ready to schedule.
- ✓ Consult the [Course Offerings Bulletin](#).
- ✓ Consult the [Schedule of Classes](#) to find out:
 - ◆ Which courses are offered in the upcoming term?
 - ◆ When are courses offered?
 - ◆ What are the class numbers of the courses you would like to take?
- ✓ Plan a tentative schedule. Make sure you have backup choices in case your first-choice courses are no longer available when your registration appointment begins. If you plan to

take five courses, select five primary and five backup choices.

- ✓ Note your enrollment appointment time. To maximize your chances of getting into the courses you want, schedule as soon as your enrollment appointment begins.

6.2.2 Scheduling Resources

Course Bulletin shows:

- ◆ course descriptions, course content
- ◆ prerequisites, restrictions
- ◆ The Course Offerings Bulletin is not always reliable when it comes to the semesters when courses will be offered; always check with the appropriate department if you need to know which terms a particular class will be offered.

Master Schedule of Classes indicates:

- ◆ course offerings for the specific term/semester
- ◆ dates and deadlines
- ◆ information on live registration, using the Web registration system, wait listing, clearing holds

GE/GEC Sheets and Major Information Sheets

- ◆ GE/GEC & Curriculum Sheets can be obtained from your academic counselor

Degree Audits and Advising Reports (unofficial transcript)

- ◆ Degree Audit shows how the courses you have taken are applied to degree requirements in different majors
- ◆ Advising Reports are unofficial transcripts that show your academic history in chronological order.

Department and College Offices and Web Sites

- ◆ Provide information about requirements, and opportunities, etc.
- ◆ May offer course syllabi for review

6.2.3 Class Search

To see the available course offerings for a particular semester, visit [My Student Center](#). You can search by department name and course number to obtain information not only about what courses are offered, but also about the number of seats that remain open in the course. Courses offered in multiple sections will provide that information for all sections of the course.

The university has also produced two helpful videos demonstrating how to search for and enroll in classes. These videos review [searching for classes](#) and [enrolling in classes](#).

In [My Student Center](#), click on the **Class Search** tab and use the pull-down menu to select the term (semester and year) for which you would like to schedule. Select the preferred **Term** and click **Go**. Note, on semesters there will be an Autumn and Spring Semester, May term and Summer session. Both the Autumn and Spring Semesters will also have sessions within them.

The screenshot shows a navigation bar with buttons for "my class schedule", "class search", "add", "drop", and "edit". Below this is the "Class Search" section. It contains the instruction: "Select an institution, term and search method. Click GO to continue." There are two dropdown menus: "Institution" with "The Ohio State University" selected, and "Term" with "1090 - Winter 2009" selected. A green "GO" button is below the dropdowns. A callout box with an arrow pointing to the "Term" dropdown contains the text: "Select the Term; click Go".

Next, select the appropriate campus (**Columbus**). Then select the department name (**Course Subject**), and type in the course number for which you want to search. Click **Search**.

The screenshot shows the "Search for Classes" interface. It includes the instruction: "Select at least 2 search criteria. Click Search to view your search results." There are several sections: "Required - If you fail to enter a campus, you risk scheduling a class on the wrong campus." with a "Campus" dropdown menu; "Class Search (select at least 2)" with "Subject", "Course Number", and "Course Career" dropdowns, and checkboxes for "Show Open Classes Only" (checked) and "Open Entry/Exit Classes Only" (unchecked); and "Additional Search Criteria" which is currently collapsed. At the bottom, there is a "Return to Add Classes" link, a "CLEAR" button, and a "SEARCH" button. Two callout boxes are present: one pointing to the "Campus" dropdown with the text "Select Columbus campus.", and another pointing to the "Course Number" dropdown with the text "Enter the Course Subject and number of the course if you know it. (Ex: Math 1075). Click Search."

The result is an up-to-date listing of the sections, times, and room locations for the course you have searched. It also provides current information about whether or not the course is still open. **Don't forget to expand the "View All Sections" area to see ALL of the available sections for a course.**

The screenshot shows a web interface for class search. At the top, there are navigation buttons: "my class schedule", "wish list", "class search", "add", "drop", "swap", and "edit". Below these is the "Class Search" header. The main content area is titled "Class Search Results" and includes a note: "When available, click View All Sections to see all sections of the course." The search criteria are displayed as: "The Ohio State University | Winter 2009", "Search criteria are visible for reference", "The following classes match your search criteria: Course Subject: Mathematics, Course Number is exactly: Undergraduate, Show Open Classes Only: Yes, Campus: Columbus". There are status indicators for "Open" (green circle), "Closed" (blue square), and "Wait List" (yellow triangle). Navigation tools include "CHANGE INSTITUTION OR TERM" and "START A NEW SEARCH". The search results are for "MATH | Precalgebra Mathematics I". A "View All Sections" link is highlighted, and a "Status" indicator (green circle) is shown next to it. A table lists the following section details:

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 8:30AM - 9:18AM	TBA	Staff	1/5/2009 - 3/22/2009

Below the table, another section is listed: "Section 0020-LEC(14003) Status" with a green circle indicator.

You can also search for classes using additional criteria, so if you are looking for a particular day, time, or mode of instruction, you can limit your search. Leave the **Course Subject** box empty and click on **Additional Search Criteria**.

Search for Classes

The Ohio State University | Autumn 2014

Select at least 2 search criteria. Click Search to view your search results.

▼ **Required - If you fail to enter a campus, you risk scheduling a class on the wrong campus.**

Campus: Be sure to select Columbus campus.

▼ **Class Search (select at least 2)**

Subject: Leave the Course Subject empty to search using additional

Course Number:

Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

▼ **Additional Search Criteria** Click Additional Search Criteria to search by day, time, instructor, mode of instruction, or by GE category.

Meeting Start Time:

Meeting End Time:

Days of Week:

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name:

Class Nbr: ?

Course Keyword: ?

Minimum Units:

Maximum Units:

Course Component:

Session:

Mode of Instruction:

Location:

Course Attribute:

Course Attribute Value:

[Return to Quick Enrollment](#)

6.3 Scheduling for Classes

You can see when you will be able to register for classes in your Student Center. Once your enrollment appointment has opened, you should schedule for classes as close to that time as possible. You will register for classes using 'My Student Center' in [BuckeyeLink](#). You will log on using your Ohio State username and password.

6.3.1 Scheduling in My Student Center

Once you are in the Student Center, click on "Add a Class."

The screenshot shows the 'Academics' section of the My Student Center. On the left, under 'Enrollment', the 'Add a Class' link is circled in red. An arrow points from this link to the 'Enrollment Appointment' section on the right, which is also circled in red. The 'Enrollment Appointment' section contains the text: 'Enrollment Appointment You may begin enrolling for the Regular Academic Session'. Below this, there is a 'SEARCH FOR CLASSES' button and a 'This Week's Schedule' table.

	Class	Schedule
ART 0010 LAB (2817)		TuTh 12:30PM - 1:18PM Jennings 0155
CHEM 010 LEC (5591)		MoWeFr 10:30AM - 11:18AM McPherson 1015
CHEM 011 REC (5592)		Tu 9:30AM - 11:18AM Location: TBA

Once you find a class you want to take, you will click select class next to the section for which you want to register. This will place the course into your 'shopping cart' which is the first of many steps. You can add one course at a time or many in one transaction.

The screenshot shows the 'ACCTMIS - Foundations of Accounting' page. At the top, there is a 'View All Sections' button and a 'First 1 of 1 Last' navigation bar. Below this, the 'Section 10-LEC(1080)' is displayed with a 'Status' indicator (a green circle) and a 'select class' button circled in red. The 'Session' is 'Regular'. Below this is a table with columns for 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'.

Days & Times	Room	Instructor	Meeting Dates
Fr 1:30PM - 3:18PM	Schoenbaum 0105	Marc Harris Smith	6/22/2009 - 8/24/2009
Fr 11:30AM - 1:18PM	TBA	Marc Harris Smith	6/22/2009 - 8/24/2009

To finish registering for the class you will need to move through the steps and complete Step 3: **Finish Enrolling**.

The screenshot shows the 'Add Classes' page, Step 2: Confirm classes. It includes a 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' instruction. Below this is a table with columns for 'Class', 'Description', 'Days/Times', 'Location', 'Instructor', 'Units', and 'Status'. The 'FINISH ENROLLING' button is circled in red.

Class	Description	Days/Times	Location	Instructor	Units	Status
ACCTMIS : (1080)	Foundatns Of Acct (Lecture)	Fr 1:30PM - 3:18PM Fr 11:30AM - 1:18PM	Schoenbaum 0105 TBA	M. Smith	5.00	●

Click Finish Enrolling to confirm your class

You will know that your attempt to add the course was successful because you will get a confirmation in the **Message** box below.

The screenshot shows the 'Add Classes' interface. At the top, there are buttons for 'my class schedule', 'class search', 'add', 'drop', and 'edit'. The 'add' button is circled in red. Below the buttons is the heading 'Add Classes' and a navigation bar with buttons 1, 2, and 3. The main heading is '3. View results'. Below this is a sub-heading 'View the following status report for enrollment confirmations and errors:'. A callout box points to the 'Success' message in the table below, stating 'You will see the Success message as your confirmation.' The table has columns for 'Class', 'Message', and 'Status'. The first row shows 'ACCTMIS' with the message 'Success: This class has been added to your schedule.' and a green checkmark in the status column. Below the table is a button labeled 'MY CLASS SCHEDULE'.

You can adjust your schedule by dropping courses you have already added and, if you wish, adding others.

6.3.2 Waitlist Instructions

- ◆ You are placed on a waitlist if you are unable to schedule a course during registration due to time conflicts, closed sections, or canceled sections. You must meet all prerequisites for the course before you can be waitlisted for the course.
- ◆ You are added into a course from the waitlist on a "first-on, first-off" basis as space becomes available that fits your schedule.
- ◆ The waitlist is section specific, so check to make sure that you are not scheduled to be in another course at the same time. If you do not leave that time slot open, you will not be placed in the course if a seat becomes available.
- ◆ Check the waitlist weekly before the semester starts.
- ◆ Check the waitlist daily during the entire first week of classes.
- ◆ The waitlist will be active through the first Friday of the semester or session.
- ◆ You should attend the first week of class if your waitlist number is low.
- ◆ It is your responsibility to know whether or not you have been put into a class.

If the section is full, you can add yourself to the waitlist by checking the "Wait list if class is full" box when adding a course.

The screenshot shows the 'Class Preferences' form. The 'Wait List' section has a checkbox labeled 'Wait list if class is full' which is checked and circled in red. Other fields include 'ACCTMIS : 0', 'Lecture', 'Wait List', 'Grading' (Graded A - E), 'Session' (Regular Academic Session), 'Career' (Undergraduate), and 'Units' (5.00).

6.3.3 Adding and Dropping Courses

Adding Courses

After your enrollment appointment begins, you can add classes (if seats are available) online through the **first Friday of the semester**. Tuition and fees are due one week before the semester begins. For May Session, you can only add classes online the first day of the session.

After the first Friday and through the second Friday, you must have permission of the instructor (on a Permission to Enroll form) to enter a class. This requires getting the form from the front desk of 352 Denney Hall and having it signed by the instructor. After getting the appropriate signature, you must have the form processed in 352 Denney Hall by the deadline. Courses added after the second Friday are subject to late add penalty fees of \$100 per class added.

After the second Friday, you must have the permission of the instructor and will also have to **petition to add the course**. Petitioning to add a course after the second Friday requires that you meet with an advisor in a scheduled appointment. You will need to provide valid reasons for failure to timely enroll in the course.

Dropping Courses

Semester Deadlines:

You can drop classes online on your own during the first four weeks of each semester and no grade for the course will appear on your record. You may drop classes for a grade of 'W' in the University Exploration office through the **10th Friday of the semester**. Before dropping classes, consider how this will affect both your progress toward your degree and your financial aid status (if applicable.)

Session Deadlines (sessions within Autumn or Spring, Summer Session):

You can drop classes online on your own through the second Friday of the session. A course can be dropped by University Exploration staff through the 5th Friday of the session.

May Session Deadlines:

You can drop a May session course online on your own through the first Friday of the session. You can drop the course for a grade of 'W' through the 3rd Friday of the session with the help of a University Exploration staff member.

Please view the list below to contact the appropriate office before dropping below full-time status.

A reduction in hours due to a course drop may affect:

1. Financial aid (including scholarships, grants, loans, Consortium Agreements) (292-0300)
2. Benefits received under the G.I. Bill (292-3453)
3. A tuition reduction received when parents work for the University (292-1050)
4. Automobile insurance—if you receive discounts for being a full time student
5. Health insurance—if you need to be a full time student to be covered on a parent's policy
6. Your residence hall contract (292-8266)

-
7. Your tuition waiver, if you are a university employee (292-1050)
 8. Your eligibility if you are a **varsity athlete—you must see your Exploration academic counselor in Denney Hall (292-0646)**
 9. Your visa, if you are an **international student—you must see an advisor in the Office of International Affairs for approval (292-6101)**

If you drop **on or before the fourth Friday* of the semester**, no record of your enrollment will be recorded on your transcript. If you drop **after the fourth Friday** of the semester, you will receive a "W" on your transcript, indicating that you withdrew. If you have a significant number of W's on your record, it may suggest a pattern of careless enrollment.

You cannot drop classes after the 10th Friday except by petition filed in the University Exploration office. If, because of extreme extenuating circumstances occurring after the 10th Friday, you wish to request to drop a class after the deadline, see an Exploration academic counselor to help you with the petition form. You will need supporting evidence (for example, proof of medical complications that will prevent you from finishing the course.) **You cannot drop after the tenth week simply because you are doing poorly in a class.**

***Remember, session deadlines are different. Please review above, if applicable.**

6.3.4 Withdrawal from the University

Whenever you drop the last course from your schedule, you are considered to be withdrawing from the university for that semester (not just dropping a course). You must come to the University Exploration office to complete the withdrawal request. All withdrawals from the university are noted on the permanent record with the phrase "Withdrew" and the date of the withdrawal. If the withdrawal occurs before the fourth Friday, no W's will appear on the record. W's will appear on the record for withdrawals after the fourth Friday. You must file a petition to request withdrawal after the tenth Friday, as discussed in the preceding paragraph.

6.4 Petitions

Occasionally, extenuating circumstances (such as accidents or serious illness) arise and may require a student to request course withdrawal outside of normal registration periods. According to Faculty Rule 3335-8-32 after the last date to drop a course for the term has passed, "a student who because of circumstances beyond his or her control finds it necessary to withdraw from any or all courses, must file the appropriate petition."

Extenuating circumstances must be documented appropriately. This means that you must include documents with your petition that verify what occurred. Examples of documentation depend on the type of circumstance, but could include: hospital paperwork, letter from doctor on letterhead, obituary, etc. In most cases, these circumstances need to have been unforeseen and come to light after the normal drop deadlines; otherwise it is expected that you follow regular scheduling policies and procedures outlined in section 6.3.3.

You will need to meet with an advisor to complete a petition form and get more guidance on whether or not your circumstances seem to warrant a petition and the documentation that must be provided. Before your meeting, please review the following list which

includes examples of reasons that are not acceptable for petitioning an exception to policy:

- Lack of preparation for the course
- Performance in the course
- Dissatisfaction with subject matter
- Foreseeable obligations or situations

Petitions are reviewed on a case-by-case basis and the decision is final. Students may not appeal a decision unless new documentation or information becomes available. All appeals should be made in writing (or e-mail) and directed to the advisor with whom the student began the original petition. Appeal decisions are final and students may appeal only once.

Please note that petitioning to drop classes or withdraw from the university should occur in a timely manner, usually within 1-2 terms of the semester or session in question. Successful petitions result in changes to courses within the academic record but may not result in changes to academic standing, tuition, fees, or refunds.

Resources

6.5 How to Be a Successful Student

- ◆ GO TO CLASS. Go to EVERY class, ALL of the time. Don't arrive late and don't leave early.
- ◆ Sit near the front of the classroom.
- ◆ Pay attention and take notes in all of your classes.
- ◆ Participate in class discussions. Participation is usually calculated into your final grade.
- ◆ Make at least two friends in each class whom you can count on to take notes should you have to miss class. Get their phone numbers and call them before the next class to find out what you missed.
- ◆ Review the material each night after your classes.
- ◆ Study in advance for your quizzes, midterms, and finals. Don't wait until the last minute.
- ◆ Turn in all assignments on time. Give yourself enough time to do multiple drafts and to check your work.
- ◆ If you have free time between your classes, do not go back to your room. Find a place on campus to study.
- ◆ Don't be afraid to use office hours. Professors take note of students who are trying to succeed.
- ◆ Establish regular study hours. Look at studying as your job. Build time each day into your schedule for studying.
- ◆ Keep a calendar or planner to keep you organized. At the beginning of each semester, write down your assignment due dates and exam dates for each class. Also write down important registration deadlines.

6.6 Time Management

Managing your time effectively is one key to academic success. University courses require hard work, and you will need to strike a balance between the demands of your course work and all of the competing demands in your life—extracurricular activities, social activities, volunteer work, employment, family obligations, and sufficient exercise and sleep to remain healthy, to name a few—that may diminish the time you will have available to succeed academically.

One useful index to help estimate the time your course work will require is the Ohio State faculty rule that establishes, approximately, the time a student should be required to spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will often need to invest significantly more time in their course work.

To help you track the demands of your courses—due dates for assignments, examinations, and papers—along with the various other activities that will take you away

from your school work, we strongly recommend that you keep a calendar or planner. Careful planning will help you to use your time more effectively and to see in advance, when you can plan for them, the more stressful weeks in your schedule.

If you find you are having trouble managing your time effectively, the following web site on time management might be a useful tool to help you get started:
www.studygs.net/timman.htm

6.7 Handy Phone Numbers

(All phone numbers use the area code prefix 614.)

Exploration Resources	
University Exploration	292-0646
General Resources	
Admissions Office.....	292-3980
Athletic Ticket Office.....	292-2624
Consolidated Student Services Center	292-0300
Medical Resources	
Advice Nurse.....	292-3301
Appointments (Wilce Student Health Center)...	292-4321
Student Pharmacy.....	292-0125
Student Wellness Center.....	292-4527
Safety Resources	
Emergency.....	911
Non-Emergency Ohio State Police.....	292-2121
Student Escort Service.....	292-3322
Community Crime Patrol (CCP).....	292-2279
Tutoring Resources	
Writing Center.....	688-4291
Other Campus Resources	
Office of Disability Services.....	292-3307
Multicultural Center.....	688-8449
Student Advocacy Center.....	292-1111

6.8 Useful Websites

[University Exploration](http://exploration.osu.edu/)

<http://exploration.osu.edu/>

[BuckeyeLink](http://www.buckeyelink.osu.edu/)

<http://www.buckeyelink.osu.edu/>

- ✓ Register on-line for courses
- ✓ See your course schedule
- ✓ View your wait list information
- ✓ Check for available courses
- ✓ View your grades
- ✓ Change your address
- ✓ Check your financial aid status
- ✓ Look at your fee statement
- ✓ View/print a degree audit to see what GEC/GE requirements you have left
- ✓ View/print a transfer credit report to see how credits from another institution have transferred to OSU
- ✓ View/print an advising report (an unofficial transcript)

Student GPA Tools:

- ◆ [Cumulative GPA Calculator](#)
- ◆ [Quarterly GPA Calculator](#)

[Faculty, Staff, and Student Directory](http://www.osu.edu/findpeople.php)

<http://www.osu.edu/findpeople.php>

This site is helpful when you want to locate the phone number, e-mail address, or address of an Ohio State student or faculty member.

[Office of Financial Aid](http://sfa.osu.edu/)

<http://sfa.osu.edu/>

[Ohio State Homepage](http://www.osu.edu/)

<http://www.osu.edu/>

[Ohio State Libraries](http://library.osu.edu/)

<http://library.osu.edu/>

Find out the hours and locations of all university libraries. Look up books and articles online. Put books on hold for pick-up or have them sent to you via campus mail!

[Office of the University Registrar](http://www.registrar.osu.edu/)

<http://www.registrar.osu.edu/>

This site offers access to many of the sites that are also on BuckeyeLink.

[University Academic Calendar](http://registrar.osu.edu/staff/bigcal.asp)

<http://registrar.osu.edu/staff/bigcal.asp>