OHIO UNIVERSITY
1804

Office of the University Registrar

Date: May 16, 2013

To: Students Enrolled for Audit – Summer Semester 2012-13

From: OHIO Registrar

Subject: Students Enrolled in one or more Classes for Audit - Grade Deadline Reminder

Dear Student:

Based on your summer semester class schedule, you are enrolled in one or more classes for audit. To ensure this is what you intend, I am writing with a friendly reminder about University policy and auditing classes:

- Auditing is not pass/fail.
- Audited classes do not count toward financial aid eligibility.
- Audited classes do not affect your GPA or hours earned.
- Audited classes appear on your official transcript with AU grades.
- Audited classes will not apply toward requirements for your major, minor, or certificate.

If you no longer wish to be enrolled as audit, go to My OHIO Student Center and choose *Enrollment: Edit* from the dropdown menu in the Academics section. From there, follow the three steps to make the change (select the class, change the grading option from audit to the letter grade option available, and submit the change).

If you wish to be enrolled on a pass/fail basis, contact your college or regional campus student services office to apply for this option.

The deadline for changing your grading basis from audit to credit or pass/fail is:

- Friday, May 17, 2013, for first summer session classes;
- Friday, May 24, 2013, for full summer semester classes; and
- Friday, July 5, 2013, for second summer session classes.

Additional information is listed below regarding pass/fail.

- A student interested in taking a class under the pass/fail grading option should contact the student services office in his/her college or regional campus student services office to request that a course be taken pass/fail.
- A pass/fail request by a regional campus student is reviewed by the appropriate college's student services office on the Athens campus and may be denied if an inappropriate choice has been made.
- Students may complete no more than 12 semester hours under the pass/fail option.
- No course taken pass/fail may be used to fulfill any graduation requirement (college, school, or department) other than total hours.
- To be eligible for the pass/fail option the student must have earned a GPA of 2.5 or better for his/her last semester of full-time enrollment or have an accumulative GPA of 2.0 or better.
- First-semester freshmen are not subject to the GPA requirements.

If you have any questions about this, please email registration@ohio.edu or call 740-593-4495.

Thank you for your attention to this message and best wishes for a successful semester!

Debra Benton
University Registrar