



**OHIO**  
UNIVERSITY

Office of the University Registrar

## E-mail Announcement

**Date:** June 20, 2011  
**To:** Faculty and Instructors  
**From:** Debra Benton, University Registrar  
**Subject:** Requisite Drop Process for Summer

Dear Faculty and Instructors:

You are receiving this message because you are assigned as an instructor of record for a class this summer.

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.

Department Chairs/School Directors have been given the opportunity to notify us of classes for which they would like us to review students manually and drop if they no longer meet the requisites. If your class is identified as one for review we will notify you once we have dropped the students.

If your class is not being manually reviewed please let your students know what you would like them to do if they do not meet the requisites of the class (drop on their own, discuss the situation with you, etc.).

We apologize for this inconvenience.

Best regards,  
Debra Benton