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UNIVERSITY

Office of the University Registrar

E-mail Announcement

Date: June 20, 2011
To: Department Chairs and Directors
From: Debra Benton, University Registrar
Subject: Requisite Drop Process for Summer

Dear Department Chairs and School Directors:

We were planning to drop students from summer quarter/session classes this past weekend for failed requisites. As you know, students are permitted to register for future terms assuming they will successfully complete their in-progress classes. After grades are processed, the requisites are re-evaluated and students are dropped if they no longer meet the requisites. This process was developed in PeopleSoft and tested. Unfortunately when we attempted to run it this weekend in the production system it failed. At this point we do not have a way to identify students who no longer meet the requisites for their summer quarter/session classes.

If you have a class or classes that you would like us to review manually to ensure each student registered does indeed meet the requisite please send an e-mail to me (bentond@ohio.edu). In the e-mail please indicate the course and section (e.g. JOUR 412 100) for us to review and we'll drop students manually if they no longer meet the requisite. Depending upon the volume of requests this could take several days to complete.

We will also e-mail all instructors of record for the summer informing them to announce to their classes that students who don't meet the requisite are not being automatically dropped and encouraging them to tell the students to discuss their situation directly with the instructor.

We will also e-mail all enrolled students asking them to discuss their situation with their instructor to determine if they should continue in the class if they no longer meet the requisite.

We apologize for this process not being completed. We fully expect to be able to run this process for Fall Quarter.

If you have questions please let me know.

Thanks,
Deb