



A Buckeye's Guide to Academic Policies 2022-2023

University Registrar

Guide to Academic Policies

University Registrar
The Ohio State University
August 2022

Table of Contents

Communication from the university	7
Student name and personal information	7
<i>Legal and preferred names</i>	7
<i>Address</i>	7
<i>Making changes to personal information</i>	8
Examinations and grades	8
<i>Student assessment</i>	8
<i>Final exams</i>	9
<i>Grades</i>	9
<i>Exceptional Circumstances Grading System</i>	10
<i>Reporting and changing final grades</i>	11
Course credit	11
<i>Credit hours</i>	12
<i>University class ranking system</i>	12
<i>Credit points</i>	12
<i>Point-hour ratio (GPA)</i>	14
<i>Failure in a required course</i>	14
<i>Repetition of courses</i>	14
<i>Grade forgiveness rule</i>	15
<i>Fresh start rule</i>	15
<i>Auditing a course</i>	15
<i>Graduate credit</i>	16
<i>Senior Petition</i>	16
<i>Program 60</i>	16
<i>College Credit Plus</i>	16
<i>Consortium</i>	17
<i>Education abroad</i>	17
<i>Extended Education</i>	17
Enrollment, attendance and withdrawal	17
<i>Enrollment status</i>	18
<i>Registration information</i>	18

Registration priority levels.....	18
<i>Adding courses.....</i>	<i>19</i>
<i>Waitlist.....</i>	<i>19</i>
<i>Participation roster.....</i>	<i>19</i>
<i>Class attendance and excused absences.....</i>	<i>20</i>
<i>Leave of absence.....</i>	<i>20</i>
<i>Returning after a leave of absence.....</i>	<i>21</i>
<i>Return after a dismissal.....</i>	<i>21</i>
<i>Withdrawal from the university.....</i>	<i>21</i>
<i>Withdrawal from courses.....</i>	<i>22</i>
<i>Disenrollment from a course.....</i>	<i>23</i>
Admission.....	23
<i>Classification of students for admission.....</i>	<i>23</i>
<i>Title IX and sexual misconduct prevention education.....</i>	<i>24</i>
<i>Vaccination requirement.....</i>	<i>24</i>
<i>Disclosing a prior or pending felony.....</i>	<i>24</i>
<i>Prior institution attendance/dismissal.....</i>	<i>25</i>
<i>Submission of complete and accurate admission information.....</i>	<i>25</i>
Academic performance.....	25
<i>Student responsibility.....</i>	<i>25</i>
<i>Academic standing.....</i>	<i>26</i>
<i>Dean's List.....</i>	<i>26</i>
<i>Minimum scholastic requirements.....</i>	<i>26</i>
<i>Academic warning.....</i>	<i>26</i>
<i>Academic probation.....</i>	<i>27</i>
<i>Academic dismissal.....</i>	<i>27</i>
<i>Reinstatement after academic dismissal.....</i>	<i>27</i>
Curricular and degree requirements.....	27
<i>College or school requirements.....</i>	<i>27</i>
<i>General education.....</i>	<i>28</i>
<i>Deadline to apply for graduation.....</i>	<i>28</i>
<i>Deadline to change diploma name.....</i>	<i>28</i>
<i>Standards for honors at graduation.....</i>	<i>28</i>

Latin honors	28
Changes to GPA after the term before graduation	29
Other honors	29
<i>Associate of Arts</i>	29
<i>Associate of Science or Associate of Applied Science</i>	30
<i>Undergraduate baccalaureate degree</i>	31
<i>Double majors and dual degrees</i>	31
<i>Graduate degrees</i>	32
Graduate Bridge Program	33
Graduate non-degree course work.....	33
Graduate credit earned as an undergraduate.....	33
<i>Professional degrees</i>	33
<i>Academic certificates (credit)</i>	34
<i>Workforce development certificates (non-credit)</i>	34
Institutional transfer	35
<i>Conditions for transfer admission</i>	35
<i>Acceptance of transfer credit</i>	35
International transfer credit	36
<i>Ohio Transfer 36</i>	36
<i>Official transcripts</i>	37
<i>Appeals process</i>	37
<i>Test credit</i>	37
Advanced Level and Advanced Subsidiary Level exams	38
Advanced Placement (AP).....	38
College Level Examination Program (CLEP)	38
International Baccalaureate (IB).....	38
DSST exams	38
Credit by exam	39
Foreign language placement	39
<i>Course offerings</i>	39
<i>Course attributes</i>	39
<i>Class components</i>	40
<i>Modes of instruction</i>	41
<i>Requisites</i>	42
<i>University classification and course numbering system</i>	43
Undergraduate courses	43
Dual-level courses	43
Graduate and professional courses.....	43
<i>Course suffixes</i>	44

<i>Special/consistent course designations</i>	44
Fees and other financial information	45
<i>Agreement to pay</i>	45
<i>Instructional Fee</i>	45
<i>General Fee</i>	45
<i>Learning Technology Fee</i>	45
<i>Program Fee</i>	46
<i>Course Fee</i>	46
<i>Non-resident surcharge</i>	46
<i>International undergraduate student fee</i>	46
<i>Zero credit-hour courses</i>	46
<i>Distance Learning fee</i>	46
<i>Surcharge fee on overload enrollments</i>	47
<i>Student Activity Fee</i>	47
<i>Student Union facility fee</i>	48
<i>COTA Fee</i>	48
<i>Recreational Fee</i>	48
<i>Student Legal Services Fee</i>	48
<i>Late fees</i>	49
<i>Late payment</i>	49
<i>Late add</i>	49
<i>Late registration</i>	49
<i>Financial holds for students using Post - 9/11 GI Bill or Vocational Rehabilitation benefits</i>	49
<i>Fee adjustments and refunds</i>	50
<i>Semester refund schedule</i>	50
<i>Outstanding debt and enrollment</i>	50
<i>Fees for auditing courses</i>	51
<i>Fees for Program 60</i>	51
Military call to duty	51

Communication from the university

Once admitted, a student receives a university email account that is the official means of electronic communication with the university. Students should check their university email on a daily basis for important messages such as the posting of grades, registration dates and changes, billing updates, scholarship opportunities, special events, and school closings.

Student name and personal information

Legal and preferred names

A student's **primary name** should be their legal name, and the official name of their student record. It is used on official documents like transcripts, diplomas, enrollment and degree verifications, and payroll and tax forms.

A student's **preferred first name** may be a middle name, nickname, or any other chosen name. The university uses a preferred last name in correspondence with students (email and physical mailings), class rosters, grade rosters, administrative reports, student information system screens that are visible to advisors or instructors, and for class interactions, including Carmen. If no preferred first name is provided, a student's legal first name will be used. If a student chooses to use a **preferred last name**, they will receive a new name.#. A preferred last name is used in correspondence with students (email and physical mailings), login credentials, and the online student directory. The legal last name will still appear on class rosters, administrative reports, student information system screens visible to advisors and instructors, within Carmen. Students can add or update a preferred first name different from their legal name via [Buckeye Link](#) or at my.osu.edu.

If you need to change your primary name due to a legal name change or any other reason, complete the Change of Record form based on your affiliation: for [students](#) or [faculty/staff](#).

Address

The university has on file the following four address types for students:

1. Permanent address: a student's address when not enrolled in classes at the university, such as the address of the family homewhere a student lives during academic breaks. A permanent address is directory information and can be

released without a student's consent.

2. Home/current address: a student's local address while they are enrolled in classes at the university.
3. Residence hall address: maintained by Student Life and matches the address assigned to a student living within the residence halls.
4. Student physical address: the address where a student is physically located while completing online programs or courses; or while participating in on-ground clinicals, internships, field experiences, or independent study courses since this may be different from the student's current address. Federal and state law require that Ohio State verify the address representing the physical location where students are completing those academic experiences. A student's physical address could impact Ohio State's authorization to offer the academic experience, or a student's eligibility to obtain federal financial aid and eligibility to obtain state professional licensure.

Students can update addresses at buckeyelink.osu.edu.

Making changes to personal information

If a student needs to change or update a primary name, Social Security number or date of birth while enrolled, they should complete the [Change of Record form](#) (authentication is required through OSU Web Login Service) and upload any necessary supporting documentation (such as official documents and/or court orders verifying the correct information).

After graduation, changes to a student's personal information need to be separately submitted to both the University Registrar and the Alumni Association.

Examinations and grades

(For official policy, see [Rules 3335-8-19, 3335-8-20, 3335-8-21, 3335-8-22, and 3335-8-23.](#))

Student assessment

The instructor for each of a student's classes will provide them with a syllabus at the beginning of the term that explains how a student's learning will be assessed. All exams, papers and projects must be clearly assigned and scheduled in the course syllabus. Written, in-class

comprehensive examinations should only be given after the last day of classes, during the official final exam period.

Final exams

A final exam lasts no longer than two hours, and finals week is no more than five days. View the [final examination schedule](#) and important supplemental information regarding final exams.

If a student has more than three final exams on the same day, they can request accommodations, to be made at the discretion of a student's instructor(s). While instructors are encouraged to make accommodations, they are not required.

Final exams taught on the regional campuses or in professional colleges are scheduled by the regional campus or college and approved by the University Registrar. Any deviations from the official exam schedule must be approved by both the University Registrar and appropriate department chair, college dean or regional campus dean.

Grades

The official grades of the university and their meanings are as follows:

Mark	Description	Included in GPA
A, A-	The student met the learning objectives of the course in an excellent manner.	Yes
B+, B, B-	The student met the learning objectives of the course in an above-average manner.	Yes
C+, C, C-	The student met the learning objectives of the course in an average manner.	Yes
D+, D	The student met the learning objectives of the course in a low but acceptable manner.	Yes
E	The student failed to meet the learning objectives of the course.	Yes
EM	The student received credit by examination . A student may not receive EM credit for a course in which they have already earned a grade at this university or have transfer credit from another institution.	No
EN, NEN, UEN	The student failed to complete the course due to non-attendance. When assigning this grade, an instructor must also provide the day or week of the academic term when the student stopped attending the course. This grade is treated as an E when calculating a student's point-hour ratio.	Yes
I, IX	The student has completed a major portion of the work in the course in a satisfactory manner, but for reasons	No

	accepted by the instructor to be legitimate, some course requirements remain to be completed. A student may request an additional 6 weeks to complete these requirements; if approved, instructors must also submit an alternate grade for the course, which will replace the I grade if a final grade is not reported before noon of the sixth Saturday of the following semester. Any extension beyond that requires further approval and will appear on the record as an IX grade. Students cannot repeat a course in which they received the grade I or IX.	
K	The student received transfer credit. K credit is not used when determining a student's university point-hour ratio. K credit may be used by colleges or departments to determine eligibility for specific majors or programs.	No
NP	This mark may be used at the request of undergraduate or continuing education students only. This mark is the equivalent of an E grade in the Pass/No Pass grading option , or during periods of Exceptional Circumstances.	Yes
P	The student has shown satisfactory progress in a series of courses where the grade is not recorded until the final semester of the series is completed. Until a final grade is assigned, credit is counted as hours only.	No
PA	This mark may be used at the request of undergraduate or continuing education students only. The student has met the stated objectives of the course in the Pass/No Pass grading option .	No
PE	The student has met the learning objectives of the course in a low but acceptable manner. This grade is automatically applied during periods of Exceptional Circumstances and is not considered when determining a student's point-hour ratio.	No
R	The student has registered to audit the course. No credit hours are awarded for this mark.	No
S	The student has satisfactorily progressed in or completed work in a S/U graded course. Credit is counted as hours only.	No
U	The student has unsatisfactorily progressed in or completed work in a S/U graded course. No credit is awarded.	No
W	The student has withdrawn from the course.	No

Exceptional Circumstances Grading System

In times of exceptional circumstances, the university may invoke an emergency grading system. The Exceptional Circumstances Grading System is applied to undergraduate and graduate courses that are traditionally graded A-E and replaces lower letter grades with an Emergency Pass (PE) mark. When a PE mark is recorded, credits are earned toward graduation, but the PE is not calculated into the point-

hour ratio (GPA).

For undergraduate students, D+ and D grades convert to a mark of PE. For graduate students, grades of C+ through D convert to a mark of PE. E grades convert to a mark of NP (no pass), and EN grades convert to a mark of NEN (no pass, non-attendance). For semesters in which this grading system is used, a note will appear on the transcript. View the [transcript key](#) for additional information on grades.

Reporting and changing final grades

After a student finishes a class, the instructor reports the student's grade to the University Registrar by the published deadline in the semester's [Important Dates](#). Reported grades become official university records; any changes to grades must be made within two semesters of completing the course.

If a student believes that an error was made, they should first contact the course instructor. If the instructor agrees that an error in the grade was made, the grade will be changed. If the instructor does not feel that a change is appropriate, the student may file a grade grievance with the department chair. If the chair denies the change, the student may then appeal to the dean or director of the college. If the grade grievance is due to grading procedures, the case will then be reviewed by a faculty committee. If a procedural error is found, the committee can either recommend a grade change be made by the instructor or the department chair or allow the student to drop the course and retake it without penalty.

If a student makes charges of grave academic misconduct against an instructor that are substantiated under [Rule 3335-5-04](#) of the Administrative Code, a department grade grievance committee considers grading errors alleged to be related to academic misconduct and recommends any grade changes. Or, if the committee can find no academic basis upon which to recommend an appropriate grade for the course, the student can have the course removed from their record and retake it, if desired, without prejudice or penalty.

Course credit

(For official policy, see [Rules 3335-8-24, 3335-8-25, 3335-8-26, 3335-8-26.1, 3335-8-27, 3335-8-27.1, 3335-8-28, and 3335-8-29.](#))

Credit hours

The number of credit hours assigned to a course is based on the average student's time required to earn the grade of C in the course. This time includes class hours and, if applicable, practical, experimental and/or laboratory work.

Note: Whenever comparing or combining semester credit hours with quarter credit hours, one semester credit hour is equivalent to one and one-half quarter credit hours.

University class ranking system

Student rank for undergraduates is based on total credit hours completed and recorded.

Class standing	Credit hours earned	Rank
Freshman	0-29	1
Sophomore	30-59	2
Junior	60-89	3
Senior	90 and up	4

Rank resets when the student enrolls in graduate, dentistry, law, medicine, optometry, pharmacy or veterinary medicine programs or the Agricultural Technical Institute. Rank in these programs is solely based on a student's progression through the curriculum.

Should there be any doubt concerning the correctness of class rank, a student should consult with their college or school.

Credit points

A student earns credit points based on the letter grade and credit hours of a course. To find total credit points multiply the credit hours of a course by the point value of the grade a student earned in the course. If a student earned an A- in a 3 credit-hour course a student's total credit points would be calculated by multiplying 3.7 (the credit points for an A-) by 3 (the number of credit hours for the course).

Grade	Credit points earned for each credit hour of the course
A	4.0
A-	3.7
B+	3.3

B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
E and EN	0.0 credit points earned
EM	0.0 credit points earned. Not in GPA calculation
I, IX	
K	
NG	
P	
PA, PE, NP	
R	
S, U	
W	

Any other grade that is not listed above does not award any credit points.

Point-hour ratio (GPA)

A student's academic standing for a semester or term is expressed by the point-hour ratio (GPA). To find a student's point-hour ratio (GPA), divide the total number of credit points earned by the total number of credit hours scheduled or undertaken. (Don't include courses in which a student earned grades EM, I, IX, K, KD, NG, P, PA, PE, NP, R, S, U, or W.) The answer -- a number ranging from 0 to 4 -- is a student's point-hour ratio (PHR).

The point-hour ratio for two or more semesters or sessions is a cumulative point-hour ratio (CPHR).

For an undergraduate, the number of credit hours is the total number of credit hours taken except for those modified by the [grade forgiveness rule](#).

The point-hour ratio resets when a student enrolls in a professional or graduate program.

Failure in a required course

Undergraduate or professional students who receive a grade of E or EN in a required course (and have not been dismissed from the university) must repeat that required course, or an approved equivalent course, at the first opportunity. Graduate students must repeat a failed course only if required by their advisor.

Repetition of courses

Undergraduates who receive a grade of E, EN or NP may repeat the course for credit, except as specified by the [grade forgiveness rule](#).

Undergraduate or professional students who receive a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, EM, K, or PA may repeat the course for credit only upon recommendation from the dean or director (or their representative) of their college or school.

Graduate students may repeat any course for credit with approval from their advisor.

A student who has audited a course may repeat the course for credit only with permission from the dean or director (or their representative) of their college or school.

When a student repeats a course, both grades appear on their record and both are used in computing the point-hour ratio (except in cases of the [grade forgiveness rule](#)), but the courses are only counted once toward graduation requirements.

Grade forgiveness rule

Undergraduate students may petition to repeat a course and have the original course credit and grade excluded from their cumulative point-hour ratio (CPHR). The original course will remain on their official record.

Under this rule, a student can repeat up to three separate courses, but each individual course can only be repeated once. Permission to apply this rule must be obtained by the following deadlines:

- The tenth Friday, for courses taken during the full-term autumn and spring semester or summer term
- The sixth Friday, for courses taken during an eight-week summer session
- The fifth Friday, for courses taken during a seven-week session in an autumn or spring semester
- The fourth Friday, for courses taken during a six-week summer session
- The third Friday, for courses taken during a four-week summer session

Graduate and professional students may repeat courses as needed; however, grades for repeated courses ARE included in a student's cumulative point-hour ratio (CPHR).

Note: Grade forgiveness used for a course during Exceptional Circumstances will not count toward the three-course limit.

Fresh start rule

Undergraduate students who re-enroll at the university after an absence of five or more years may petition their college or school to recalculate their cumulative point-hour ratio (CPHR) using only grades of A, A-, B+, B, B-, C+, C, C-, EM, K, PA, or S. If a fresh start is approved, no other grades will be counted for credit, but they will remain on a student's permanent record. To apply this rule, a student must be re-enrolled for a minimum of thirty credit hours and two academic semesters (or one semester and one summer term) before graduating.

Graduate and professional students should check if their programs have a modified version of the fresh start rule.

Auditing a course

To audit a course, a student needs approval from the professor in charge of the course AND the dean of their college or school (for undergraduate or professional students) or their advisor (for graduate students).

Graduate credit

A student earns graduate credit by registering in a graduate course, paying fees, and by being enrolled in the Graduate School when the course is completed. Students do not earn graduate credit for any course completed while registered in professional colleges, undergraduate colleges or Extended Education.

Courses may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts them and notifies the Graduate School of course acceptance.

Enrollment in courses numbered 6000 and above is restricted to graduate students, combined program students, undergraduate students taking courses under Senior Petition (see below), and honors students by petition.

Senior Petition

A senior undergraduate student may petition to take courses for graduate credit if:

- The credit for the course is not used to meet baccalaureate degree requirements.
- The student's undergraduate cumulative point-hour ratio (CPHR) is 3.3 or above.
- The course is offered for graduate credit.

The student must receive permission to take the course by the end of the first day of classes from the secretary of their college or school, the instructor in charge of the course, and the Graduate School. Up to nine graduate credit hours may be completed under Senior Petition.

Program 60

Ohio residents aged 60 or older can audit classes without being charged tuition. In this non-credit and non-degree program, students can attend undergraduate and/or graduate courses based on instructor permission and space availability. Requisites for enrollment may still apply. [Course-based fees](#) may still apply.

College Credit Plus

[College Credit Plus](#) (CCP) is a statewide program that allows qualified

students to enroll in college classes before high school graduation. These students earn both high school and college credit at nocost to students and families. CCP credit earned at other Ohio colleges or universities may be awarded transfer credit at Ohio State based on normal [transfer credit procedures](#). CCP credit earned through Ohio State's Academy program will automatically count towards a student's undergraduate record and may impact undergraduate point-hour ratio (GPA) and academic progress.

Consortium

If a student has financial aid awarded by The Ohio State University, consortium agreements may allow them to apply that aid to attend classes at another eligible college or university. Contact [Student Financial Aid](#) for more information.

Education abroad

If a student chooses to study abroad, their in-country course work requires a certain number of hours of formalized classroom instruction per credit hour just like traditional courses. Learn more about [credit allocation guidelines for education abroad](#).

Extended Education

Students who are not currently interested in earning a degree from Ohio State can still enroll in classes at the university. In addition, students enrolled in a degree program at another institution can take individual classes as a transient student to transfer the credit back to their home institution. Learn more from the [Office of Distance Education and eLearning](#).

Enrollment, attendance and withdrawal

(For official policy, see Rules [3335-8-32](#), [3335-8-33](#), and [3335-9-17.1](#).)

Enrollment status

Type of student	Enrollment status	Credit hours
Undergraduate	Full time	12-18
	Three quarters time	9-11.99
	Half time	6-8.99
	Less than half time	0-5.99
Graduate or Professional	Full time	8+
	Three quarters time	6-7.99
	Half time	4-5.99
	Less than half time	0-3.99
Post Candidacy Students	Full time	3+
	Less than half time	0-2.9

Registration information

Students are assigned a date and time when they can register for classes for the next semester. These registration “windows” are shown in Buckeye Link in the Enrollment Appointment box.

Registration windows are assigned according to registration priority level. Students assigned University Priority can register for classes two to three days before any other windows open, and those with College Priority can register for classes within the first hour of a typical enrollment block.

Registration priority levels

1. University Priority
2. Graduating Seniors
3. Military / Veteran Students – Rank 4
4. College Priority - Rank 4 Undergraduates; Graduate and Professional Students
5. Military / Veteran Students – Rank 1-3
6. Rank 4 Undergraduates; Graduate and Professional Students
7. College Priority - Rank 3 Undergraduates
8. Rank 3 Undergraduates
9. College Priority - Rank 2 Undergraduates

10. Rank 2 Undergraduates
11. College Priority - Rank 1 Undergraduates; Transient (VST) and other students
12. Rank 1 Undergraduates; Transient (VST) and other students
13. Program 60

Find additional registration information, including fee details and important dates, on the [Registrar's website](#).

Adding courses

Any student not in their first semester can add courses online before the first Friday of a semester. After that, instructor permission is required to add a course until the second Friday of the semester. Students should finalize their schedules before the second Friday of a semester. After that time students can only add a course by filing a petition with their college advising office. Each course added after the second Friday is subject to a late course add fee.

Because schedule changes may impact financial aid and/or tuition and fees, students should check with their academic advisor or Buckeye Link before making changes to their course schedule.

Waitlist

A student can choose to be put on a [waitlist](#) if a class they would like to enroll in has reached its enrollment capacity. A student will receive an email if they are officially enrolled in the class. However, the student should monitor their placement on the waitlist and be prepared for additional tuition and fees assessed if they are moved off the waitlist and into the course. If a student's financial aid is adjusted because they are enrolled from a waitlist, these adjustments will appear on the Statement of Account within one to three days of being enrolled from a waitlist.

All waitlists close after the first Friday of the semester. Contact your [academic advisor](#) to learn more.

Participation roster

At the beginning of the semester or session, instructors must complete a participation roster that confirms students' attendance or participation in their class during the first week. A student should notify the instructor of any planned (such as religious observances) or unplanned (such as illness) absences during this first week of classes and confirm that they wish to remain enrolled in the course.

Student participation and attendance can include, but is not limited to, attending a class (either physically or online); submitting an assignment or exam (in person, through email, or via Carmen); attending a study group or special class meeting assigned by the instructor; participating in an online discussion; participating in an interactive tutorial or computer-assisted instruction; sending an email to an instructor to ask a question about an academic subject studied in the course.

Active participation does NOT include logging into an online class or tutorial without any further participation or participating in academic counseling or advisement.

Students who have been reported to the University Registrar as not in attendance or not participating may be dropped from the class.

Class attendance and excused absences

Students are expected to attend classes regularly. Attendance policies may vary for individual instructors, but they should be written in the course syllabus and communicated to students during the first week of the course.

If a student expects to be absent, they should talk to their instructors. Legitimate Accepted reasons for an excused absence include, but are not limited to, illness and injury, disability-related concerns, military service, death in the immediate family, religious observance, academic field trips, participation in an approved concert or athletic event, and direct participation in university disciplinary hearings.

When a student returns to class after a legitimate absence, their instructor will provide them with appropriate assistance and guidance about completing missed assignments and class material. However, instructors are not required to waive essential or fundamental academic requirements to accommodate a student's absence. A student is responsible for satisfying all course requirements in a timely manner, including completing any makeup work resulting from their absence.

Leave of absence

Students should meet with academic advisors before deciding to withdraw from courses or not to enroll for the next term. Advisors help students balance personal needs and academic progress with university policies.

If classes have already started for the semester or summer term, a withdrawal form may be required.

If a student is withdrawing from their first semester at Ohio State, but

plans to attend the following semester, they should [contact Undergraduate Admissions](#) about updating their application.

If a student has received financial aid, they should [contact Buckeye Link](#) before withdrawing to understand the financial consequences of a withdrawal.

Returning after a leave of absence

When a student is ready to return after a leave of absence, they should [contact the advising office](#) of the college or school they were previously enrolled in. If a student wants to change majors, they should contact the advising office of the new college or school. A student is allowed to return provided they were not dismissed from Ohio State, and they are eligible to enroll in their desired program.

If a student took course work at another institution(s) during their leave of absence and wants to transfer that credit, they should send their transcripts to [Ohio State](#).

A student who already completed a degree and wants to take courses not specific to a second undergraduate degree will enroll through [Extended Education](#).

Return after a dismissal

If a student has been dismissed from the university, they must petition for reinstatement with the [college that offers the program](#) they want to complete.

Contact a [regional campus advisor](#) to talk about the petition process specific for that campus.

Withdrawal from the university

Withdrawal from the university means that a student withdraws from ALL courses they are enrolled in for a specific semester or summer term. The process of and deadlines for withdrawing from the university are the same as for withdrawing from one or some courses. Upon withdrawal, the student will be placed on a leave of absence.

Students who completely withdraw from the university (drop all courses for the semester) should work with their academic advisor and with Student Financial Aid in advance to discuss the implications impact of this decision and to plan a strategy to return in the future.

Graduate and professional students should check with their programs for their rules about withdrawing from all courses.

Withdrawal from courses

Students can withdraw from courses and not have them entered on their official permanent record, including their transcript, either by dropping online or by filing the appropriate form with their college of enrollment by 5:00 p.m. eastern standard time on the following days:

- 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
- The first Friday of a four-week summer session

If a student withdraws from courses after these deadlines, they will receive a grade of W on their official permanent record, including their transcript.

A student may continue to withdraw from courses by submitting a form in their enrollment unit (and receive a grade W) until 5 p.m. on the following days:

- The tenth Friday of a semester or summer term
- The fifth Friday of a seven-week session in autumn or springsemester
- The third Friday of a four-week session in summer term
- The fourth Friday of a six-week session in summer term
- The sixth Friday of an eight-week session in summer term

After those dates, a student may withdraw from courses only due to circumstances beyond their control. A student should contact their advisor to file the appropriate petition with their college or school. If approved, a copy will be filed with the University Registrar who enters the grade of W on the student's permanent official permanent record, including their transcript. If not approved, the student will remain enrolled in the course(s) and a final grade must be submitted by the instructor(s). A student can only withdraw from any or all courses after the last day of regularly scheduled classes in cases of genuine emergency that occurs after regularly scheduled classes end and prior to final exams. A student cannot withdraw from any course after the final exam has been given.

If a student stops attending a course but does not officially withdraw (as outlined above), then a student's instructor will give them a grade that will remain on their official permanent record, including their transcript.

A graduate student may withdraw from any or all courses that began in

the same semester, with no grade entered on the official permanent record, including their transcript, until 5:00 p.m. Eastern Standard Time on the fourth Friday of the term.

Disenrollment from a course

A student may be disenrolled from a course in certain circumstances, including for non-attendance or no participation, not meeting prerequisites, disruptive or dangerous behavior, or not obtaining permission to audit.

If a student is disenrolled from a course taken for credit, the University Registrar enters either no grade or grade of W on their official permanent record, including their transcript, depending on when the disenrollment occurs. If a student is disenrolled from a course they are auditing, it is removed from a student's official permanent record, including their transcript.

A student is still responsible for dropping a course they are not attending.

Admission

(For official policy, see [Rule 3335-9-01](#).)

Classification of students for admission

Students seeking admission to the university are classified as follows:

- Undergraduate students (regular or special) include students registered in the following colleges, schools and divisions: Arts and Sciences; Business; Engineering (pre-engineering); Food, Agricultural and Environmental Sciences; Public Affairs; pre-professional programs in Education and Human Ecology; pre-professional health programs in Nursing, Dentistry, Medicine, Public Health, or Pharmacy; Social Work (pre-social work); University Exploration; and Extended Education.
- Graduate students (regular, special, graduate non-degree, conditional or transient). The provisional classification is used in conjunction with the regular, special and conditional classifications.
- Professional students (regular or special) include students registered in the colleges or divisions of a college that admit after completion of a pre-professional curriculum.
- Transient students are regular enrollees of other institutions who,

with the recommendation of their college authorities, enter Ohio State for a brief residence (usually one semester, summer term or session) without transfer of credits.

- Auditors are persons who desire to attend classes without receiving credit for any courses taken.

Title IX and sexual misconduct prevention education

To enhance the safety and well-being of Ohio State students and the university community, all incoming students new to Ohio State are required to complete an online sexual misconduct prevention education program. Students will be notified about this online education program before or during their first term of enrollment. Failure to complete the requirement will prevent future registration. Learn more about Title IX and the sexual misconduct prevention education program at [The Office of Institutional Equity](#).

Vaccination requirement

Before beginning their first semester, students must submit vaccination information to the university. To do this, students enter the dates of their vaccinations in MyBuckMD (the secure health portal at Student Life Student Health Services), and upload vaccine documentation obtained from a licensed medical provider. If a student does not complete this requirement, they may have a hold placed on their account and not be able to schedule classes or access grades.

This requirement applies to domestic, international, and housing students. Students admitted to a health professional program must meet the vaccination requirements for both the university and their degree program.

Learn more at [Student Health Services about the University vaccination requirement](#).

Disclosing a prior or pending felony

As a condition of enrollment, all admitted applicants are required to answer a question regarding felony history prior to paying their acceptance fee. In cases where an admitted student has pled guilty to or been convicted of a felony, or currently has a pending felony charge, the university places that student's enrollment on hold pending further review by the [University Community Enrollment Review Committee \(UCERC\)](#).

UCERC performs a holistic, individualized review of all information provided by the student and information gathered by the committee to determine whether to permit enrollment. Answering yes to the question is not an automatic bar to acceptance to the university.

Prior institution attendance/dismissal

If a student has attended a previous college or university or has been dismissed from a previous college or university and does not notify the university of their previous attendance or dismissal, the university has the right to cancel their admission upon discovery of this information. Such falsification will lead to revocation of admission, cancellation of any record the student has created while in attendance, financial aid ineligibility, and no refunds for fees paid to the university.

Submission of complete and accurate admission information

Students are required to affirm that the information on their application for admission to Ohio State is complete and accurate. This includes:

- Information provided on the application
- Supporting information or documents submitted in support of the application
- Information provided for both admission and financial aid
- Information about prior educational institutions attended

If a student does not provide complete and accurate information, their admission may be revoked, and enrollment cancelled. Students whose admission is revoked are not eligible for refunds and will not receive credit for any course work pursued.

Academic performance

(For official policy, see [Rules 3335-9-23, 3335-9-24, 3335-9-25, 3335-9-26 and 3335-9-28.](#))

Student responsibility

Students are responsible for knowing their own standing academically in reference to the published regulations and standards of the university and of their college or school. Students should monitor their Advising Report for their updated academic standing at the end of the term.

A student is considered in “good standing” in the absence of any probationary or warning statuses.

Academic standing

Academic standing is a measure of a student’s level of academic success. It may be based on point-hour ratio (GAP) for a single term, cumulative point-hour ratio (CPHR), progress toward a degree, or some combination of those factors. In any case, it is intended as one measure of a student’s academic achievement.

To remain in **good standing** in the university, an undergraduate student must maintain a cumulative point-hour ratio (CPHR) of at least 2.0.

Dean’s List

The notation of Dean’s List on the academic record recognizes a strong academic performance in a completed academic term. Typically, students awarded Dean’s List have completed 12 hours with at least 9 graded hours during a semester of full-time enrollment with a GPA of 3.5 or higher and with no failing grades of any kind.

The Grade Forgiveness Rule applied to a course completed in a prior semester will not retroactively qualify a student to be eligible for the Dean’s List.

Minimum scholastic requirements

A cumulative point-hour ratio (CPHR) of at least 2.0 is required for graduation. Students below a 2.0 will be assigned to probation but remain eligible to enroll at the university, subject to the terms of their probation, provided they have not been academically dismissed.

Academic warning

If a student’s point-hour ratio (GPA) falls only slightly below a 2.0 at the end of their first semester, summer term, or session, the student’s college may decide to place the student on academic warning instead of academic probation. In this case, a student should consult with their academic advisor about possible strategies to improve their academic standing. Once the student’s cumulative point-hour ratio (CPHR) reaches a 2.0, they will be removed from warning, but it will remain on their official permanent record, including their transcript for the term it was assigned. If the student does not reach a 2.0 after one term on warning, they could be placed on academic probation.

Academic probation

Any student whose cumulative point-hour ratio (CPHR) has fallen below 2.0 shall be placed on probation. The probation can continue if the student's department/college considers the student's progress to be satisfactory and will be removed when the cumulative point-hour ratio (CPHR) has reached 2.0. The student is notified of their probationary status by the dean or director of their college or school.

If at any time the preparation, progress or success of a student has been reviewed and it is determined they are in danger of unsatisfactory performance, the college or school they are enrolled in may place the student on academic probation or probation by special action.

Academic dismissal

If a student on academic probation does not make satisfactory progress in meeting the conditions of their probation, their college or school may dismiss the student from the university. Notice of the dismissal shall be sent to the student by the dean or director of their college or school. No student shall be subject to academic dismissal unless they currently are on probation.

Reinstatement after academic dismissal

Any student who wishes to be reinstated by a college or school following academic dismissal must meet requirements determined appropriate by the dean or director of the college or school. If the reinstated student does not meet the conditions of probation specified at the time of reinstatement, then the college or school determines whether to dismiss the student or allow them to continue on probation.

Curricular and degree requirements

(For official policy, see [Rules 3335-8-07](#), [3335-9-29](#), [3335-9-30](#), [3335-9-31](#), [3335-9-32](#), and [3335-9-33](#).)

College or school requirements

Each college or school has certain requirements which must be met by every student seeking to earn a degree in that college or school. The specific course requirements for the curricula administered by a given college or school can be found on the website for that college or school. In addition to these, the university has established certain requirements

outlined below.

General education

All undergraduate students must complete a program of general education course work designed to give them a breadth of knowledge, skills and perspectives that cross disciplinary boundaries and extend to areas outside of majors, minors and other specialized study programs.

Deadline to apply for graduation

The university deadline to apply for graduation for undergraduates is the tenth Friday of each term. The university deadline to apply for graduation for graduate and professional students is the third Friday of each term. Late applications are reviewed on a case-by-case basis by petition with required signatures. Many colleges require students to apply by earlier deadlines. A student should check with their academic advisor or college office for deadlines specific to their program.

Deadline to change diploma name

Students may update the name that will appear on their diploma any time after matriculation and before the twelfth Friday of the term in which they applied to graduate (or tenth Friday for summer term). Any diploma or permanent name change request received after this date will be updated in the Student Information System, but a new diploma may need to be ordered after commencement from the Office of Special Events. A fee may apply. Should the student encounter a situation in which they may be negatively impacted by not changing the name after this deadline, a petition may be sent to their college, who can determine if the need qualifies for an updated diploma prior to commencement. Any diploma name submitted that violates community standards will be rejected and the student will be notified by Office of the University Registrar. The certifying college, Office of University Registrar or Special Events may contract the student if the diploma name submitted requires clarification.

Standards for honors at graduation

Latin honors

Undergraduate and professional students may be granted Latin honors “cum laude,” “magna cum laude” or “summa cum laude” for exceptional achievement in the curriculum of a college or school. Students must earn a minimum of 60 credit hours of Ohio State coursework graded A thru D,

or S and have the following point-hour ratio (GPA) or cumulative point-hour ratio (CPHR) by the term before graduation:

- Summa cum laude: 3.9 CPHR
- Magna cum laude: 3.7 CPHR
- Cum laude: 3.5 CPHR

The grades for all Ohio State coursework toward the degree are included in calculating a student's eligibility for such honors. Credits in courses graded PA/NP or PE, as well as credits earned in repeated coursework do not count toward the 60 credit hours. For students who apply for a Fresh Start, only the coursework after the Fresh Start counts toward determining eligibility for these honors. The colleges and schools may establish additional stipulations beyond these minimal requirements.

Changes to GPA after the term before graduation

If a student did not meet the criteria for honors the term before graduation, but they meet the criteria at the time of graduation, they are considered as having met the criteria to graduate with the appropriately revised recognition. Students should be aware that their honors may not appear in published materials for the graduation ceremony but will be accurately reflected in the permanent record.

If a student meets the criteria for honors by the term before graduation but drops below the threshold with their final cumulative point-hour ratio (CPHR), they will not lose their Latin honors recognition for graduation.

Other honors

Standards for graduation with honors such as "with research distinction," "with honors research distinction" and "with honors" are determined by each college and approved by the Council on Academic Affairs. To be eligible for these types of honors, students must complete at least 60 credit hours of Ohio State course work and any requirements specific to the individual honor, including but not limited to, a specific final minimum GPA and specific course work or level of course work relevant to the student's degree program.

Associate of Arts

Undergraduate students who have attended or are attending a regional campus are eligible to receive an Associate of Arts after meeting all of the following requirements:

- 60 semester credit hours; 15 of these completed on a regional campus
- 20 of the last credit hours through regular course enrollment at Ohio State
- undergraduate cumulative point-hour ratio (CPHR) of 2.0 or higher on all Ohio State courses
- any additional college and curricular requirements for the degree involved

Students should file an application for the degree with a regional campus advisor before the tenth Friday of the semester or the term in which the student intends to receive the diploma.

An Associate of Arts degree will not be awarded after the awarding of a baccalaureate degree.

The Associate of Arts in Early Childhood Development and Education has slightly different requirements.

Associate of Science or Associate of Applied Science

To obtain an Associate of Science or Associate of Applied Science from The Ohio State Agricultural Technical Institute (ATI) an undergraduate student must meet all of the following requirements:

- 60 semester credit hours
- 20 of the last 30 credit hours through regular course enrollment at Ohio State
- Enrolled at ATI during the term in which the degree is awarded
- Undergraduate cumulative point-hour ratio (CPHR) of 2.0 or higher on all Ohio State courses
- Any additional college and curricular requirements for the degree involved

Students should file an application for the degree in accordance with rules prescribed by their college or school. Applications must be submitted no later than the tenth Friday of the semester or term in which the student intends to receive the diploma. More information can be found at [Ohio State ATI](#).

Undergraduate baccalaureate degree

To obtain an undergraduate baccalaureate degree from The Ohio State University, an undergraduate student must meet all of the following requirements:

- A minimum of 120 semester credit hours
- A minimum of 30 semester credit hours through regular Ohio State course enrollment
- Enrolled in the college or the school awarding the degree during the term the degree is awarded
- An undergraduate cumulative point-hour ratio (CPHR) of 2.0 or higher on all Ohio State course work
- Any additional college and curricular requirements for the degree

Students should file an application for the degree in accordance with rules and deadlines prescribed by their college or school. Applications must be submitted no later than the tenth Friday of the semester or the term in which the student intends to receive the diploma (or earlier, if required by their college or school).

Degrees and certificates are awarded to undergraduate students by the Board of Trustees upon recommendation of the college or school faculties and the University Senate.

Double majors and dual degrees

Students can complete more than one undergraduate major (sometimes called a double major) while completing one baccalaureate degree. Or they can complete more than one baccalaureate degree (sometimes called dual degrees) with different major and General Education (GE) requirements. Students should consult with academic advisors if they want to pursue either of these options.

Guidelines for earning more than one major:

- The second major must be different from the primary major.
- The second major requirements consist of the major itself and all required prerequisite and supplemental course work (e.g., an appropriate minor if required for the major).
- Each major must contain at least 18 semester hours not contained in the other.
- Overlap with the GE may be permitted where appropriate.

(Consult with an academic advisor for more information.)

- A second major outside of the primary major's college may be possible if that major is approved as available to all colleges.
- At least 120 credit hours is required to earn a single degree with two majors.

Guidelines for earning more than one degree:

- Each degree program must be in a different subject.
- All degree requirements for each program must be completed, including GE requirements, majors, prerequisites, etc.
- 151 hours are required for graduation. (An additional degree requires a minimum of 30 additional semester credit hours beyond those required for the first degree.)
- Students may not overlap any course work between the two majors. (This does not pertain to the GE requirements that most colleges share already, just courses specifically used in the majors.)
- A maximum of 6 semester credit hours earned towards a previous minor may be applied to the major of the additional degree.

Graduate degrees

To obtain a graduate degree from Ohio State, a graduate student must:

- Earn a graduate cumulative point-hour ration (CPHR) of 3.0 or higher on all Ohio State course work.
- Be enrolled in the Graduate School during the term in which the degree is awarded.
- Satisfactorily meet all additional college and curricular requirements for the degree.
- File an application for the degree in accordance with rules prescribed by the Graduate School. Applications must be submitted no later than the third Friday of the semester or term in which the student intends to receive the diploma.

Degrees and certificates shall be awarded to graduate students by the Board of Trustees upon recommendation of the research and graduate council and the University Senate.

Graduate Bridge Program

The Graduate Bridge Program (GBP) is a graduate-admission designation, for up to one full consecutive academic year (SU-AU- SP, in any order) allowing under-prepared students, and others in special circumstances, to have graduate standing before entering a program and a full load of prerequisite and/or degree-applicable coursework. (See section G.1 in [Graduate School Handbook](#).)

Graduate non-degree course work

Students admitted to a graduate degree program who have previously earned graduate non-degree credit hours at Ohio State may count up to seven of those hours towards their degree requirements with approval from the Graduate Studies Committee for their program. It is recommended this approval be granted prior to the first semester or term of admission to the graduate degree program. All graduate non-degree course work, regardless of approval to apply to the degree program or not, are counted in the graduate cumulative point-hour ratio (CPHR). (See section 2.4 of the [Graduate School Handbook](#).)

Graduate credit earned as an undergraduate

Students admitted to a graduate degree program who previously completed course work for graduate credit (Senior Petition) may count up to nine hours of those hours towards their degree requirements with approval from the Graduate Studies Committee for their program. Once approved, these hours will be counted in the student's graduate point-hour ratio (GPA) or cumulative point-hour ratio (CPHR). (See section 4.1 of the [Graduate School Handbook](#).)

Professional degrees

To obtain a professional degree from Ohio State, a student must meet the minimum requirements established by the college or school awarding the degree and approved by the Council on Academic Affairs.

Degrees and certificates shall be awarded to professional students by the Board of Trustees upon recommendation of the college or school faculties and the University Senate.

See below for curriculum and graduation requirements for the professional colleges:

- College of Dentistry [Doctor of Dental Surgery curriculum](#)
- [Moritz College of Law graduation requirements](#)

- College of Optometry [Doctor of Optometry curriculum](#)
- College of Pharmacy [Doctor of Pharmacy curriculum](#)
- College of Veterinary Medicine [DVM curriculum](#)

Academic certificates (credit)

An academic certificate may be awarded as either a stand-alone credential or as part of a student's baccalaureate or graduate degree. To obtain a certificate a student must:

- Earn a minimum of twelve semester credit hours of Ohio State course work in an approved certificate program (some programs may require more than twelve). No more than half of these credit hours may be counted toward the student's undergraduate major, minor, General Education (GE) requirements, or graduate degree program.
- Earn an undergraduate cumulative point-hour ratio (CPHR) of 2.0 or higher, or a graduate cumulative point-hour ratio (CPHR) of 3.0 or higher, on all Ohio State course work.
- Satisfactorily meet all additional college or school requirements for the certificate involved.
- File an application for the certificate in accordance with rules prescribed by the college or school.

Workforce development certificates (non-credit)

A workforce development certificate may be awarded as a stand-alone credential. To obtain a certificate a student must:

- Complete a minimum number of equivalent contact hours of continuing education modules and/or courses in a select topic area as required for the certificate program.
- Satisfactorily meet all additional college or school requirements for the certificate involved.
- File an application for the certificate in accordance with rules prescribed by the college or school. Workforce development and non-credit technician/professional certificates are awarded by the offering unit upon completion of curricular requirements.

Institutional transfer

The Ohio State University [Transfer Credit policy](#) is consistent with the [Ohio Articulation and Transfer Policy](#) first adopted by the Ohio Department of Higher Education (ODHE) in November of 1990.

Conditions for transfer admission

Transfer applicants are students who have earned college- or university-level credits after high school graduation. A complete application includes an official transcript from each previously attended college or university (this includes any college course work taken while in high school). Once it is determined that a student's application is admissible, the student will be considered for enrollment in the college of their intended major, and previous college course work will be evaluated to determine which courses will transfer to Ohio State. Read about [enrollment criteria](#).

Courses taken prior to high school graduation as part of College Credit Plus may count as transfer credit, but they do not qualify a student to apply to Ohio State as a transfer student.

Transfer students receive the same class standing and other privileges as all other students based on the number of credits earned. Grades from transferred courses are not included in the calculation of Ohio State's cumulative point-hour ratio (CPHR).

Acceptance of transfer credit

Once the university receives an official transcript, previously completed college-level course work will transfer to Ohio State if:

- the course was taken at a regionally accredited institution or at an institution holding a [certificate of authorization](#) from the Ohio Department of Higher Education,
- the course was non-remedial, and
- a grade of C- or above was earned. Grades of D or D+ may be accepted in specific circumstances.

Transfer credit may or may not be awarded for:

- College-level course work successfully completed at post-secondary institutions holding non-regional accreditation from an association recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).
- Formal learning experiences that have been identified, evaluated, and recommended by a university recognized review service,

National College Credit Recommendation Service (NCCRS), and/or the American Council on Education (ACE).

Military transfer credit will be accepted according to the American Council on Education's recommendation, as listed on the Joint Services Transcript.

While courses may be awarded undergraduate credit, students may be required to submit additional materials, including course syllabi, in order to complete the course evaluation of any general credits. While students will receive credit for all approved courses, colleges determine how transfer courses apply to specific degree requirements. Specific programs or majors may also have restrictions on how many hours can be applied to fulfill degree requirements.

Currently enrolled students planning to take a course at another institution should [contact their academic advisor](#) and/or department directly to identify appropriate courses for transfer.

Learn more about [transfer credit](#) and view the [Ohio State Transfer Credit policy](#).

Visit [Transferology](#) for details about transferring courses to and from Ohio State and other institutions.

International transfer credit

For international transfer students, previously completed college-level course work will transfer to Ohio State if the course was taken at a properly recognized institution of higher education, the course was non-remedial, and an equivalent grade of C- or above (on a 4.0 scale) was earned. Grades of D or D+ may be accepted in specific circumstances.

The university must receive an official transcript, with foreign language documents translated into English by the issuing institution, an authorized translator, or a teacher of the language (see [Sending Transcripts to Ohio State](#)).

When necessary, credits from the previous institution are converted to Ohio State's credit-hour system based on the standard that one year of work is equal to approximately 30 semester hours of credit. For additional details, including region- and country-specific calculation methods, reference the [International Transfer Credit policy](#).

Ohio Transfer 36

The Ohio Department of Higher Education Transfer and Articulation Policy established the [Ohio Transfer 36](#) (previously referred to as the

Ohio Transfer Module), which is a subset or entire set of a college or university's general education curriculum. The transfer module consists of 36 semester hours of courses in English composition, mathematics, arts and humanities, social science, natural science, diversity, equity, and inclusion, and interdisciplinary course work.

Courses that are part of the transfer module are identified with "ODHE" attributes in the [Course Catalog](#).

Students may be required to meet additional general education requirements beyond the transfer module and are encouraged to work with their academic advisor regarding course selection and specific program requirements.

Official transcripts

A transcript is considered official if it is sent to Ohio State directly from the originating institution either by secure electronic delivery or to an appropriate receiving address (see [Sending Transcripts to Ohio State](#)). Transcripts should not be delivered by the student or sent to any other addresses on campus.

Appeals process

A student may challenge the way the transfer credit policy was applied in awarding transfer credit. An appeal must be submitted in writing to ESUE-TransferCreditCenter@osu.edu. Learn more about the appeals process in the [Ohio State Transfer Credit policy](#).

Test credit

Undergraduate students currently enrolled at Ohio State can earn credit toward graduation through Credit by Examination. This credit is designated as EM on the student's transcript. EM credit is only counted as earned hours and not considered in determining a student's point-hour ratio (GPA). EM credit is not awarded for courses that are prerequisites to those for which credit has already been earned. EM credit is not awarded for any course in which a student has already received a mark, either at Ohio State or as transfer credit from another institution.

Students may apply up to 30 semester hours of EM credit toward a degree. Students who want to apply more than 30 semester hours of EM credit toward a degree must contact their academic advisors prior to testing.

All test scores can be sent to:

The Ohio State University Testing Center
281 W. Lane Ave.

Columbus, OH 43210

Students can take some of the following tests at [Ohio State's Testing Center](#), located in the Student Academic Services Building. Learn more about [credit by exam](#), including credit awards, testing regulations and fees.

Advanced Level and Advanced Subsidiary Level exams

The Advanced Level and Advanced Subsidiary Level are subject-based exams taken by some international students. Ohio State awards credit for official Advanced Level exams and partial credit for Advanced Subsidiary Level exams. Official results (either originals or certified copies) must be received from Cambridge International or Pearson EdExcel. View a list of [exam subjects and credit awarded](#).

Advanced Placement (AP)

High school students can complete college-level curricula through Advanced Placement and receive college credit for exam scores of 3 and above. To earn credit for AP scores, students should contact College Board at 1-888-225-5427 to have their official score report sent to recipient code #1592.

College Level Examination Program (CLEP)

CLEP exams allow students to demonstrate prior learning in introductory-level collegiate course material and earn college credit. Exams may be taken at Ohio State's Testing Center or official score reports may be sent to recipient code #1592.

International Baccalaureate (IB)

Students who successfully complete courses in six core subject areas earn an International Baccalaureate (IB) diploma. Credit is awarded for IB exam scores of 4 or higher that are achieved in the higher level (HL) programs and approved by the department. No credit is awarded for standard level (SL) scores. To earn credit for IB scores, students should submit request to have their official score report sent to recipient code "Ohio State University—All Campuses."

DSST exams

DSST exams allow students to earn college credit for prior learning experiences outside of the classroom. Credit is awarded for scores of 400 and above. Exams may be taken at Ohio State's Testing Center or official score reports may be sent to recipient code #1592.

Credit by exam

Students can earn EM credit toward graduation by successfully completing Ohio State-specific tests in select subject areas. Two types of tests are used to measure content knowledge for specific courses: EM tests and departmental exams. EM tests are not available to incoming students until the first day of classes of their first term of enrollment. EM tests cannot be repeated. [Learn more about test options and registration instructions.](#)

Foreign language placement

Students receive Foreign Language Validation in languages of which they are native speakers and EM credit in languages for which they are not. Native speakers are defined as individuals who graduated from the equivalent of high school in another country where the validation language was used as the primary language of instruction. Contact the [Center for Languages, Literatures and Cultures](#) to take a placement exam.

Course information

(For official policy, see [Rule 3335-8-05.](#))

The most current information regarding registration, important dates, and course details (new courses, changes to existing courses, quarter to semester conversion information, credit hours, sections, days, times, buildings, room, and instructors) may be found on the [University Registrar website.](#)

Course offerings

Ohio State offers over 13,000 courses. Students can find specific types of courses in the [Course Catalog](#) and [Schedule of Classes](#) by searching criteria such as course attributes, components, department, mode of instruction, campus and location. See below for descriptions of these criteria.

Course attributes

Course attributes are used by the university to communicate information about an individual course to students. This information may relate to the registration process or inform how the course work can be used to fulfill academic requirements.

The following are the names, abbreviations, and meanings of course

attributes that students can search by in the [Course Catalog](#) and [Schedule of Classes](#).

- Affordable Learning Exchange: courses offer alternative low cost texts and materials; may require additional fees or an opt out selection
- College Credit Plus: open to high school students participating in the College Credit Plus program
- Contract Course: administered by The Ohio State University for third parties/external entities
- Course Fee: requires an additional fee
- ODHE Career-Tech Assurance Guide: approved for statewide guaranteed transfer
- Credit By Exam: course eligible for exam credit
- Flexibly Scheduled: has meeting dates that fall outside the standard start and end dates of a given semester or term
- General Education-Legacy: may be used to meet one or many of the university General Education requirements
- General Education-New: may be used to meet one or many of the university's new General Education requirements
- Honors: an Honors course
- OIA Study Abroad Program Number: part of an education abroad program
- ODHE Ohio Transfer Module: a General Education course approved for statewide guaranteed transfer
- ODHE Transfer Assurance Guide: a major course approved for statewide guaranteed transfer
- University Survey Course: an introductory course for new students
- Variable Units: has variable credit-hour units

Class components

Some course offerings are associated with components such as lecture, lab, recitation, independent study, workshop, seminar, field experience, and clinical. Those components describe what kind of class it is and how it will be taught. One component will be designated as the graded

component and will have a final exam. Components are visible and searchable in the [Schedule of Classes](#).

The following are components, their abbreviations and a description:

- Lecture (LEC): usually a larger class size where general information is taught to the group
- Recitation (REC): generally, a smaller subgroup of a larger class where an instructor goes over homework problems, answers questions, administers quizzes, etc.
- Lab (LAB): a longer class period where a student completes lab work; this is also used for performing and visual arts studios/ensembles and may be connected to a LEC or REC.
- Seminar (SEM): tend to be smaller in size and more discussion oriented.
- **Clinical (CLN)**: students participate in a clinical setting as part of the learning process. Instruction generally occurs outside the institutional setting (i.e., an actual clinical laboratory setting) and may involve work with individuals who receive professional services from students supervised by faculty members and/or preceptors.
- **Field experience (FLD)**: academic or investigative study, away from the classroom and/or campus, which relates to the student's occupational objectives and is taken with permission of a faculty advisor or program.
- **Independent study (IND)**: students who complete an individualized and often self-paced plan of study. Students participate in faculty-guided and supervised projects, research, scholarship, or creative activities. Class size is smaller and have no defined meeting days/times.
- **Workshop (WRK)**: brief, intensive instruction for a small group of students that focuses on technique and skills in a particular field.

Modes of instruction

Ohio State's series of instruction mode labels accommodate different forms of course delivery and distance education opportunities. In a distance course, instruction is delivered from a distance, most often via the Internet. Modes of instruction range from no instruction or some instruction online to all the instruction completed online. Modes of

instruction are visible and searchable in the [Schedule of Classes](#). The following lists the varying modes of instruction, their abbreviations, and a description.

- In Person (P): 0-24% of class activities completed by students at a distance.
- Hybrid Delivery (HY): 25-74% of class activities completed by students at a distance.
- Distance Enhanced (DH): 75-99% of class activities completed by students at a distance.
- Distance Learning (DL): 100% of class activities completed by students at a distance.

Instruction mode is determined by individual course section, so it is possible that a course has both a Distance Learning (DL) lecture section and an In Person (P) lab or recitation section. Enrollment exclusively in DL courses may impact tuition and fees. Learn more about [Distance Education program and courses](#).

Requisites

Many courses require that students first complete other courses or meet requirements in standings, grades, programs, majors, etc., in order to enroll in a course. Requirements are automatically applied during registration, so students aren't able to register for classes if they don't meet the requisites.

- A course **prerequisite** is any requirement an academic department identifies as essential for a student to complete before taking a course.
- A course **corequisite** is a requirement that must be completed at the same time or prior to the course for which it is required.
- A course **exclusion** is any requirement that an academic department identifies as being prohibited for a student to achieve/complete before taking a course.

These are listed in the [Course Catalog](#) and [Schedule of Classes](#).

University classification and course numbering system

Undergraduate courses

Courses numbered **1000-1099** are undergraduate non-credit courses for orientation, remedial, or other non-college-level experiences. These courses are in addition to a program's graduation requirements.

Courses numbered **1100-1999** are introductory, required or elective courses that may be prerequisite to other courses. They provide undergraduate credit, but do not count toward a major or field of specialization. Some of these courses count as General Education requirements.

Courses numbered **2000-2999** are intermediate courses providing undergraduate credit and may be counted toward a major or field of specialization.

Courses numbered **3000-3999** are upper-level courses providing undergraduate credit that may be counted toward a major or field of specialization.

Courses numbered **4000-4999** are advanced undergraduate courses providing undergraduate credit that may be counted toward a major or field of specialization. Graduate students may enroll in and receive graduate credit for 4000-level courses outside their own graduate program.

Dual-level courses

Courses numbered **5000-5999** are offered for both graduate and undergraduate credit. They are advanced-level undergraduate courses providing undergraduate credit that may be counted toward a major or field of specialization or are foundational course work and research for graduate and professional credit.

Graduate and professional courses

Courses numbered **6000-6999** are foundational graduate and professional courses and research providing graduate or professional credit.

Courses numbered **7000-7999** are intermediate graduate and professional courses and research providing graduate or professional credit.

Courses numbered **8000-8999** are advanced graduate and professional

courses and research providing graduate or professional credit.

Course suffixes

H -- Honors course: a course offering more advanced, rigorous curriculum and enrichment experiences. Only students in University Honors and Scholars may enroll.

E -- Honors Embedded course: a non-honors course in which students can earn Honors credit by incorporating enhanced honors components.

T -- ATI course: a course that is part of an associate degree program (available at Ohio State ATI only) and fulfills the portion of the curriculum.

S -- Service Learning course: a course that uses experiential learning strategies and involves student participation in an organized service activity.

Special/consistent course designations

Some course number combinations are used consistently across disciplines to identify a special characteristic of a course. Following the university's course numbering model (outlined above), the first digit of the course number continues to designate the level of the course.

Number combination	Special characteristic of the course
X189	Field experience and field work
X191	Internships
X193	Individual studies
X194	Group studies
X797	Study at a foreign institution
X798	Study tours
7796 or 8796	Curricular practical training
X998	Research
7999	Research for master's thesis
8998	Research for dissertation (pre-candidacy)
8999	Research for dissertation (post-candidacy)
X78Y	Research principles and techniques
X88Y	Interdepartmental seminars
X89Y	Colloquia, workshops, and special topic seminars
2367	Second writing course (General Education-Legacy)

2596, 3596, or 4596	Cross-disciplinary undergraduate seminar
3597 or 4597	Contemporary world/capstone course

Fees and other financial information

Agreement to pay

Students are financially responsible to Ohio State for payment of all tuition, room and board fees, and related costs added to a student account. This also includes fees, fines or penalties that are related to attendance, such as parking fees or fines, health services, health insurance, late payment fees, finance charges, or other charges.

All students must agree to the [Financial Responsibility Statement](#) before they can register for classes each term. Students who do not complete the Financial Responsibility Statement will have a hold placed on their account that prevents them from registering, adding courses or moving off a waitlist until they complete the statement.

Instructional Fee

The Instructional Fee is used to fund instructional costs at the university. Students who are taking classes at more than one Ohio State campus during the same term are assessed fees based on the campus where they are taking the most instructional credit hours. Learn [how tuition is distributed for multi-campus students](#).

General Fee

The General Fee is mandated by the State of Ohio to fund non-instructional student services. At Ohio State, general fees provide student services that support students' emotional and physical well-being as well as their cultural and social development outside the classroom. These student services include Counseling and Consultation Services, Student Health Services, Recreational and Intramural Sports, the StudentUnions, Disability Services and the Multicultural Center.

Learning Technology Fee

Some majors charge a Learning Technology Fee to pay for certain technology-related expenses within the program. This per credit hour fee will be charged based on a student's course load (total enrollment hours) for the semester. [View Learning Technology fees](#).

Program Fee

Some majors charge a Program Fee to pay for certain program-related expenses. This per credit hour fee will be charged based on a student's course load (total enrollment hours) for the semester. See the [View program fees](#).

Course Fee

Course Fee(s) pay for additional costs for specific courses that require added materials and/or equipment. See the [View course fees](#).

Non-resident surcharge

Students who are non-residents of Ohio will be assessed a non-resident tuition surcharge. The state of Ohio provides a tuition subsidy for residents of Ohio, which is largely funded by the taxpayers of Ohio. In order to qualify for Ohio residency for tuition purposes, a student would have to prove they meet the guidelines set by the Ohio Department of Higher Education in the Ohio Administrative Code, Chapter [3333.1.10](#) and Ohio Revised Code, Chapter [3333.31](#).

If a student who is a resident of the state of Ohio fails to provide their Select Service Registration Number to the university, it will result in the assessment of non-resident fees. Learn more about how [Selective Service impacts Ohio Residency for Tuition](#).

International undergraduate student fee

All Columbus campus international undergraduate students are assessed an International Fee based on total enrollment hours each semester. This fee provides academic support services for international students.

Zero credit-hour courses

Courses that are assigned zero credit hours are charged at the 0.5 credit-hour rate, unless otherwise stated. For example, students who register for a 3 credit-hour class and a zero credit-hour class will be charged at the 3.5 credit-hour rate.

Distance Learning fee

Distance learning classes are offered completely on-line, with no in-person components. Students enrolled only in distance learning

classes are assessed a distance learning administration surcharge of \$100 per term. For these students, site-based fees (COTA Fee, Recreational Fee, Student Activity Fee and Student Union Fee) are waived.

If a student had any regular or “hybrid” courses (regular courses that also have a significant distance education component and not exclusively distance education) in addition to distance education classes, all regular fees are assessed.

To review fees for programs specifically designed as Distance Learning, click to see the [Fee Tables](#).

To learn more about course delivery modes, see the Student Guide to Instructional Modes.

Surcharge fee on overload enrollments

Full-time undergraduate enrollment is 12-18 credits per term. Students are billed for each credit over full-time enrollment. The “over 18 hours” rate is the same as the per-credit-hour rate up to 12 hours, and applies only to instructional, general and non-resident fees.

Exceptions to this surcharge are as follows:

- Internships (courses numbered X191): When a student is registered for more than 18 credit hours and at least one of the courses is an X191 internship course, the student will not be assessed the 18+ credit-hour charge.
- Research (courses numbered X998 and X999): When a student is registered for more than 18 credit hours and at least one of the courses is an X998 or X999 research course, the student will not be assessed the 18+ credit-hour charge.
- Field experience (courses numbered X189): When a student is registered for more than 18 credit hours and at least one of the courses is an X189 field experience course, the student will not be assessed the 18+ credit-hour charge.
- Courses for graduating students: When a student is registered for more than 18 credit hours and is rank 4 and has applied to graduate, the student will not be assessed the 18+ credit-hour charge.

Student Activity Fee

All students at the Columbus campus are assessed a [Student Activity](#)

[Fee](#) each term. This fee is used to fund major campus events planned by the Ohio Union Activities Board, student organizations, student governments, the Discount Ticket program, Buck-I-SERV (the alternative breaks program), local community service initiatives, and some of Ohio State's largest and most traditional campus programs. select local community service initiatives planned by Pay It Forward and some of Ohio State's largest and most traditional campus programs, called Signature Events.

Student Union facility fee

All students at the Columbus campus are assessed a facility fee for the Ohio Union that helps fund the facility, student organizations and student meeting space, and innovative venues that support student programming.

COTA Fee

The [COTA Fee](#) provides students at the Columbus campus unlimited use of Central Ohio Transit Authority (COTA) services each term.

Recreational Fee

All students (except those who are regular employees of the university) taking four or more credit hours on the Columbus campus are assessed the Recreational Fee. This fee supports all campus [recreational sports facilities](#), programs and services. Students who are assessed the fee are automatic members of the recreational sports facilities and eligible for all member benefits. For current fee rates, please see the [Fee Tables](#).

Note: Post-candidacy doctoral students are considered full-time at three credit hours and are assessed this fee beginning at that level of enrollment.

Student Legal Services Fee

Students can choose to participate in or waive legal coverage provided by Student Legal Services. Plan coverage is from August 1 through July 31 of each academic year. Students must decide before the tuition and fee deadline of their first term of enrollment for that academic year. This fee is assessed to Columbus campus students who are in a degree granting program with at least one credit that is not distance learning, and who are not regular employees of the university.

Fees are assessed as follows:

- \$40 if enrolled in autumn (autumn through summer term)

coverage)

- \$23 if enrolled in spring, but not enrolled for autumn (spring and summer term coverage)
- \$6 for summer only

To learn more, including how to waive coverage, see to waive coverage, see [Student Legal Services' Eligibility](#) page.

Late fees

Late payment

If your account balance is not paid by the published fee payment deadline, your account will be assessed a \$200 late fee.

This includes the first installment of the Tuition Option Payment Plan (TOPP).

This fee increases to \$300 by the second Friday of classes.

Note: University Residences and Dining Services have separate late fees.

Late add

Students are assessed \$100 late course add fee for each class added after the second Friday of the term.

Late registration

Students are assessed a \$500 fee for initial registration after the second Friday of the term.

Financial holds for students using Post - 9/11 GI Bill or Vocational Rehabilitation benefits

If students who are veterans or their dependents are unable to meet financial obligations to Ohio State due to delayed disbursement of funding from the Department of Veterans Affairs, Ohio State will not impose any penalty, including charging late fees; denying access to classes, libraries, or other institutional facilities; or requiring the student to borrow additional funds.

Fee adjustments and refunds

When students change their schedule or withdraw after the first Friday of the semester, tuition and fees are adjusted to reflect the changes. Enrollment in fewer credit hours may result in an adjustment to tuition and fees. Students dropping from full-time status (12 credit hours for undergraduates; 8 credit hours for graduate or professional students) to part-time status may receive an adjustment of a portion of their Instructional Fees, General Fees, Non-Resident Fees, Learning Tech Fees, Program Fees, Lab Fees, and some Course Fees.

Students who completely withdraw may also receive a refund of additional fees, including Student Activity Fee, COTA Fee, Student Legal Services Fee, Recreational Fee, Student Union Fee, Distance Learning Fee, and International Undergraduate Student Fee.

No refunds will be given for classes dropped after the fourth Friday of the semester.

Semester refund schedule

100 % refund	Through the first Friday of semester classes
75% refund	From the first Saturday through the second Friday of semester classes
50% refund	From the second Saturday through the fourth Friday of semester classes
No refund	After the fourth Friday of semester classes

Find refund schedules for the 7-week session, 4-week session, 6-week session, and 8-week session on the [Registrar's website](#).

Students can [contact Buckeye Link](#) with questions about how schedule changes will impact their fees.

Outstanding debt and enrollment

Students who have past due balances on their Statement of Account will be unable to registering for future courses until their balance is paid in full.

In addition, students with past-due balances who already have registered for future courses will be dropped from their courses and must pay in full to re-register.

A past-due balance could include unpaid tuition and fees, housing and

dining, or other finance charges or penalties.

Fees for auditing courses

Students who choose to audit a course will need to obtain the course instructor's written permission and provide the instructor's written permission to their academic advisor to register for a course as an audit. The student will be charged full tuition and fees for the audited course in addition to their other courses. All registration and payment deadlines apply.

Fees for Program 60

Program 60 allows Ohio residents over the age of 60 to attend courses tuition-free. Participants pay for books, supplies or lab fees as required by the course(s) in which they are enrolled. There are also optional expenses associated with parking, transportation, replacing a lost BuckID, or purchasing a membership to the Recreation and Physical Activity Center (RPAC).

Military call to duty

Students who are serving in the military who are called to duty should withdraw from all classes. Some exceptions may depend on details of the deployment, specific course requirements, and the point in the semester when the deployment occurs.

Students should provide a copy of military orders to their academic advisor and contact the Military and Veterans Services office. Students will be withdrawn from the course without any academic penalty and will receive a 100% refund of tuition and fees. However, withdrawing from classes may impact financial aid, and students may owe for any refunds received. Once duty service has been completed, the student should contact their college office to re-enroll.