

POLICIES AND PROCESSES FOR THE APPROVAL OF OFFICE OF THE REGISTRAR PETITIONS

Departmental Head Advisor Approved Petitions and Forms

The College of Agricultural Sciences distributes approval for the following Office of the Registrar petitions and forms to the **departmental head advisors**, only. Please note that some forms contain sections requiring college head advisor approval, and some have time limitations on departmental head advisor signature authority. Following approval, please ask the student to take the form directly to the Office of the Registrar.

- **Undergraduate Academic Program Update** form, including
 - change of minor and option
 - but not: change of major
- **OSU Petition for Approval as Required by Academic Regulations**, including
 - extension of time to remove incomplete grade
 - examination for credit or for waiver
 - exceptions to university graduation requirements, such as total GPA, hours off campus, and upper-division-level courses
- **Petition for Late Change of Registration** only during the term a course is being taken, including
 - course adds, drops, and withdrawals
 - change of grading basis after the 7th week deadline
 - change of course credit
 - credit hour overload
 - but not: withdrawal from the university after Friday of Dead Week
- **Extra Hours Petition (Academic Regulation 7)** form
- **OSU Change of Grading Basis** form
- **OSU 2nd Week Registration/Add** form
- **OSU Audit Registration** form
- **Declaration of Subsequent Credential for Post Baccalaureate Students**
- **Request for Reinstatement** form, i.e., reinstatement after minimum requirements for reinstatement have been met, but not Petition for Exception to OSU Reinstatement Regulations
- **Application for Reservation of Credit Undergraduate and Post-baccalaureate** form

NOTE: Departmental head advisors complete and sign all student athlete forms and send them directly to Intercollegiate Athletics.

College Head Advisor Approved Petitions and Forms

Departmental head advisors pre-approve and refer the following petitions to the college head advisor or associate dean for approval. Departmental head advisors sign above, beneath, or beside the college head advisor's signature line. The college head advisor will only sign petitions and forms that have the department head advisor's pre-approval.

- **Petition for Late Change of Registration** after the term a course is taken, including
 - course adds, drops, and withdrawals
 - change of grading basis after the 7th week deadline

- change in course credit
 - maximum credit hour overload
 - withdrawal from the university after Friday of Dead Week
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- **Petition for Exception to OSU Reinstatement Regulations.** *Department head advisors or a representative of the advisor support students at reinstatement hearings.*
 - **Undergraduate Student Application for Withdrawal from the University**
 - **Undergraduate Academic Program Update form for change of major only**
 - **Petition for Approval of Credit from a 2-year Institution**