

Due Dates for Registration Deadline Appeal Form

Registration Deadline Appeal Type	Module/Semester	Spring 2025 Due Date
Add or Drop* <i>*after a drop, your registered credits must be within the min/max amount of credits required by your division. Please see the following webpage for more information https://www.oberlin.edu/registrar/registration</i>	First module	February 26, 2025
	Full term	February 26, 2025
	Second module	April 23, 2025
Course withdrawal with "W" grade	First module	March 24, 2025
	Full term	April 28, 2025
	Second module	May 9, 2025
Declare Pass/No Pass	First module	March 28, 2025
	Full term	May 9, 2025
	Second module	May 9, 2025

Policies and Guidelines

1. If an exception to a deadline published in the academic calendar is necessary due to circumstances beyond the student's control, this form may be used to appeal. Deadlines for registration-related activities are established by the college in accordance with faculty-approved academic policy; deadlines for all course adjustments are publicized well in advance in the academic calendar available online in the events calendar and at the Registrar's web site: <https://www.oberlin.edu/registrar/resources/academic-calendar>.
2. The appeal form and all of its components must be submitted by the deadline noted on the due dates link on the Downloadable Forms webpage: <https://www.oberlin.edu/registrar/policies-procedures-forms/downloadable-forms>. The student must obtain all required signatures and necessary approvals associated with their appeal at the time of appeal submission.
3. If the student wishes to drop a course (or reduce credits for a course) and that drop would result in the student's registration of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the appeal will not be considered.
4. If the student wishes to withdraw from a course and that would result in the completion of less than the required minimum of 14 credits/3 academic and one-half course in the Arts and Sciences, 16 credits in the Conservatory or Double Degree program, the Registrar's Office will refer the student to the appropriate office for a consultation before granting the appeal (Arts and Sciences students: Academic Advising Resource Center; Conservatory students: Conservatory Associate Deans Office; Double Degree: either office).
5. Requests to add a course requires providing proof of instructor agreement along with submission of completed appeal.
6. No appeal will be accepted if the faculty member has already submitted a final grade for the student or if classes have ended for the semester.
7. Certain changes cannot be appealed after the deadline noted on the academic calendar. Specifically, the option to change back to letter grades will not be accepted.