



# OHIO UNIVERSITY

Office of the University Registrar  
1 Ohio University  
Chubb Hall  
Athens, OH 45701  
Fax: 740.593-0216  
Email: registration@ohio.edu

## REQUEST TO RESTRICT CLASS PERMISSION REQUESTS

Purpose: This form is used to request courses be set so students may not request permission online and/or faculty and staff cannot manage and create permissions. The form is also used to amend or remove restrictions already in place.

Return this completed form to: Tasha Hutchison, Office of the University Registrar, Chubb Hall 115E, or [hutchisn@ohio.edu](mailto:hutchisn@ohio.edu).

### Overview

By default, if a student is not able to register for a class using the My OHIO Student Center, they can request permission online to enroll in the class. After the student requests permission, an email is sent to the instructor of record and the Faculty & Advising Center Class List indicates there is a pending request for the class. The instructor of record, or those who have appropriate approval rights, may approve or deny the request.

This form is used to make amendments to the default behavior of who can request and manage permissions requests for certain courses.

### Section I – Add a new restriction

Complete this section to request a course or courses be restricted based on one of the following situations:

- Exceptions are never made for a course, so it should be set so students cannot request permission
- Faculty/instructors of record are not permitted to act on (approve or deny) requests for a course, so it should be set so faculty cannot manage (approve or deny) requests or create new approvals. Note that faculty will still receive email notifications and be able to view the requests but will not be able to act on them.
- Others with administrative access (i.e., support staff, department chairs, etc.) are not permitted to act on (approve or deny) requests for a course, so it should be set so those with administrative access cannot manage (approve or deny) requests or create new approvals.

#### A. Course Restriction Information

Semester to begin restriction (required): \_\_\_\_\_

Semester to end restriction (if “forever,” leave blank): \_\_\_\_\_

Campus(es) (required):

Athens

Chillicothe

eCampus

Eastern

Lancaster

Southern

Zanesville

All campuses

Courses to restrict (required):

(i.e., subject and catalog number, all NRSE classes, all graduate MATH courses, etc.)



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### B. Type of Restriction

Should students be allowed to request permission online?	Yes	No
Should faculty/instructors of record be able to manage (approve or deny) requests and create new approvals?	Yes	No
Should others with administrative access be able to manage (approve or deny) requests and create new approvals?	Yes	No

## Section II – Update or remove a restriction

### A. Describe the existing restriction to be updated or remove, and how it should be updated and removed:

### B. When should this change be implemented (i.e., Fall Semester 2019-20, etc.)?

## Section III – Authorization

### Chair/Director/Associate Dean Approval

I request and approve the restriction(s) described in *Section I – Add a new restriction* be added or the update(s) described in *Section II – Update or remove a restriction* be implemented as described.

Chair/Director/Associate Dean Name: (Please Print) \_\_\_\_\_

Chair/Director/Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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