

AUTUMN QUARTER 2009 DEADLINES

LATE REGISTRATION FEES

\$100 Late Fee for **Continuing Students**..... September 24-October 2
\$500 Late Fee for **All Students** Starting October 3

LATE FEE PAYMENT PENALTY

\$100 Late Fee for **Continuing Students**..... September 24-October 2
\$300 Late Fee for **All Students** Starting October 3

COURSE ADDITIONS

Use ON-LINE REGISTRATION Through September 25
Use Course Enrollment Permission Form
• With Instructor and Advisor's Signatures September 26-October 2
• With Instructor, Advisor, and Dept. Chair's signatures October 3-9
Use Late Add Petition Form Starting October 10

COURSE DROPS / WITHDRAWALS

Use ON-LINE REGISTRATION Through October 9
Use Change Ticket with Advisor's Signature Starting October 10
("W" Will Appear on Transcript)
Use Late Drop Petition Form Starting November 7

COURSE AUDITS

Last Day to Register for Audit Option Without Petitioning October 9

REFUNDS *

Last Day for 100% Refund Fri., September 25
Last Day for 80% Refund Fri., October 2
Last Day for 70% Refund Fri., October 9
Last Day for 60% Refund Fri., October 16
Last Day for 50% Refund Fri., October 23
Last Day to withdraw from the university with any refund of fees paid Fri., October 23

* Please be aware that any schedule adjustments after the 100% refund date may result in less than a full financial credit to your student statement of account.

** VERY IMPORTANT - Please note that special refund and forfeiture policies apply to students receiving financial aid or fee authorizations. Some students may be required to repay and refund a portion of their aid or fee authorization if they withdraw or drop hours.

FORFEITURE FEES are incurred for dropping hours or withdrawing after the first Friday of the quarter. After the first Friday has passed, the University will retain a portion of the tuition for the number of hours dropped. Forfeiture fees will be assessed for all fees that are considered to be tuition: Instructional Fee, General Fee, Non-Resident Fee, and the Learning Technology Fee.

For Questions Regarding These Deadlines or For Further Information, Please Consult Your Master Schedule of Classes, or Visit the Registrar's Website at www.ureg.ohio-state.edu, or

Contact the Graduate School at 292-6031 or gs-regsrv@osu.edu -- **Office Hours are 9 a.m. to 5 p.m.**

All documents must be received by close of business day of the deadline

Registration & Graduation Services forms available through Forms & Publications @ www.gradsch.osu.edu

Graduate School Addendum

GRADES

Summer 2009 Incomplete Grades Due	Monday, November 2
Graduating Students Grades Due	
Monday, Tuesday, Wednesday Exams.....	Thu., December 10, midnight
Thursday Exams	Fri., December 11, noon
Non-Graduating Students Grades Due.....	Mon., December 14, midnight
Last day grades may be posted electronically	Sun., January 4, midnight

OTHER

Credit Hour Reduction Requests	Wednesday, September 9
First Day of Classes.....	Wednesday, September 23
Autumn Application to Graduate.....	Friday, October 2
Enrollment Census Date	Wednesday, October 7
Winter Quarter Registration Opens.....	Monday, October 19
Master's & Doctoral Exam Forms	Wednesday, November 25
Approved Theses & Dissertations	Wednesday, December 2
Last Day of Classes.....	Friday, December 4
Autumn Commencement.....	Sunday, December 13
End of Quarter Deadline	Friday, December 31
Winter Quarter Classes Begin	Monday, January 4

HOLIDAYS (University and Offices Closed)

Veteran's Day observed	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Columbus Day observed.....	Friday, November 27
President's Day observed.....	Thursday, December 24
Christmas Day.....	Friday, December 25
New Years Day.....	Friday, January 1, 2010