

## Department of Statistics

Course Enrollment Permission Instructions for Faculty

RE: Graduate Students (statistics and non-statistics graduate students)

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Common requests for permission to enroll are due to:

- Enrollment Capacity Has Been Met
- Student Does Not Meet the Course Prerequisites
- Student Wants to Enroll in an Individual Study or Dissertation Research Course
- Student Wants to Enroll After the Deadline

### **Enrollment Capacity Has Been Met**

If the student asks to override the enrollment cap to enter a class that is full, do NOT give permission. If the class is full, tell the student to get on the waitlist, which is active through the first Friday of the term. If you want to increase the enrollment capacity for the class or allow specific students to enroll, contact Jean Scott. Refer to your faculty center for your current enrollment numbers and class capacity limit.

### **Student Does Not Meet the Course Prerequisites**

If the student does not meet the listed prerequisites and needs your permission to enroll, work with the student to determine if you wish to override the prerequisite. If you approve the student's request to enroll, follow the Course Enrollment Permission Instructions on the following page.

### **Student Wants to Enroll in an Individual Study or Dissertation Research Course**

If a student wants to enroll in an individual study (STAT 6193, 8193) or dissertation research (STAT 8999) course with you, it requires instructor permission. If you approve the student's enrollment, follow the Course Enrollment Permission Instructions on the following page and be sure to indicate the number of credit hours for the enrollment. Number of credit hours is determined by the instructor and student based on the amount of work for the course. The following are general guidelines for this type of enrollment. Note that due to current restrictions for each course, it is not always possible or necessary to follow these guidelines. If you have a specific request, please include the details with your permission.

- STAT 6193: master's and pre-QII
- STAT 8193: post-QII, pre-candidacy
- STAT 8999: post-candidacy (post-candidacy students are required to enroll in 3 hours each autumn and spring semester through graduation)

### **Student Wants to Enroll After the Deadline**

If a student wants to enroll in a course after the 1<sup>st</sup> Friday of the semester, this requires permission of the instructor and the student's advisor. If you approve the student's enrollment, follow the Course Enrollment Permission Instructions on the following page.

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*[Note: The deadline for fee payments is 1 week prior to the start of the term. If by this deadline students are not enrolled in the correct amount of hours, there could be issues with their funding and the student could receive late fees. Ideally, students should have completed their enrollment by this deadline.]*

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### Course Enrollment Permission Instructions

If the approval is submitted by 5pm of the 2<sup>nd</sup> Friday of the term – you can give your permission by emailing the Graduate School Registration Services [Grad-SchoolRegistrationServices@osu.edu](mailto:Grad-SchoolRegistrationServices@osu.edu) from your OSU or @stat.osu.edu email addresses. Below is sample text for your email. Note that if you simply state “I give my permission for the student to enroll” and don’t include *what* you’re giving permission to override, you are giving your blanket permission which covers any reason, which could potentially cause issues. (The bullet point “Enter a Course Requiring Permission” is for courses like research hours which always require permission.) Alternatively, you can use the paper [Course Enrollment Permission form](#) if you prefer.

#### [Sample Email]

“I give my permission for [Student Name] ([Student OSU Email Address]) to enroll in STAT [Course number] ([Class number])\* for [term] [year] for the following reason (provided that there are empty seats): *[include the following bullet points that apply]*

- Waive Prerequisite Requirements
- Enter a Course Requiring Permission
- Schedule the Class with a Time Conflict~
- Add the Course after the 1<sup>st</sup> Friday of the Semester”^

\*Include the number of credit hours if the course is offered for variable credit hours (ex: STAT 8999)

~Time conflicts require permission from instructors from both classes

^Requires instructor and advisor permission

After 5pm on the 2<sup>nd</sup> Friday of the term - students must submit a Late Course Petition through the Graduate School’s online forms portal <https://gradforms.osu.edu>. A late fee is also assessed. Once the form is submitted by the student, the instructor, advisor and department chair will be notified via email to log into <https://gradforms.osu.edu> to approval the form online. If approved, the grad school would process the request.