

Late Course Petition

Students have the ability to add courses through the second Friday of the semester/session. Students wishing to add a course after the published deadline must submit a petition (Faculty Rule 3335-9-17.1).

Similarly, students are permitted to drop a course through the tenth Friday of the semester (fifth Friday of an autumn or spring session, or equivalent summer deadline). Students requesting to drop after the prescribed deadline have the option to petition the Graduate School (Faculty_Rule 3335-8-32)

Considerations

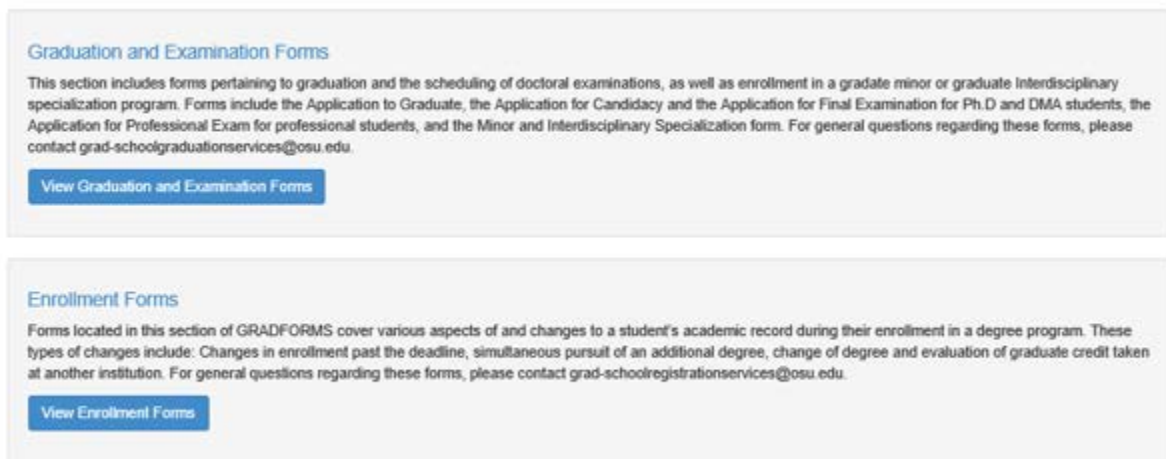
- If the student is requesting to add a course after the deadline, their petition is subject to the terms of Faculty Rule: “Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student’s control.”
- If the student is request to drop a course after the deadline, their petition is subject to the terms of Faculty Rule: “Reasons not acceptable include (but are not limited to) the student’s performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s).”
- If the student is requesting a change with a backdated effective date for the change (such as a backdated drop), they will need to specify the date they are asking to use in their “Reason” for the petition, and they will need to explain why they are asking to use that date and what circumstances they experienced that would warrant the backdated date, making sure they can provide documentation of said circumstances.
- If the change(s) the student is requesting could result in a reassessment of their tuition and fees, the student should check with Buckeye Link (buckeyelink@osu.edu, (614) 292-0300) as to what the implications of this registration may be prior to submitting their petition. Students should make sure they are aware of the potential financial consequences of the change(s) they are requesting.
- If the student has been dropped for non-payment from their course(s) and wishes to be reenrolled for the term, they must submit course add petitions for each of the courses from which they were dropped – they may not selectively submit petitions for courses. These petitions may be submitted as a petition group for the term.

Process:

- 1) Student initiates and submits the form online via gradforms.osu.edu
- 2) Graduate School initial check
- 3) All approvers approve/deny form (See Page 11 for approver list by form type)
- 4) Graduate School approves/denies form
- 5) Graduate School completes the form

Student Actions

Step 1: Students will need to log into gradforms.osu.edu and choose Enrollment Forms.



Graduation and Examination Forms

This section includes forms pertaining to graduation and the scheduling of doctoral examinations, as well as enrollment in a graduate minor or graduate interdisciplinary specialization program. Forms include the Application to Graduate, the Application for Candidacy and the Application for Final Examination for Ph.D and DMA students, the Application for Professional Exam for professional students, and the Minor and Interdisciplinary Specialization form. For general questions regarding these forms, please contact grad-schoolgraduationservices@osu.edu.

[View Graduation and Examination Forms](#)

Enrollment Forms

Forms located in this section of GRADFORMS cover various aspects of and changes to a student's academic record during their enrollment in a degree program. These types of changes include: Changes in enrollment past the deadline, simultaneous pursuit of an additional degree, change of degree and evaluation of graduate credit taken at another institution. For general questions regarding these forms, please contact grad-schoolregistrationservices@osu.edu.

[View Enrollment Forms](#)

Graduation and Examination Forms include the following forms:

Application for Candidacy Exam, Application for Final Examination, Application to Graduate, Application for Professional Examination, Committee and Examination Petition, Delay of Final Document, Minors& Interdisciplinary Specializations, Report on Candidacy, Report on Final Document, Report on Final Examination, Report on Professional Exam, and Report on Transcript Designation

Enrollment Forms include the following forms:

Combined Degree Program, Dual Degree Program, Late Course Petition, Transfer of Graduate Credit, and Transfer of Graduate Program

[View Enrollment Forms](#)

Step 2: After the student has selected a list of all available enrollment forms will populate. (See below for screenshot)

Enrollment Forms

Transfer of Graduate Program [Help](#)

If you have previously been admitted into a program and paid fees (even for one term) you cannot be considered a new graduate student. Students wishing to enter a program other than the one to which they were initially admitted must complete a transfer of graduate program. This portion of the transfer of graduate program is to request approval from the previous, or current graduate program.

[+ Create New Transfer of Graduate Program Form](#)

Transfer of Graduate Credit [Help](#)

If you have attended another university as a graduate student, or attended Ohio State as a graduate non-degree student, and wish to apply that credit to your current degree program, please use this form. Please review the policies concerning the transfer of credit in the appropriate sections of the Graduate School Handbook. If you require further clarification regarding the transferring of credit, please email grad-schoolregistrationservices@osu.edu.

[+ Create New Transfer of Graduate Credit Form](#)

Late Course Petition [Help](#)

This form should be used if you are requesting to add, drop or audit a course after the published university deadline. This form can also be used to request a refund for a course that was dropped after the full refund period (i.e., backdated drop).

[+ Create New Late Course Petition Form](#)

Dual Degree Program Plan [Help](#)

This form is used to request the simultaneous pursuit of two graduate degrees. The following form is used to detail a plan of study between two programs. Students should submit this form (at least) one term prior to dual enrollment. For more information, please refer to the Dual Master's Degree Programs section in the Graduate School Handbook.

[+ Create New Dual Degree Program Plan Form](#)

Combined Degree Program [Help](#)

The purpose of a combined degree program is to give outstanding students an opportunity to simultaneously pursue a graduate and undergraduate/professional degrees in different colleges by reducing the amount of time required to complete both sets of requirements. Admission to a combined graduate and undergraduate/professional program requires admission to the Graduate School, approval from the graduate studies committee chair of the proposed graduate program and an appropriate official of the undergraduate, or professional college (e.g., academic advisor and/or dean or director). Combined degree students must meet the minimum GPA requirements detailed in Special graduate programs section of the Graduate School Handbook. This form should be submitted no later than two weeks prior to start term of the proposed combined program.

[+ Create New Combined Degree Program Form](#)

Step 3: Student will choose the [+ Create New Late Course Petition Form](#) button from the list of all available enrollment forms.

Step 4: The student will then fill in the correct term, their advisor's name.#, and the course(s) information. The advisor name.# information will automatically populate a dropdown list. (See below for screenshot)

Please fill in the following information

[? Help](#)

Effective Term

Select Effective Term

Advisor

Type advisor name.n and select from dropdown

Courses

Please fill out Action, Course Number, Class Number, Subject, Credit Hours and Instructor and click the "Add" button in order to add a course to this form.

1.

Select Action	Course Number	Class Number
Subject	Credit Hours	Instructor name.#
Reason		
<input type="button" value="Add"/>		

Fields on Form Petition Form

Select Action- This dropdown menu contains the following options: Add Course, Change Audit Courses to Grade Course, Change Grade Course to Audit Course, and Drop Course. Please note, credit to audit and audit to credit are the only available grading basis changes; we cannot change a course graded as A-E to S/U, or S/U to A-E.

Course Number- The four digit number immediately following the subject; e. g. SUBJECT xxxx, with "xxxx" being the course number.

Class Number- The four or five digit number found in parenthesis after the course number.

Subject- The department of the course; e.g. ANIMSCI, EDUTL, MATH, PHYSICS

Credit Hours- The number of credit hours for the course; please note that, unless a course is set up as a variable hour course, we can only add the course for the number of hours for which it is available, and variable hour courses can only be added for hours within the available range.

Instructor name.#- The course instructor's last name and their dot number (their OSU email).

Reason- A detailed explanation of both your request and why this request was not made prior to the published university deadline.

Course #1 Information:

Please fill in the following information

[Help](#)

Effective Term

2015 Sum

Advisor

- EDUCST-PH - Category P

Courses

Please fill out Action, Course Number, Class Number, Subject, Credit Hours and Instructor and click the "Add" button in order to add a course to this form.

1. Action: Add Course , Subject: ESSPSY, Course Number: 7193, Class Number: 1234, Credit Hours: 4.0 hours, Instructor: Miranda.2, Reason: I enrolled for the incorrect section of the course. *This add will not go into effect until you Save this form*

[Remove](#)

2.

Select Action	Course Number	Class Number
Subject	Credit Hours	Instructor name.#
Reason		

Add

Save

Save and Continue

Course #2 Information:

Please fill in the following information

[Help](#)

Effective Term

2015 Sum

Advisor

- EDUCST-PH - Category P

Courses

Please fill out Action, Course Number, Class Number, Subject, Credit Hours and Instructor and click the "Add" button in order to add a course to this form.

1. Action: Add Course , Subject: ESSPSY, Course Number: 7193, Class Number: 1234, Credit Hours: 4.0 hours, Instructor: [redacted], Reason: I enrolled for the incorrect section of the course. *This add will not go into effect until you Save this form*

[Remove](#)

2. Action: Drop Course , Subject: ESSPSY, Course Number: 7193, Class Number: 2345, Credit Hours: 4.0 hours, Instructor: [redacted], Reason: I enrolled for the incorrect section of the course. *This add will not go into effect until you Save this form*

[Remove](#)

3.

Select Action	Course Number	Class Number
Subject	Credit Hours	Instructor name.#
Reason		

Add

Save

Save and Continue

Notice the student is adding and dropping.

Step 5: After the student selects **Save and Continue** they will need to review their application. If the student needs to make adjustments to their online application they should hit the **Edit** button. If the student has an attachment they will click on the **Add Attachments** button. If the petition is ready to submit the student will choose **Submit Application**.

Late Course Petition **NEW**

Student Information | **Late Course Petition** | History

Effective Term: Summer 2015 Term

Late Course Petition (s)	Action	Subject	Course Number	Class Number	Credit Hours	Instructor name.#	Attachments	Approval Status
Drop Course		ESSPSY	7193	2345	4.0	<input type="text"/>	NEW Add Attachments	
Add Course		ESSPSY	7193	1234	4.0	<input type="text"/>	NEW Add Attachments	

Committee

Advisor: - EDUCST-PH, Category P

The current petition form may be comprised of multiple requests. For example, a request to add (in one term) may be accompanied by a request to drop another course (in the same term), or switch another course to audit, or even add multiple courses. Because the justification to consider these changes past the deadline may include multiple changes, there may be a group of actions listed; yet it will be considered one petition.

Edit **Submit Application** Cancel Application

Attachments

If you are requesting a change in the effective date for a course drop that will result in a refund of fees due to extenuating circumstances, the Graduate School requires supporting documentation. Please attach any supporting documentation that will help to clarify the rationale to make the proposed changes. If you are requesting a retroactive drop due to a medical-related issue, please do not attach health-related documents. Rather, please scan and email them to grad-schoolpetitions@osu.edu.

Multiple attachments can be selected using control key.
 No file chosen

Save

****Note:** If the student's explanation is lengthy they are welcome to upload their statement as an attachment.

We require a statement from the course instructor, addressing attendance and participation (or lack thereof) in the course, as well as your current academic status in the course; this should be uploaded here. Examples of additional (optional) documentation may include emails, visa documentation (if delayed entry), an obituary, or any other documentation that supports your petition. Do not upload medical documentation here; medical documentation can be emailed from your OSU email address to Grad-SchoolPetitions@osu.edu.

After all attachments have been added and the student is ready to submit their petition they will click on the [Submit Application](#) button. Once the student submits their application they will see the following screen:

You have successfully submitted the Late Course Petition

The submitted petition form may be comprised of multiple requests. For example, a request to add (in one term) may be accompanied by a request to drop another course (in the same term), or switch another course to audit, or even add multiple courses. Because the justification to consider these changes past the deadline may include multiple changes, there may be a group of actions listed; yet it will be considered one petition.

[View PDF](#)

[View Status](#)



Graduate School Check

Step 6: Once the student submits their petition it will be routed to the Graduate School for the initial Grad School Check.

EDUCST-PH	<ul style="list-style-type: none">Name: Grad School CheckDescription: Late Course Drop Course Petition for [redacted]Assignee:Task Creation Time: Mar 25, 2016 02:58 PM	PENDING	N/A	View	Start
EDUCST-PH	<ul style="list-style-type: none">Name: Grad School CheckDescription: Late Course Add Course Petition for [redacted]Assignee:Task Creation Time: Mar 25, 2016 02:58 PM	PENDING	N/A	View	Start

[View](#) allows the approver to only look at the form and not make any approve/deny choices.

[Start](#) allows the approver to review the request and add the instructor's name.#, save, send, or cancel the application.

Step 7: After selecting the  button the Graduate School will review the application and confirm the course/instructor information. (For petitions to add a course, we require the departmental chair's approval. The Graduate School will input this information during the initial check.) After the instructor's name.# has been verified the Graduate School representative will hit the  button.

Late Course Petition PENDING

Submitted: Mar 25, 2016 02:58 PM

[Help](#)

[Student Information](#) | [Late Course Petition](#) | [History](#) | [Remarks \(0\)](#) | [Comments \(0\)](#)

[Actions](#) ▾

Effective Term Summer 2015 Term

Late Course Petition

Action Drop Course
Course Number 7193
Class Number 2345
Subject ESSPSY

Credit Hours 4.0
Instructor name.#

Reason I enrolled for the incorrect section of the course.

Attachments:
 This is a test document for GRADFORMS petitions.docx

Committee
Advisor - EDUCST-PH, Category P

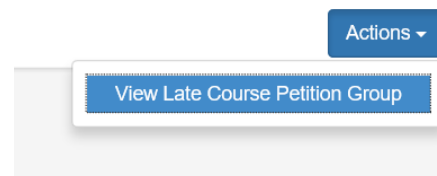
Instructor Name.#

[Save](#)

[Send](#)

[Cancel Application](#)

If a student has submitted more than one petition for the same term we can view all petitions as a group by clicking on the Actions dropdown menu. This feature is helpful when trying to best understand what the student's end goal will be, especially when reviewing a petition to add/drop courses.



After the Graduate School has assigned all approvers for the petition the history will look similar to the screenshot below.

****Note:** The history section for the petition below is for an add and also a drop. If the student only submitted one petition they will only show history for one form.

Late Course Petition PENDING


Submitted: Mar 25, 2016 02:58 PM [Help](#)

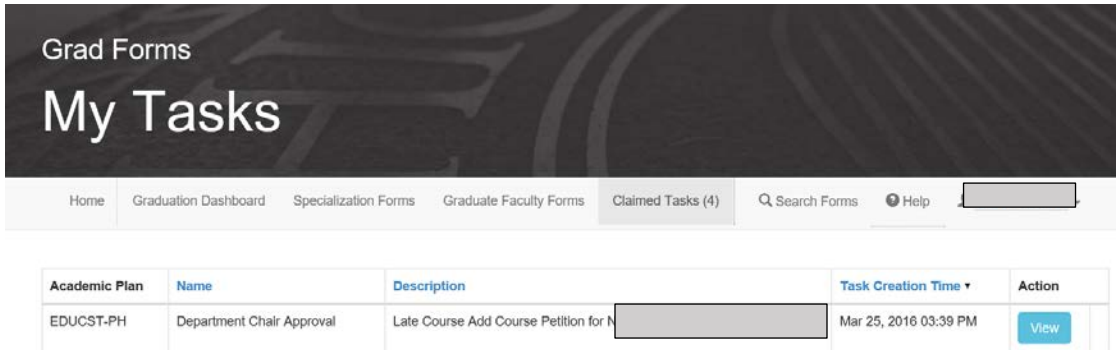
[Student Information](#) [Late Course Petition](#) **History**

History

Task	User	Completion Time	Resolution
Task History for Action:ADD, Course Number:7193, ClassNumber:1234			
Initiate Late Course Petition		Fri Mar 25 14:58:50 EDT 2016	COMPLETED
Grad School Check		Fri Mar 25 15:39:13 EDT 2016	APPROVED
Department Chair Approval			
Advisor Approval			
Instructor Approval			
Task History for Action:DROP, Course Number:7193, ClassNumber:2345			
Initiate Late Course Petition		Fri Mar 25 14:58:48 EDT 2016	COMPLETED
Grad School Check		Fri Mar 25 15:34:44 EDT 2016	APPROVED
Advisor Approval			
Instructor Approval			

Program Actions

Step 8: The approver will need to select the  button. (See screenshot below)



Academic Plan	Name	Description	Task Creation Time	Action
EDUCST-PH	Department Chair Approval	Late Course Add Course Petition for N [redacted]	Mar 25, 2016 03:39 PM	View

Step 9: The Petition Form requires approvals based on the form they are trying to submit. After all approvers have approved/denied the form it will come to the Graduate School for final review.

Add- Department Chair, Advisor, and Instructor

Drop- Advisor and Instructor

Audit- Advisor and Instructor



Late Course Petition **PENDING**
Submitted: Mar 25, 2016 02:58 PM

Student Information | Late Course Petition | History | Remarks (0) | Comments (0)

Effective Term Summer 2015 Term

Late Course Petition

Action Add Course
Course Number 7193
Class Number 1234
Subject ESSPSY

Credit Hours 4.0
Instructor name.# [redacted]
Department Chair name.# [redacted]
Reason I enrolled for the incorrect section of the course.

Committee
Advisor [redacted] JCST-PH, Category P

[Save](#) [Approve](#) [Deny](#)

Graduate School Actions

Step 10: After all approvers have approved/denied the Petition Form it will populate on the Graduate School's task list.

Late Course Petition **PENDING** Help

Submitted: Mar 25, 2016 02:58 PM

Student Information | **Late Course Petition** | History | Remarks (0) | Comments (0) | Actions ▾

Effective Term Summer 2015 Term

Late Course Petition

Action Add Course
Course Number 7183
Class Number 1234
Subject ESSPSY

Credit Hours 4.0
Instructor name.#
Department Chair name.#
Reason I enrolled for the incorrect section of the course.

Committee

Advisor - EDUCST-PH, Category P

Step 11: After the Graduate School has posted an approval status we will update the student's record accordingly and complete the petition form on GradForms. The change(s) will likely require a change ticket be processed by the Registrar's Office and this may take several business days to reflect on the student's record in SIS. (Screenshots of the Approved Form and the History Tab are on the next page)

Late Course Petition COMPLETED

Submitted: Mar 25, 2016 02:58 PM

[Help](#)

[Student Information](#) [Late Course Petition](#) [History](#)

Effective Term Summer 2015 Term

Late Course Petition (s)	Action	Subject	Course Number	Class Number	Credit Hours	Instructor name.#	Attachments	Approval Status
Drop Course	ESSPSY	7193	2345	4.0	[REDACTED]	[REDACTED]	This is a test document for GRADFORMS petitions.docx	COMPLETED View
Add Course	ESSPSY	7193	1234	4.0	[REDACTED]	[REDACTED]		COMPLETED View

Committee

Advisor [REDACTED] - EDUCST-PH, Category P

Late Course Petition COMPLETED

Submitted: Mar 25, 2016 02:58 PM

[Help](#)

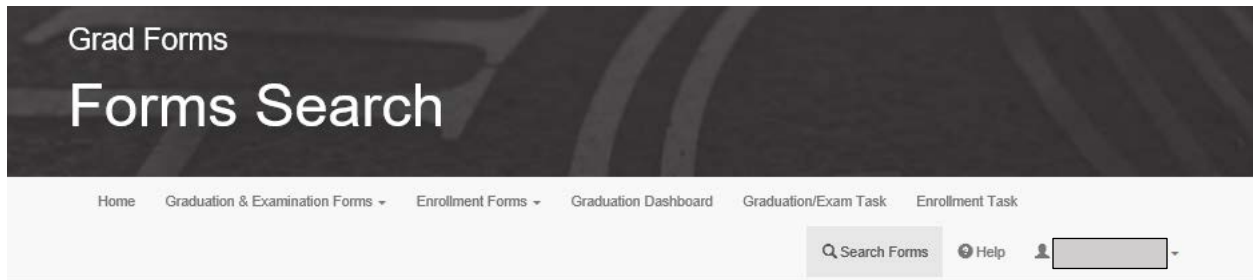
[Student Information](#) [Late Course Petition](#) [History](#)

History

Task	User	Completion Time	Resolution
Task History for Action:ADD,Course Number:7193, ClassNumber:1234			
Initiate Late Course Petition	[REDACTED]	Fri Mar 25 14:58:50 EDT 2016	COMPLETED
Grad School Check	[REDACTED]	Fri Mar 25 15:39:13 EDT 2016	APPROVED
Department Chair Approval	[REDACTED]	Fri Mar 25 15:46:58 EDT 2016	APPROVED
Advisor Approval	[REDACTED]	Fri Mar 25 15:49:27 EDT 2016	APPROVED
Instructor Approval	[REDACTED]	Fri Mar 25 15:52:38 EDT 2016	APPROVED
Final Approval	[REDACTED]	Fri Mar 25 15:55:39 EDT 2016	APPROVED
Completion	[REDACTED]	Fri Mar 25 15:59:18 EDT 2016	COMPLETED
Task History for Action:DROP,Course Number:7193, ClassNumber:2345			
Initiate Late Course Petition	[REDACTED]	Fri Mar 25 14:58:48 EDT 2016	COMPLETED
Grad School Check	[REDACTED]	Fri Mar 25 15:34:44 EDT 2016	APPROVED
Advisor Approval	[REDACTED]	Fri Mar 25 15:50:28 EDT 2016	APPROVED
Instructor Approval	[REDACTED]	Fri Mar 25 15:52:45 EDT 2016	APPROVED
Final Approval	[REDACTED]	Fri Mar 25 15:57:18 EDT 2016	APPROVED
Completion	[REDACTED]	Fri Mar 25 16:01:02 EDT 2016	COMPLETED

GradForms Features

Search Forms: The Search Forms tab allows programs to filter through their student forms. Approvers have the ability to search by student information, academic plan, approval status, and form type. All fields do not need to be filled in order to search on GradForms.



Search

Filter

Student

Student name formats: "Lastname", "Firstname Lastname", or "Lastname, Firstname"

Academic Plan

All

Approval Status

All

Form Type

All

Download Excel Spreadsheet: After searching for forms you will have the option to download an Excel spreadsheet of your students and their forms. To download a spreadsheet click on the Actions button and choose Download Excel.

8 result(s) found.

Name	OSUID	Form	Date Created	Approval Status	Actions
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 16, 2016 08:49 AM	PENDING*	<input type="button" value="Actions"/> <input type="button" value="Download Excel"/> <input type="button" value="View"/>
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 9, 2016 04:46 PM	CANCELLED	<input type="button" value="View"/>