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# Ohio University Undergraduate Catalog 2005-2006

The fees, programs, and requirements contained in this catalog are effective with the 2005 fall quarter. They are necessarily subject to change at the discretion of Ohio University. It is the student's responsibility to know and follow current requirements and procedures at the departmental, College, and University levels.

Ohio University is an affirmative action institution.

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# Ohio University Mission Statement

**Ohio University is a public university providing a broad range of educational programs and services. As an academic community, Ohio University holds the intellectual and personal growth of the individual to be a central purpose. Its programs are designed to broaden perspectives, enrich awareness, deepen understanding, establish disciplined habits of thought, prepare for meaningful careers and, thus, to help develop individuals who are informed, responsible, productive citizens.**

## Undergraduate Education

Ohio University offers undergraduate instruction on both the Athens campus and the regional campuses. Undergraduate programs, designed to contribute to intellectual and personal development and career goals of students, emphasize liberal studies.

Undergraduate major programs, pre-professional, and professional programs prepare students for employment in a variety of careers and for continued study. Two-year technical and associate's degree programs, reflecting employment opportunities, as well as the general career interests of students, are taught primarily at the regional campuses.

At the Athens campus, instruction is combined with residence life and other extracurricular programs in an effort to create a collegiate experience integrating learning and living.

## Academic Advising

Ohio University recognizes academic advising to be a central element of the educational experience of its undergraduate students. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals. Advisors are responsible for being accessible and responsive to students, and for providing accurate, timely information. Students are responsible for being prepared for advising sessions, and for understanding University and major requirements.

## Graduate and Professional Education

Ohio University offers graduate and professional education. The primary forms of activity are advanced and specialized courses of study, supervised practical experience, and research.

The essential concentration of faculty, material, and space resources dictates that the activity associated with gradu-

ate and professional education will be centered on the Athens campus. This activity is not limited to that campus; research and instruction are carried out at various locations.

## Scholarship, Research, and Creative Activity

Ohio University is a center for scholarship, research, and creative activity involving the creation, testing, and dissemination of knowledge, understanding, expressions, and technique.

As a public university, Ohio University has a particular responsibility to address societal issues and needs through such scholarship, research, and creative activity. The scholarly and artistic activity of the faculty enhances the teaching function at all levels of the student experience.

## Extended Community

Ohio University serves an extended community. The public service mission of the University, expressed in such activities as public broadcasting and continuing education programs, reflects the responsibility of the University to serve the ongoing educational needs of the region. The regional campuses perform a critical role in serving this extended community.

The University has state-wide responsibility for an extended university program using independent study through correspondence.

It is the purpose of these extended University programs to serve a diverse range of educational needs, from professional groups requiring continuing courses of study related to the practice of their professions, to individuals desiring occasional or special interest study.

Ohio University contributes to cultural and economic development, health care, and to other human services.

Adopted January 15, 1977, and reaffirmed January 1988.

Academic advising statement added March 2005.

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# A Commitment to Diversity

**Ohio University is committed to promoting an atmosphere where understanding and acceptance of cultural and ethnic differences are ensured.**

President Roderick J. McDavis underscored the University's ongoing commitment to promoting diversity by citing its importance in his 2004 inaugural address. A climate that represents and embraces different cultures enhances Ohio University's ability to provide all of its students with the experiences necessary to successfully compete and achieve in an increasingly diverse and complex society. There is no better way to learn about the world than to create an environment where students of diverse backgrounds—and indeed, students from all over the world—study, live, and socialize together.

Ohio University is bound morally, emotionally, and intellectually to pursue the realization of a vision of real com-

munity. As a result, it is committed to equal opportunity for all people and is pledged to take direct and affirmative action to achieve that goal. In upholding its commitment, Ohio University will not accept racism, sexism, homophobia, bigotry, or other forms of violations of human rights. Such actions are inconsistent with, and detrimental to, the values that we hold essential as an institution of higher learning. All students, faculty, and staff of Ohio University are expected to uphold the University's commitment to a just and diverse community and to take a leadership role in ensuring an atmosphere of equality.

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## Telephone Numbers

The area code for all campus numbers is 740.

The University switchboard number is 593.1000.

### University Services

- 593.4100 Admissions
- 593.4300 Alumni Relations
- 593.1174 Athletic Department
- 800.575.4100 Athletic Ticket Office
- 593.4130 Bursar
- 593.9140 Disability Services
- 593.4141 Financial Aid and Scholarships
- 593.4800 Fine Arts Box Office
- 593.4090 Housing
- 593.4027 Multicultural Programs
- 593.1780 University Events Box Office
- 593.4191 Registrar's Office
- 593.4025 Student Activities
- 593.1660 Student Health Service
- 593.1911 University Police
- 593.4186 Veterans Affairs
- 593.2097 Visitors Center

### Colleges

- 593.2850 Arts and Sciences
- 593.2002 Business
- 593.4883 Communication
- 593.4400 Education
- 593.1474 Engineering and Technology
- 593.1808 Fine Arts
- 593.9334 Health and Human Services
- 593.2723 Honors Tutorial College
- 593.1935 University College

# Academic Calendar 2005–2006

## Fall Quarter

### August 23, Tuesday

Last day to pay fees for fall quarter to avoid late payment charge.

### September 1, Thursday

Residence halls early move-in option for new students only beginning at noon.

Limited dining hall services in selected locations as advertised.

Fall quarter monthly payment plan installment #1 due.

### September 2, Friday

Orientation for all new first year and transfer students not attending summer precollege.

Residence halls early move-in option for new students only beginning at 9 a.m.

Limited dining hall services in selected locations as advertised.

### September 3, Saturday

Residence halls open at 9 a.m. for new and upperclass students.

Limited dining hall services in selected locations as advertised (first meal provided for new first year residential students).

Last day to decrease or cancel meal plan for academic year (for students with 90 or more credit hours).

Admissions, bursar, housing, registrar, and financial aid offices open 10 a.m.–4 p.m. (limited services will be available).

Opening Week Orientation for all new first year students begins at 4:30 p.m.

### September 4, Sunday

Admissions, bursar, housing, registrar, and financial aid offices open 10 a.m.–4 p.m. (limited services will be available).

Limited dining hall services in selected locations as advertised (brunch and dinner provided for new first year residential students).

### September 5, Monday

Last day to cancel registration for fall quarter (remove all courses and fees).

NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

First meal served on board plan (brunch); Boyd, Nelson, Jefferson, and Shively dining halls open.

Labor Day (University closed).

### September 6, Tuesday

FALL QUARTER OPENING DATE.

Fall quarter classes begin—Athens and regional campuses.

### September 10, Saturday

Last day to check out of residence hall to receive 75 percent housing refund.

### September 13, Tuesday

Last day to add a fall quarter class without instructor's approval.

### September 17, Saturday

Last day to check out of residence hall to receive 50 percent housing refund.

### September 20, Tuesday

Last day to register for fall quarter.

NOTE: Students who are in attendance by this date but fail to complete all registration procedures must pay a penalty for retroactive registration correction according to this schedule:

- September 21–27, \$40;
- September 28–October 4, \$60;
- October 5–11, \$80;
- October 12–18, \$100

Last day to add a fall quarter class (instructor's permission required).

Last day to remove a fall quarter class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); Fall quarter classes dropped September 21–October 10 will remain on student's academic record with WP/WF grade with no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for fall quarter (all fall quarter courses removed from the student's academic record).

Last day to apply for pass/fail grading option for fall quarter class (apply at your college student services office or regional campus student services office).

Last day to change a grading option for fall quarter class (credit to audit, audit to credit, pass/fail to regular grade option, or regular grade option to pass/fail).

Last day to change college/major for fall quarter (contact your college student services office or regional campus student services office).

### September 21, Wednesday

Fall quarter classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

Fall quarter classes dropped from this date through October 10 (last day to drop a class) will remain on student's academic record with WP/WF grade with no fee adjustment.

### September 24, Saturday

Last day to check out of residence hall to receive 25 percent housing refund.

### September 28, Wednesday

Last day to apply for graduation for fall quarter.

NOTE: Official graduation (degree conferral date) is November 23. Commencement is held at the conclusion of spring quarter.

### October 3, Monday

Fall quarter monthly payment plan installment #2 due.

### October 10, Monday

Last day to drop a class from your fall quarter schedule (use Web Registration or TRIPS).

NOTE: Course remains on student's academic record with WP/WF grade with no fee adjustment.

Deadline to waive fall quarter health insurance and/or legal service.

### October 17, Monday

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

Academic advising begins for winter quarter registration for continuing students (contact advisor/college/departments/school/regional campus student services office as appropriate).

### October 21–23

Homecoming Weekend

### October 24, Monday

Winter quarter priority registration begins.

### November 1, Tuesday

Fall quarter monthly payment plan installment #3 due

### November 4–6

Fall Parents Weekend

### November 11, Friday

Veterans Day (University offices officially closed; classes NOT in session).

### November 14, Monday

Last day to withdraw (drop ALL classes) from the University for fall quarter (contact college or regional campus student services office). NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

### November 15, Tuesday

Last day of classes for fall quarter.

### November 16, Wednesday

Reading Day.

### November 17, Thursday

Fall quarter examinations begin.

### November 22, Tuesday

Last meal served on board plan (lunch).

Residence halls close at 5 p.m.

### November 23, Wednesday

FALL QUARTER CLOSING DATE.

### November 24, Thursday

Thanksgiving Day (University closed).

### November 25, Friday

Columbus Day holiday observed (University closed).

### November 28, Monday

Deadline (10 a.m.) for all grades, including pending grades from previous quarters for degree candidates.

### December 20, Tuesday

Last day to pay fees for winter quarter to avoid late payment charge.

### December 23, Friday

Presidents' Day holiday observed (University closed).

### December 26, Monday

Christmas Day holiday observed (University closed).

### January 2, Monday

New Year's Day holiday observed (University closed).

Holidays that result in the closing of the University are listed above. Also this quarter: October 3 at sundown—Rosh Hashanah begins; October 4—Ramadan begins; October 12 at sundown—Yom Kippur begins.

For a complete listing of all national, religious, ethnic, and other holidays, visit <<http://www3.kumc.edu/diversity/>>.

## Winter Quarter

### October 17, Monday

Academic advising begins for winter quarter registration for continuing students (contact advisor/college/departments/school/regional campus student services office as appropriate).

### October 24, Monday

Winter quarter priority registration begins.

### December 1, Thursday

Last day to withdraw from housing to avoid forfeiture of winter quarter deposit of \$200.

### December 2, Friday

New student orientation day.

### December 20, Tuesday

Last day to pay fees for winter quarter to avoid late payment charge.

### January 1, Sunday

Residence halls open at noon

Bursar and housing offices open 11 a.m.–4 p.m.

New Year's Day (University closed).

**January 2, Monday**

Last day to cancel registration for winter quarter (remove all courses and fees).  
NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

Residence halls open at 9 a.m.

Registrar, bursar, and housing offices open 10 a.m.–2 p.m. (limited services will be available).

Last day to decrease or cancel meal plan (for new students with 90 or more credit hours).

New student orientation.

New Year's Day Holiday observed (University closed).

**January 3, Tuesday**

WINTER QUARTER OPENING DATE.

Winter quarter classes begin—Athens and regional campuses.

First meal served on board plan (breakfast).

Winter quarter monthly payment plan installment #1 due.

**January 7, Saturday**

Last day to check out of residence hall to receive 75 percent housing refund.

**January 10, Tuesday**

Last day to add a winter quarter class without instructor's approval.

**January 13–15**

Dads Weekend.

**January 14, Saturday**

Last day to check out of residence hall to receive a 50 percent housing refund.

**January 16, Monday**

Martin Luther King Day (University offices officially closed; classes NOT in session).

**January 17, Tuesday**

Last day to register for winter quarter.

NOTE: Students who are in attendance by this date but fail to complete all registration procedures must pay a penalty for retroactive registration correction according to the following schedule:

January 18–24, \$40;

January 25–31, \$60;

February 1–7, \$80;

February 8–14, \$100.

Last day to add a winter quarter class (instructor's permission required).

Last day to remove a winter quarter class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); Winter quarter classes dropped January 18–February 6 will remain on student's academic record with WP/WF grade with no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for winter quarter (all winter quarter courses removed from the student's academic record).

Last day to apply for pass/fail grading option for winter quarter class (apply at your college student services office or regional campus student services office).

Last day to change a grading option for winter quarter class (credit to audit, audit to credit, pass/fail to regular grade option, or regular grade option to pass/fail).

Last day to change college/major for winter quarter (contact your college student services office or regional campus student services office).

**January 18, Wednesday**

Winter quarter classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

Winter quarter classes dropped from this date through February 6 (last day to drop a class) will remain on student's academic record with WP/WF grade with no fee adjustment.

**January 21, Saturday**

Last day to check out of residence hall to receive 25 percent housing refund.

**January 24, Tuesday**

Last day to apply for graduation for winter quarter

NOTE: Official graduation (degree conferral date) is March 18. Commencement is held at the conclusion of spring quarter.

**January 31, Tuesday**

Academic advising begins for spring quarter registration for continuing students (contact advisor/college/department/school/ regional campus student services office as appropriate).

**February 1, Wednesday**

Winter quarter monthly payment plan installment #2 due.

**February 3–5**

Sibs Weekend

**February 6, Monday**

Last day to drop a class from your winter quarter schedule (use Web Registration or TRIPS)

NOTE: Course remains on student's academic record with WP/WF grade with no fee adjustment.

Deadline to waive winter quarter health insurance and/or legal service.

**February 7, Tuesday**

Spring quarter priority registration begins.

**February 13, Monday**

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

**February 17–19**

Winter Parents Weekend

**March 1, Wednesday**

Winter quarter monthly payment plan installment #3 due.

**March 10, Friday**

Last day to withdraw (drop ALL classes) from the University for winter quarter (contact college or regional campus student services office).

NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

**March 11, Saturday**

Last day of classes for winter quarter.

**March 13, Monday**

Winter quarter examinations begin.

Last day to pay fees for spring quarter to avoid late payment charge.

**March 17, Friday**

Last meal served on board plan (dinner).

**March 18, Saturday**

WINTER QUARTER CLOSING DATE.

Residence halls close at 2 p.m.

**March 20, Monday**

Deadline (10 a.m.) for all grades, including pending grades from previous quarters for degree candidates.

Holidays that result in closing of the University are listed above.

For a complete listing of all national, religious, ethnic, and other holidays, visit <http://www3.kumc.edu/diversity/>.

## Spring Quarter

**January 31, Tuesday**

Academic advising begins for spring quarter registration for continuing students (contact advisor/college/department/ school/regional campus student services office as appropriate).

**February 7, Tuesday**

Spring quarter priority registration begins.

**March 1, Wednesday**

Last day to withdraw from housing to avoid forfeiture of spring quarter deposit of \$200

**March 13, Monday**

Last day to pay fees for spring quarter to avoid late payment charge.

**March 26, Sunday**

Last day to cancel registration for spring quarter (remove all courses and fees).

NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

Residence halls open at 9 a.m.

Registrar, bursar, and housing offices open 10 a.m.–2 p.m. (limited services will be available).

Last day to decrease or cancel meal plan (for new students with 90 or more credit hours).

New student orientation.

**March 27, Monday**

SPRING QUARTER OPENING DATE.

Spring quarter classes begin—Athens and regional campuses.

First meal served on board plan (breakfast).

**April 1, Saturday**

Last day to check out of residence hall to receive 75 percent housing refund.

**April 3, Monday**

Last day to add a spring quarter class without instructor's approval.

Spring quarter monthly payment plan installment #1 due.

**April 4, Tuesday**

Summer quarter priority registration begins.

**April 8, Saturday**

Last day to check out of residence hall to receive 50 percent housing refund.

**April 10, Monday**

Last day to register for spring quarter.

NOTE: Students who are in attendance by this date but fail to complete all registration procedures must pay a penalty for retroactive registration correction according to this schedule:

April 11–17, \$40;

April 18–24, \$60;

April 25–May 1, \$80;

May 2–8, \$100.

Last day to add a spring quarter class (instructor's permission required).

Last day to remove a spring quarter class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); Spring quarter classes dropped April 11–May 1 will remain on student's academic record with WP/WF grade with no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for spring quarter (all spring quarter courses removed from the student's academic record).

Last day to apply for the pass/fail grading option for spring quarter class (apply at your college student services office or regional campus student services office).

Last day to change a grading option (credit to audit, audit to credit, pass/fail to regular grade option/regular grade option, or regular grade option to pass/fail).

Last day to change college/major for spring quarter (contact your college student services office or regional campus student services office).

#### **April 11, Tuesday**

Spring quarter classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

Spring quarter classes dropped from this date through May 1 (last day to drop a class) will remain on student's academic record with WP/WF grade with no fee adjustment.

#### **April 15, Saturday**

Last day to check out of residence hall to receive 25 percent housing refund.

#### **April 18, Tuesday**

Last day to apply for graduation for spring quarter.

NOTE: Official graduation (degree conferral date) is June 3 (medical), 9 (graduate), 10 (undergraduate). Commencement is held at the conclusion of spring quarter.

#### **May 1, Monday**

Last day to drop a class from your spring quarter schedule (use Web Registration or TRIPS).

NOTE: Course remains on student's academic record with WP/WF grade with no fee adjustment.

Last day for new students to withdraw from housing and receive a full housing deposit refund for the next academic year.

Spring quarter monthly payment plan installment #2 due.

Deadline to waive spring quarter health insurance and/or legal service.

#### **May 5, Friday**

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

#### **May 5-7**

Moms Weekend.

#### **May 8, Monday**

Academic advising begins for fall quarter registration for continuing students (contact advisor/college/department/school/ regional campus student services office as appropriate).

#### **May 15, Monday**

Fall quarter priority registration begins.

#### **May 29, Monday**

Memorial Day (University offices officially closed, classes NOT in session).

#### **June 1, Thursday**

Last day for upperclass students to withdraw from housing and receive a full housing deposit refund for the next academic year (deposit is not refundable if a room has been selected).

Spring quarter monthly payment plan installment #3 due.

#### **June 2, Friday**

Last day to withdraw (drop ALL classes) from the University for spring quarter (contact college or regional campus student services office).

NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

#### **June 3, Saturday**

Last day of classes for spring quarter.

Annual Medical Commencement

#### **June 5, Monday**

Spring quarter examinations begin.

Last day to pay fees for summer quarter to avoid late payment charge.

#### **June 9, Friday**

Annual Graduate Commencement.

#### **June 10, Saturday**

SPRING QUARTER CLOSING DATE.

Annual Undergraduate Commencements.

Last meal served on board plan (breakfast).

Residence halls close at 5 p.m.

#### **June 13, Tuesday**

Deadline (10 a.m.) for all grades, including pending grades from previous quarters for degree candidates.

Holidays that result in closing of the University are listed above. Also this quarter: April 13, 14 in evening—Passover Seder; April 14—Good Friday; April 16—Easter.

For a complete listing of all national, religious, ethnic, and other holidays, visit <<http://www3.kumc.edu/diversity/>>.

## Summer Quarter

### First Summer Session

#### **April 4, Tuesday**

Summer quarter priority registration begins.

#### **June 5, Monday**

Last day to pay summer quarter fees to avoid late payment charge.

#### **June 18, Sunday**

Last day to cancel registration for first summer session (remove all courses and fees).

NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

Residence halls open at 9 a.m.

Housing office open 9 a.m.–2 p.m.

Last day to decrease or cancel meal plan (for students with 90 or more credit hours).

New student orientation.

#### **June 19, Monday**

FIRST SUMMER SESSION OPENING DATE.

First summer session classes begin—Athens and regional campuses.

First meal served on board plan (breakfast).

Summer quarter monthly payment plan installment #1 due.

#### **June 24, Saturday**

Last day to check out of residence hall to receive 60 percent housing refund.

#### **June 26, Monday**

Last day to register for first summer session.

Last day to add a first summer session class.

Last day to remove a first summer session class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); first summer session classes dropped June 27–July 5 will remain on student's academic record with WP/WF grade and no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for first summer session (all first summer session courses removed from the student's academic record).

Last day to apply for pass/fail grading option for first summer session class (apply at your college student services office or regional campus student services office).

Last day to change a grading option for first summer session class (credit to audit, audit to

credit, pass/fail to regular grade option, or regular grade option to pass/fail).

Last day to change college/major for first summer session (contact your college student services office or regional campus student services office).

#### **June 27, Tuesday**

First summer session classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

First summer session classes dropped from this date through July 5 (last day to drop a first summer session class) will remain on student's academic record with WP/WF grade with no fee adjustment.

#### **July 1, Saturday**

Last day to check out of residence hall to receive 40 percent housing refund.

#### **July 4, Tuesday**

Independence Day holiday (University offices officially closed; classes NOT in session).

#### **July 5, Wednesday**

Last day to drop a class from your first summer session schedule (use Web Registration or TRIPS).

NOTE: Course remains on student's academic record with WP/WF grade with no fee adjustment.

#### **July 10, Monday**

Deadline to waive summer quarter health insurance and/or legal service.

#### **July 11, Tuesday**

First summer session students planning to graduate summer quarter should apply for graduation.

NOTE: Official graduation (degree conferral date) is August 26; final deadline for applying is July 27. Commencement is held at the conclusion of spring quarter.

#### **July 17, Monday**

Summer quarter monthly payment plan installment #2 due.

#### **July 20, Thursday**

Last day to withdraw (drop ALL first session classes) from the University for first summer session (contact college or regional campus student services office).

NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

#### **July 21, Friday**

Last day of classes for first summer session. NOTE: Final examinations are scheduled for the last meeting time of each individual class.

#### **July 22, Saturday**

FIRST SUMMER SESSION CLOSING DATE.

First summer session only residents must vacate residence halls by 2 p.m.

#### **July 24, Monday**

Deadline (10 a.m.) for all first summer session grades and pending grades from previous quarters for degree candidates.

#### **September 1, Friday**

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

### Second Summer Session

#### **April 4, Tuesday**

Summer quarter priority registration begins.

#### **June 5, Monday**

Last day to pay fees for summer quarter to avoid late payment charge.

**June 19, Monday**

Summer quarter monthly payment plan installment #1 due.

**July 10, Monday**

Deadline to waive summer quarter health insurance and/or legal service.

**July 17, Monday**

Summer quarter monthly payment plan installment #2 due.

**July 23, Sunday**

Last day to cancel registration for second summer session (remove all courses and fees).  
NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

Residence halls open at 10 a.m. for second summer session students.

New student orientation.

**July 24, Monday**

SECOND SUMMER SESSION OPENING DATE.

Second summer session classes begin—Athens and regional campuses.

**July 27, Thursday**

Last day to apply for graduation for summer quarter.

NOTE: Official graduation (degree conferral date) is August 26. Commencement is held at the conclusion of spring quarter.

**July 29, Saturday**

Last day to check out of residence hall to receive 60 percent housing refund.

**July 31, Monday**

Last day to register for second summer session.

Last day to add a second summer session class.

Last day to remove a second summer session class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); second summer session classes dropped August 1–August 9 will remain on student's academic record with WP/WF grade with no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for second summer session (all second summer session courses removed from the student's academic record).

Last day to apply for pass/fail grading option for second summer session class (apply at your college's student services office or regional campus student services office).

Last day to change a grading option for second summer session class (credit to audit, audit to credit, pass/ fail to regular grade option, or regular grade option to pass/fail).

Last day to change college/major for second summer session (contact your college student services office or regional campus student services office).

**August 1, Tuesday**

Second session classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

Second summer session classes dropped from this date through August 9 (last day to drop a second summer session class) will remain on student's academic record with WP/WF grade with no fee adjustment.

**August 5, Saturday**

Last day to check out of residence hall to receive 40 percent housing refund.

**August 9, Wednesday**

Last day to drop a class from your second summer session schedule (use Web Registration or TRIPS).

NOTE: Course remains on student's academic

record with WP/WF grade with no fee adjustment.

**August 24, Thursday**

Last day to withdraw (drop ALL second summer session classes) from the University for second summer session (contact college or regional campus student services office).

NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

**August 25, Friday**

Last day of classes for second summer session.

NOTE: Final examinations are scheduled for the last meeting time of each individual class.

Last meal served on board plan (dinner).

**August 26, Saturday**

SECOND SUMMER SESSION CLOSING DATE.

Residence halls close at 2 p.m.

**August 28, Monday**

Deadline (10 a.m.) for all second summer session grades and pending grades from previous quarters for degree candidates.

**September 1, Friday**

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

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**Full Summer Quarter****April 4, Tuesday**

Summer quarter priority registration begins.

**June 5, Monday**

Last day to pay summer quarter fees to avoid late payment charge.

**June 18, Sunday**

Last day to cancel registration for full summer quarter (remove all courses and fees).

NOTE: Cancellation of registration is defined as dropping all classes before the first day of classes (use Web Registration or TRIPS).

Residence halls open at 9 a.m.

Housing office open 9 a.m.–2 p.m.

Last day to decrease or cancel meal plan (for students with 90 or more credit hours).

New student orientation.

**June 19, Monday**

FULL SUMMER QUARTER OPENING DATE.

Full summer quarter classes begin—Athens and regional campuses.

First meal served on board plan (breakfast).

Summer quarter monthly payment plan installment #1 due.

**June 26, Monday**

Last day to add a full summer quarter class without instructor's approval.

**July 3, Monday**

Last day to register for full summer quarter.

Last day to add a full summer quarter class (instructor's permission required).

Last day to remove a full summer quarter class from student's academic record with possible fee adjustment (use Web Registration or TRIPS); full summer quarter classes dropped July 4–July 24 will remain on student's academic record with WP/WF grade with no fee adjustment.

Last day to receive partial fee adjustment (80 percent) of registration fees for complete withdrawal from the University for full summer quarter (all full summer quar-

ter courses removed from the student's academic record).

Last day to apply for pass/fail grading option for full summer quarter class (apply at your college student services office or regional campus student services office).

Last day to change a grading option for full summer quarter class (credit to audit, audit to credit, pass/fail to regular grade option, or regular grade option to pass/fail).

Last day to change college/major for full summer quarter (contact your college student services office or regional campus student services office).

**July 4, Tuesday**

Full summer quarter classes dropped will not remove fees for hours dropped; corrected registration that results in increased hours could increase tuition.

Full summer quarter classes dropped from this date through July 24 (last day to drop a full summer quarter class) will remain on student's academic record with WP/WF grade with no fee adjustment.

Independence day holiday (University offices officially closed; classes NOT in session).

**July 10, Monday**

Deadline to waive summer quarter health insurance and/or legal service.

**July 17, Monday**

Summer quarter monthly payment plan installment #2 due.

**July 24, Monday**

Last day to drop a class from your full summer quarter schedule (use Web Registration or TRIPS).

NOTE: Course remains on student's academic record with WP/WF grade with no fee adjustment.

**July 27, Thursday**

Last day to apply for graduation for summer quarter.

NOTE: Official graduation (degree conferral date) is August 26. Commencement is held at the conclusion of spring quarter.

**August 24, Thursday**

Last day to withdraw (drop ALL full summer quarter classes) from the University for full summer quarter (contact college or regional campus student services office).

NOTE: Courses remain on student's academic record with WP/WF grades with no fee adjustment.

**August 25, Friday**

Last day of classes for full summer quarter.  
NOTE: Final examinations are scheduled for the last meeting time of each individual class.

Last meal served on board plan (dinner).

**August 26, Saturday**

FULL SUMMER QUARTER CLOSING DATE.

Residence halls close at 2 p.m.

**August 28, Monday**

Deadline (10 a.m.) for all full summer quarter grades and pending grades from previous quarters for degree candidates.

**September 1, Friday**

Last day for removing incomplete grades incurred during last enrollment (if not removed, I grade will change to F).

Holidays that result in closing of the University are listed above.

For a complete listing of all national, religious, ethnic, and other holidays, visit <http://www3.kumc.edu/diversity/>.

NOTE: Dates are subject to change at the discretion of the Ohio University Board of Trustees.

## Guidelines and General Information

## Undergraduate Admissions

This section outlines general information about applying for admission to Ohio University. Contact Undergraduate Admissions during regular office hours for more specific information or for application materials. You may also request application materials on the Web, by e-mail, or by fax. Our applications are also available online. Visit our Web site to apply electronically, to download and print an application, or to request information.

**Undergraduate Admissions**  
Ohio University  
Chubb Hall 120  
Athens OH 45701-2979  
Telephone 740.593.4100  
Fax 740.593.0560  
E-mail [admissions@ohio.edu](mailto:admissions@ohio.edu)  
Web <http://www.ohio.edu/admissions/>

### Admission Requirements and Procedures

#### Selective and Limited Admission

If you are planning to apply to Ohio University, please note that admission is selective—it is granted to the best qualified candidates—and admission to the University does not guarantee admission into a specific program of study. Contact Undergraduate Admissions or refer to the Colleges and Curricula section of this catalog for each college's or school's specific requirements.

#### Categories of Admission

**Freshman Applicant.** If you (1) have or soon will receive a high school diploma from a chartered or accredited secondary school or a General Education Development (GED) diploma, and (2) have not been enrolled for 12 or more quarter hours (or 9 or more semester hours) of coursework at a college or university since completing secondary school, you are considered a freshman applicant. However, if you have earned credit for college courses as a high school student through one of the post-secondary options or other concurrent enrollment programs, you are still considered a freshman applicant with transfer credit.

You must have a high school diploma or a GED diploma by the time you plan to enter college. Consideration for admission is based upon your high school performance (class rank, grade-point average, and curriculum); aptitude test scores (ACT or SAT); the strength of your high school program; and special ability, talent, or achievement.

If you are considering applying for admission to Ohio University, your high school background should include these courses:

- 1 Four years of English, with an emphasis on composition;

- 2 Three years of mathematics (algebra I, algebra II, plane geometry; precalculus is encouraged for prospective engineering or business majors), one of which should be taken in the senior year;
- 3 Three years of social sciences (history, social studies, etc.);
- 4 Three years of natural sciences (physics and chemistry are encouraged if you plan to pursue an engineering major);
- 5 Two years of foreign language;
- 6 One year of visual or performing arts (art, band, chorus, music, orchestra, theater, etc.).

Some academic departments may have additional admission requirements. Please contact Undergraduate Admissions or refer to the Colleges and Curricula section of this catalog for further details.

Exceptions to this program of study may be made in light of overall academic preparedness.

Home schooled students should visit the Undergraduate Admissions Web site or call for special procedures required of students who have pursued home schooling.

Freshman applicants who have been out of high school for more than one year are not required to submit test scores unless requested by Undergraduate Admissions.

To apply, submit a completed application for admission, the nonrefundable \$45 application fee, ACT or SAT scores (sent directly from the testing agency), and an official high school transcript (sent directly to Undergraduate Admissions from your high school) or GED score report (sent directly to Undergraduate Admissions from the



appropriate state GED office, official testing center, or GED Testing Service).

If you are on a non-immigrant visa, you should also review the international applicant section.

**If you are financially disadvantaged, the application fee may be waived upon written recommendation from your high school guidance counselor.**

Beginning in fall and continuing through March, those who have submitted complete application materials will be notified of their admission status for fall quarter. Admission decisions and notifications are made on a rolling basis for all quarters.

If any special conditions apply to your enrollment, they will be clearly stated in the letter of admission.

Following acceptance for admission, you will receive information about financial aid (if you apply for financial aid) and a residence hall contract and agreement form. Since all freshmen are required to live in University housing, you should submit the \$200 residence hall deposit (by May 1 if you are applying for fall quarter) to confirm your enrollment. Failure to do so may result in cancellation of your admission offer. If space remains, late housing contracts will be accepted and require the \$200 deposit until July 1, after which full payment of the housing charges will be necessary to secure housing. Please refer to the **Housing** section in this catalog to examine housing eligibility and exemption regulations. Refunds of housing deposits will be made until May 1. You and your parents will also receive details about the Precollege Orientation program for new students in mid-May, provided your deposit or exemption request has been received.

**Transfer Applicant.** All campuses of Ohio University consider you to be a transfer applicant if you have completed more than 12 quarter hours or 9 semester hours at another institution after you graduated from high school. If you complete college-level courses concurrently with high school you are considered a freshman applicant with transfer credit.

To be considered for transfer admission at the Athens campus of Ohio University, you must have obtained a minimum accumulative g.p.a. of 2.5 on a 4.0 scale in academic coursework from a regionally accredited institution. If you have completed less than 30 quarter or 20 semester hours of transferable coursework, or your coursework has been technical in nature, you must also meet freshman admission

requirements. You must be in good standing with, and eligible to return to, your previous institution(s).

Admission as a transfer student does not guarantee admission to all majors, minors, or fields of concentration. Some colleges and programs at Ohio University have additional requirements for transfer student admission, including a g.p.a. higher than 2.5. Note that some programs may require a separate application that must be approved prior to official admission to the University. Please refer to the Colleges and Curricula section of this catalog for each college's or school's specific transfer admission requirements.

**Since most of our programs and procedures are set up to begin fall quarter, you are strongly encouraged to apply for that term.**

To apply, submit a completed application for admission form and the non-refundable \$45 application fee. You must also arrange for official transcripts to be sent directly to Undergraduate Admissions from the registrar at each college or university you have attended. If you have completed less than 30 quarter or 20 semester hours of college-level work, an official high school transcript is also required.

ACT or SAT results are not required of students who have been out of secondary school for more than one year, unless specifically requested by Undergraduate Admissions.

Space is available in University residence halls for transfer students. After you have been accepted for admission, you will receive a housing contract. Students with fewer than 90 quarter hours of credit are required to live in the residence halls.

**International Applicant.** If you are on a non-immigrant visa, or will require one to study, you will be considered an international applicant. Admission requirements are the same as those for U.S. citizens and permanent residents and include completion of a college-preparatory, secondary school program with excellent grades. Students wishing to transfer should have a strong grade point average in all college-level work completed.

To apply, you will need to submit an application for admission, a \$45 non-refundable application fee, official secondary school records, ACT or SAT examination results if you have been out of secondary school for less than one year, and official records of any university-level work completed. Financial documentation demonstrating you have sufficient funds to cover your edu-

cational and living expenses for a 12-month period must also be submitted before a visa certificate can be issued on your behalf. Contact Undergraduate Admissions for specific information regarding the above items.

International applicants are not required to submit TOEFL results. If you are accepted for admission, you will be required to take an English placement test when you arrive on campus to determine if you will need additional English language instruction in the Ohio Program of Intensive English. If you need additional English language instruction, you may have to delay registering for regular classes until your English skills have improved enough to assure your success in the classroom.

When you are admitted, you will receive the appropriate materials for use in securing your student visa. Additional information, including the housing contract, will be forwarded separately after your admission.

International student application materials may be obtained from Undergraduate Admissions, Ohio University, Chubb Hall 120, Athens OH, USA 45701-2979, telephone 740.593.4110. Applications are also available on-line at <http://www.ohio.edu/admissions/international/>. Further information about services for international students is available from the Office of International Student and Faculty Services, Ohio University, Scott Quad 176, Athens OH, USA 45701-2979, USA, telephone 740.593.4330.

**High School Enrollment Options Applicant.** The State of Ohio, under Senate Bill 140 and House Bill 215, allows area students to enroll in college-level coursework prior to graduation from high school under the Post-Secondary Enrollment Options Program (PSEOP). If you are a high school student and meet the criteria stated below, you may enroll in University classes concurrently with your high school enrollment to earn college credit or both high school and college credit. Students must live within commuting distance to Ohio University in specific counties, and must have completed at least 10 credit units as part of a college-preparatory curriculum in high school.

PSEOP offers students two options for enrolling: "Option A" allows high school students to enroll concurrently for college credit only, not high school credit. Students must rank in the top 40% of their high school class. Students enrolled in Option A are responsible for tuition, fees, and textbook charges, and may enroll in any quarter, including summer.

“Option B” allows students to enroll concurrently and receive both high school credit and college credit. Students must rank in the top 25% of their high school class to enroll in Option B. The Ohio Department of Education will pay tuition and textbook charges for those students enrolling in Option B. Option B students may enroll in any quarter except summer.

Additional information about the PSEOP, including the necessary application materials, is available online at <http://www.ohio.edu/admissions/forms/> or by calling Undergraduate Admissions.

Please note that if you have taken college courses as a high school student under one of these options and plan to apply for admission to Ohio University as a full-time student, you will need to apply as a freshman applicant, not a transfer applicant, even though you have already earned college credit. Credit earned at Ohio University under these options will become part of your permanent record and will be calculated into your accumulative grade point average.

**Early Admission Applicant.** Under special circumstances, Ohio University will consider admitting you as a regular University student after your junior year of high school, but before your high-school graduation. Submit a completed application for admission, the nonrefundable \$45 application fee, your high school transcripts, ACT or SAT scores (sent directly from the testing agency), a statement explaining your reasons for wanting to enroll, and a recommendation from your high school attesting to your readiness to begin college-level studies. You will be required to earn your high school diploma or GED diploma by the beginning of your sophomore year in college to continue University enrollment. Additional information on this option is available from the director of admissions.

**Re-Enrolling Student.** If you have previously attended one of Ohio University’s campuses but are not currently enrolled (excluding summer quarter) and wish to return as an undergraduate student, you are considered a re-enrolling student. Contact the Office of the Registrar for re-enrollment information at 740.593.4191.

If you have been dropped from the University, you will need to apply to the College in which you were last enrolled to be reinstated; if your records have been placed on hold, you will need to make arrangements to resolve the situation through the appropriate office before re-enrollment can be considered.

To receive information about registration, contact the registrar’s office at 740.593.4191. If you have attended another college or university since you were last enrolled at Ohio University, you should arrange to have a transcript sent to Undergraduate Admissions from each post-secondary institution you have attended during your absence from the University. Acceptance of such credit toward graduation requirements will be determined by the college in which you major.

**Relocating Student.** If you are currently attending one of Ohio University’s regional campuses and wish to attend the Athens campus, you are considered a relocating student. Relocation is possible for any quarter, though you must have a g.p.a. of 2.0 or better to be eligible for relocation. Contact the Office of Student Services on your regional campus for additional information.

For on-campus housing, complete a Notice of Relocation to the Athens Campus form, relocating student form, available from the Residence Services office, or from the Student Services Office at your regional campus, and submit it to the Residence Services office on the Athens campus.

**Non-degree Applicant.** If you wish to carry a limited number of courses at the University during the regular academic year, and are not interested in earning a degree, you are considered a non-degree applicant. To apply, complete a non-degree application, available online and from Undergraduate Admissions. You must have a high school diploma or GED diploma to apply as a non-degree student. You will be required to submit copies of transcripts from high school, GED results, or previous post-secondary work. The application must be received at least two weeks before the first day of classes for the quarter for which you are applying. Transcripts must be received no later than one week before the first day of classes. Contact Undergraduate Admissions for eligibility requirements.

The University currently charges a \$20 nonrefundable application fee for non-degree applicants, although summer-only non-degree students are not charged. If you later wish to enter a degree program, you will need to reapply for admission.

If you wish to take courses in the summer only, contact the Office of Summer Sessions at 740.593.2583 or online at <http://www.ohio.edu/summer/> for application requirements and materials.

## Options For Receiving Credit

Several methods of receiving Ohio University credit for work previously completed or for general knowledge and experience are available. For further information on any of the following, contact the University Examiner, Ohio University, Chubb Hall 120, Athens OH 45701-2979, telephone 740.593.4100.

**Credit for Advanced Placement (AP) and the College Level Examination Program (CLEP).** If you have taken examinations provided by the Advanced Placement (AP) program of the College Board and achieved a score of three or higher, you may be able to receive Ohio University credit for your efforts. Scores must be sent directly from the College Board to Undergraduate Admissions. AP credit equivalency information is available online at <http://www.ohio.edu/admissions/transcredits/>.

Ohio University also participates in the College Level Examination Program (CLEP) sponsored by the College Board. Subject to approval by the appropriate department in each case, Ohio University will allow credit for satisfactory performance on the CLEP subject matter examinations, provided you take the examinations before you formally enroll in the University. Credit will not be awarded for CLEP exams taken after your enrollment in the University. The University does not award credit for scores achieved on the CLEP general examinations. Policies on credit for test scores are subject to change; check with Undergraduate Admissions for current information.

Detailed information about both the AP and CLEP programs is available from high school guidance offices or by contacting the College Board, Box 593, Princeton NJ 08540.

**International Baccalaureate (IB).** Ohio University will consider awarding up to 12 quarter hours of credit for each IB higher level examination graded 5 or above. Credit is not awarded for subsidiary examinations. An official transcript of results received is required for credit consideration. For further information, contact Undergraduate Admissions.

**Experiential Learning and Course Credit by Examination.** You also may be able to earn credit without attending formal classes through two programs offered through the University’s Office of Lifelong Learning: Experiential Learning and Course

**Credit by Examination.** Experiential Learning allows you to acquire credit for college-level experience gained through employment and community volunteer work by compiling a portfolio of learning that is reviewed by an appropriate University faculty member and assigned a credit value. Course Credit by Examination allows you to study or review a given subject on your own. You are tested on the subject within six months of enrollment. A letter grade is assigned and credit is awarded based on your performance on the examination. Further information on Experiential Learning and Course Credit by Examination is available from the Office of Independent and Distance Learning Programs, telephone 740.593.2910 or 800.444.2910. (See also the Office of Lifelong Learning section of this catalog.)

**Credit for Armed Forces Courses.**

Some courses provided by the armed forces may earn college credit. *The Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education, is used to determine what credit might be granted. Blanket credit is not granted for military service, nor is credit granted for the Military Occupation Specialty (MOS). Veterans who served after October 1, 1981, must submit official documentation for credit consideration: Army veterans must submit an AARTS transcript; Marine Corp and Navy veterans must submit a S.M.A.R.T. transcript; Coast Guard veterans must submit a Coast Guard transcript; Air Force veterans must submit a Community College of the Air Force transcript. For additional information, or for instructions for personnel who served before October 1, 1981, contact Undergraduate Admissions, 740.593.4100.

**Credit for Training Programs.** Some courses offered by business and professional organizations are considered the equivalent of college courses, and you may receive transfer credit, subject to department or school approval, by presenting transcripts or certificates of completion from the training program. The National Guide to Educational Credit for Training Programs, published by the American Council on Education, is used to determine what credit can be granted. Contact Undergraduate Admissions for further information.

## Transferring Credit

All college-level credit earned with a grade of C- (or equivalent) or higher at a regionally accredited institution

is accepted as transfer credit at Ohio University. The manner in which this credit will apply to graduation requirements is up to the College in which you major. Remedial courses and English courses taught in non-Anglophone countries are not transferable. Credit is only awarded after admission to the University as a degree-seeking student and upon receipt of official transcripts.

Normally, courses in which you have earned a grade below C- are not acceptable for transfer. However, a course with a D grade will transfer if it meets two conditions: if the course was a specific prerequisite (as stated in the previous school's catalog) for a later course that you took in *the same department*, and if you earned a grade of C- or better in that later course. If you have coursework that meets these conditions, contact Undergraduate Admissions to arrange to receive credit. Grades of D will also transfer if you have completed an Associate of Arts or an Associate of Science degree at a regionally accredited, Ohio post-secondary institution.

All grades for transfer credit are converted on your academic record to either a T grade symbol (if credit has been equated to a specific Ohio University course) or a U symbol (if credit has not been equated). The number of transferred quarter hours is recorded on your academic record, but the grades you earned are not recorded. As a result, if you are a transfer student, you enter Ohio University with no g.p.a. on your academic record. However, your overall g.p.a. earned at other institutions may still be considered part of the criteria for admission into certain programs.

Shortly after you have been accepted for admission as a transfer student, Undergraduate Admissions will send a tentative transfer credit evaluation report.

**Institutional Transfer.** The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements.

**Transfer Module.** The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college

or university's general education program. Transfer Module consists of 54 to 60 quarter hours (or 36 to 40 semester hours) of courses in the following areas: English, mathematics, arts and humanities, social and behavioral sciences, natural and physical sciences, and interdisciplinary study.

A Transfer Module completed at one college or university will automatically meet the requirements of the Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may require additional general education courses beyond the Transfer Module.

Since many degree programs require specific courses that may be taken as a part of the general education or Transfer Module program at an institution, students are encouraged to meet with an academic advisor at the institution to which they plan to transfer early in their academic career. For example, students who will be majoring in any of the majors in the College of Business and Administration at the receiving institution should take Economics 201, 202, and 203 (or equivalent course at another institution) rather than the Economics 200 course listed as a part of the Transfer Module. Because of specific major requirements such as these, early identification of a student's intended major is encouraged. Advisors at the institution to which a student wishes to transfer should be consulted regarding Transfer Module and general education courses and any specific program requirements that can be completed before transfer.

**Conditions for Transfer Admission.**

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Associate of Arts or Associate of Science degree with a cumulative grade point of 2.0 or better for all previous college level courses.
2. The policy encourages receiving institutions to give preferential treatment to students who have not earned an Associate of Arts or Associate of Science degree but have earned 60 semester hours or 90 quarter hours with a cumulative grade

point of 2.0 or better for all previous college level courses.

- The policy further encourages that students who have not earned an Associate of Arts or Associate of Science degree or who have not earned 60 semester hours or 90 semester hours with a cumulative grade point of 2.0 or better for all previous college level courses are eligible for admission as transfer students on a competitive basis.

#### Acceptance of Transfer Credit.

- Students who have completed the Associate of Arts or Associate of Science degree with a cumulative grade point average of 2.0 or better will receive transfer credit for all college level courses in which a grade of D or better has been earned.
- Students who have not earned an Associate of Arts or Associate of Science degree will receive transfer credit for all college level courses in which a grade of C or better has been earned.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

**Responsibilities of Students.** In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

**Appeals Process.** A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and of the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university. If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state-level Articulation and Transfer Appeals Review Committee. The Appeals Review Committee shall review and recommend to institutions the resolutions of individual cases of appeal from transfer students who have exhausted all local appeal mechanism concerning applicability of transfer credits at receiving institutions.

**Transfer Module Recommendations for Transferring from Ohio University.** If you are planning to transfer from Ohio University to another institution, the following guidelines should be followed in selecting courses to fulfill the 54–60 quarter hours required by the transfer module:

- A minimum of five hours of English composition by completing one of the following courses:  
English 151, 152, 153
- A minimum of three hours of mathematics or quantitative skills from the following courses:  
Computer Science 230  
Math 115, 118, 121, 122, 163A-B, 211, 250, 251, 263A-B-C-D, 266A-B
- A minimum of nine hours selected from at least two of the following Arts and Humanities areas:  
African American Studies 110, 150, 210, 211, 250  
Art 110  
Art History 211, 212, 213, 214  
Classics and World Religions 181  
Classics in English 234  
Dance 170  
English 200, 206  
Film 201, 202, 203  
History 121, 122, 123  
Humanities 107, 108, 109, 117  
Interdisciplinary Arts 117, 118, 211, 212, 213, 270, 271, 272  
Music History and Literature 120, 125  
Philosophy 101, 130, 216, 240, 260

Theater 270, 271, 272

Women's Studies 100

- A minimum of nine hours selected from at least two of the following Social and Behavioral Sciences areas:  
African American Studies 101, 202  
Anthropology 101, 202  
Economics 103, 104  
Geography 121, 131, 132, 201, 234, 241  
History 101, 102, 103, 132, 133, 200, 201  
Human and Consumer Sciences-Child and Family Studies 160  
International Studies 103, 113, 118, 121  
Linguistics 275, 280  
Political Science 101, 210, 230, 250, 270  
Psychology 101  
Sociology 101, 201
  - A minimum of nine hours of Natural and Physical Sciences, including at least one laboratory science course with at least one laboratory meeting each week in addition to lectures, from the following:  
Anthropology 201  
Astronomy 100, 100D, 140  
Biological Sciences 100, 103, 130, 131, 170, 171, 172, 173, 201, 221, 222, 225, 275  
Biology 101  
Chemistry 121, 122, 123, 151, 152, 153  
Geography 101, 202  
Geological Sciences 101, 120, 170, 211, 215, 221, 231  
Human and Consumer Sciences-Food and Nutrition 128  
Physical Science 100, 100D, 101, 101L, 105, 105L, 140  
Physics 201, 202, 203, 251, 252, 253  
Plant Biology 100, 100L, 102
  - Additional courses to fulfill the 54–60 hour requirement  
We recommend that you work closely with the transfer coordinator at the institution to which you hope to transfer to ensure that the specific courses you select will fulfill the major and graduation requirements of the academic program you intend to pursue.
- Transferring Technical College Credit.** If you have completed an associate's degree from a Board of Regents–

approved Ohio college, you will be able to transfer credit for all the general education coursework in which you earned a grade of C- or better. Most programs will also allow a limited amount of credit for technical courses to be applied as elective credit toward graduation requirements.

## Enrollment Medical Requirements

There are no specific medical requirements to fulfill before entering the University—for example, you are not required to have a physical examination. However, some Colleges have specific medical requirements for students pursuing certain majors.

If you are a newly enrolled international student or an international student returning after an absence of two or more years, you will need to take a tuberculosis skin test through the Student Health Service on campus.

The University requires full-time students to have major medical insurance and offers an affordable plan for students and their dependents. Information on the insurance plan is included with your registration materials.

## Application Deadlines

Although you may enroll for any quarter, we recommend that you enter fall quarter, if possible, because many course sequences begin in the fall.

### Freshmen

If you are a high school senior applying for fall quarter, we recommend that you apply for admission to Ohio University no later than December or January of your senior year. Applications for other terms are accepted up to one month before the quarter or term begins.

Currently, certain programs, including Honors Tutorial College, the School of Journalism, and the School of Visual Communication have earlier deadlines. Contact Undergraduate Admissions or refer to the current *Application for Admission* for further details.

You should arrange to take the SAT I and/or the ACT by December of your senior year so that scores can be submitted with your application materials. If you are applying for admission to a

program with an earlier priority date, an earlier testing date is recommended.

Some of Ohio University's more competitive and popular programs meet their enrollment targets and close admission before the published deadlines. The University reserves the right to close admission to any of its programs without advance notice.

### Freshman Application Priority Dates.

	<i>Applications</i>	<i>Transcripts</i>
<b>Fall</b>	Feb 1	March 1
<b>Winter</b>	Dec 1	Dec 15
<b>Spring</b>	March 1	March 15
<b>Summer</b>	May 1	June 15

### Transfer

The application deadlines listed below are priority dates. Applications received after these dates will be reviewed on a space-available basis. If you have applied by the stated application priority date and your transcripts are received after the transcript priority date, you will still receive consideration. Be sure to have your transcripts sent **directly** to Undergraduate Admissions by the registrar at each school you have attended.

### Transfer Application Priority Deadlines.

	<i>Applications</i>	<i>Transcripts</i>
<b>Fall</b>	May 15	June 15
<b>Winter</b>	Oct 15	Nov 1
<b>Spring</b>	Feb 15	March 1
<b>Summer</b>	May 1	May 15

### International Application Priority

**Deadlines.** International applicants should follow the deadlines below. We recommend that you submit all of your supporting materials, including transcripts, well before the application priority date to facilitate the review process, and to allow ample time to apply for a visa at a U.S. embassy or consulate if you are admitted.

#### *Applications and Transcripts*

<b>Fall</b>	Feb 1
<b>Winter</b>	Sep 1
<b>Spring</b>	Dec 1
<b>Summer</b>	Feb 1

## Campus Visits

The best way to learn about Ohio University is to visit our campus. You are encouraged to arrange a visit through Undergraduate Admissions, which sponsors information sessions and walking tours of the campus Monday through Friday and most Saturdays (except holidays—see the Academic Calendar section).

Tour and information session times are available online at <http://www.ohio.edu/admissions/visit/> **Reservations are required for campus visitation programs.** We ask that you make reservations for campus visits at least two weeks in advance for weekday visits and at least three weeks in advance for Saturday visits. Please be aware that the University observes several holidays throughout the year during which Undergraduate Admissions will be closed.

If you would like to speak with a faculty member or college representative in your field of interest, you may contact the department directly. Appropriate departmental contact information is available online at <http://www.ohio.edu/admissions/visit/> (These appointments are typically available Monday through Friday only.)

To arrange a visit, you may also contact Undergraduate Admissions at 740.593.4100 during office hours Monday through Friday, schedule a visit online, or take an interactive campus tour by visiting <http://www.ohio.edu/admissions/visit/>.

**Visitors Center.** For help in finding your way around Ohio University and Athens, stop at the Ohio University Visitors Center at the corner of Richland Avenue and Shafer Street. Directions and maps, as well as information about the University and community are available through the Visitors Center.

## Schedule of Fees

### Ohio Residency Guidelines

**Since Ohio University assesses your tuition costs based on your status as an Ohio resident or non-Ohio resident, the following general information is provided to help you determine your residency status. The complete policy on Ohio Residency is included for your reference in the appendix.**

**Additional information is available from the University Examiner in the Office of Undergraduate Admissions and is also online at <http://www.ohio.edu/admissions/residency.html>**

**Residency reclassification is never retroactive. All appropriate documents must be submitted to the appropriate office prior to the last day to register for class for the term you wish reclassification.**

In general, a student must demonstrate that s/he meets all of the criteria in one of the following sections:

#### **C-1 Reclassification - If you are financially dependent upon a person living in Ohio**

The Ohio Board of Regents Guidelines state: "A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education."

This classification is for a person who has been claimed by either a parent or legal guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year and has subjected their income to Ohio Taxation or the spouse of a person who has lived in and paid taxes to Ohio for the previous 12 consecutive months. The person the student is dependent upon must meet the definition of being a resident of Ohio for all legal purposes.

**MUST PRESENT:** A notarized statement from spouse, parent or legal guardian specifying how long they have been a resident of Ohio.

Statement must include dependent student's name and social security number in the statement.

#### **C-2 Reclassification - If you are financially independent**

The Ohio Board of Regents Guidelines state: "A person who has been a resident of Ohio for all other legal purposes for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

This classification is for a person who has never been classified as a resident at Ohio University and would like to be reclassified as a resident. This is for a person who is claiming to be financially independent of anyone else unless they have a spouse who is also living in Ohio. A person must prove that they have maintained a physical presence and domicile in Ohio for the 12 months preceding the quarter they would like to be classified as a resident. The person must also prove they have transferred all items of registration to Ohio. The person must finally show that they have been financially self-sustaining on eligible Ohio income and have not received financial support from persons or entities outside of Ohio during the 12 months preceding the quarter they would like to be reclassified as a resident.

**MUST PRESENT:** Residency Petition, complete with supporting documents and notarized.

#### **C-3 Reclassification - If you are financially dependent upon a spouse or parent**

The Ohio Board of Regents Guidelines state: "A dependent child of a parent or legal guardian, or the spouse of a person, who as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates."

This classification is for a person who has been claimed for tax purposes in the previous year by a parent or legal guardian and that person has not lived in Ohio for 12 months. The spouse, parent, or legal guardian must have accepted and begun full-time employment and established a domicile in Ohio before the quarter begins in order for the student to qualify.

Note: Two part-time jobs or any combination cannot be used to constitute one

full-time position. This residency reclassification is based upon one full-time employment position.

If you are currently enrolled and your spouse has not lived in Ohio for 12 months, you cannot apply for this reclassification. The spouse must begin employment before your initial term of enrollment.

Students who marry an Ohio resident after their initial enrollment apply under C-1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every quarter under C-3.

An employment letter will be required each quarter verifying the spouse or parent is still employed with the employer for which they received C-3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

Students will be classified as non-residents for the quarter after they receive C-3 residency unless a new employment letter is received by published deadlines.

**MUST PRESENT:** Documentation of full-time employment and domicile shall include both of the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.

Statement must include parent/spouse and student relationship, student's name and social security number in document.

2. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

#### **E-1 Reclassification - If you are an employed part-time student**

The Ohio Board of Regents Guidelines state: "A person who is living and gainfully employed on a full-time or part-time self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall

be considered a resident of Ohio for these purposes."

This residency exception is for a person who is residing in and is gainfully employed on a self-sustaining basis in Ohio and who is pursuing a part-time program of instruction. E-1 residency generally pertains to the individual who has resided in Ohio less than 12 consecutive months and has moved to Ohio for employment purposes. However, it may also include non-resident students who have lived in Ohio more than 12 months and are working to financially emancipate themselves from non-Ohio parents.

The employment must begin and be self-sustaining before the first day of the quarter a person seeks to qualify for E-1 residency. Other sources of income such as loans cannot be considered as income contributing to a student's self-sustaining status.

Students who have received E-1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C-2.

Note: Students must apply every quarter for E-1 classification.

**MUST PRESENT:** Residency Petition, complete with supporting documents and notarized. Must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months.

**E-2 Reclassification – If you or your parent or spouse are active duty military**

The Ohio Board of Regents Guidelines state: "A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile."

This residency exception is for a person who entered active duty military status as a resident of Ohio and is returning to Ohio after being discharged. This residency exception is also for a person who entered active duty military status as a resident of Ohio and their spouse or dependent child would like to return to Ohio and attend Ohio University while they are still on active duty military and not living in Ohio.

**MUST PRESENT:**

**Dependent student:** Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and

Earning Statement" (LES) showing income has been subjected to Ohio taxation. Must be accompanied with letter from parent listing student's name and social security number.

**Independent student:** Copy of current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation.

**E-3 Reclassification – If you or your parent or spouse are active duty military and stationed in Ohio**

The Ohio Board of Regents Guidelines state: "A person on active duty status in the United States military who is both stationed and residing in Ohio (and their dependents) shall be considered a resident of Ohio for tuition purposes."

This residency exception is for a person, or their spouse, or their dependent child, who is stationed in Ohio on active duty military.

**MUST PRESENT:**

**Dependent student:** Copy of parent's official military orders showing current active duty status in Ohio. Must be accompanied with letter from parent listing student's name and social security number.

**Independent student:** Copy of official military orders showing current active duty status in Ohio.

**E-4 Reclassification – If your parents or spouse are Ohio residents and transferred outside of the United States**

The Ohio Board of Regents Guidelines state: "A person who is transferred by their employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and their dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled their tax liability to the State of Ohio for at least the tax year preceding enrollment."

This residency exception is for a person, or their spouse, or their dependent child, who would like to return to Ohio and attend Ohio University when they have not lived in Ohio for the previous 12 consecutive months.

**MUST PRESENT:**

**Independent student:** Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employees' Ohio tax return for the previous tax year.

**Dependent student:** The documents listed above for an Independent student must also be accompanied with letter from parent listing student's name and social security number and dependent status.

**E-5 Reclassification – If you or your parents are migrant workers**

The Ohio Board of Regents Guidelines state: "A person who has been employed as a migrant worker in the State of Ohio and their dependents shall be considered a resident for these purposes provided such a person has worked in Ohio at least four months during the three years preceding the proposed enrollment."

This residency exception is for a person, or their spouse, or their dependent child who would like to attend Ohio University and they have not lived in Ohio for the previous 12 consecutive months.

**MUST PRESENT:**

**Dependent student:** Statement(s) from employer(s) verifying the parent has worked in Ohio at least four months during each of the three previous years. Must be accompanied with letter from parent listing student's name and social security number.

**Independent student:** Statement(s) from employer(s) verifying the student has worked in Ohio at least four months during each of the three previous years.

**E-6 Reclassification – If you or your parents or spouse are involved in community service**

The Ohio Board of Regents Guidelines state: "A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position."

This residency exception is for a person, or their spouse, or their dependent child who was a resident of Ohio and took a position working for: (A) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or (B) an elected or appointed public official for a period of time not exceeding 24 consecutive months. The person now wishes to return to Ohio and be classified as a resident for tuition purposes.

**MUST PRESENT:**

**Independent student:** A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.

**Dependent student:** In addition to the above, a signed letter from the parent verifying the dependent status of the student or a copy of a marriage certificate.

**E-7 Reclassification – If you return to Ohio due to marital hardship**

The Ohio Board of Regents Guidelines state: "A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

This residency exception is for a person or their dependent child who returns to Ohio and has legally separated from their spouse and is now provided with more than 50% of their support from a parent who is a bona fide Ohio resident.

**MUST PRESENT:**

1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
2. Proof of Ohio domicile: (one of the following)
  - a. Signed copy of rental agreement or lease
  - b. Copy of closing statement on the house you live in
  - c. If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there
3. A sworn affidavit from the parents stating all of the following:
  - a. The student's name and social security number
  - b. Whether or not they are providing more than 50% of the financial support for the student
  - c. Length of time they have lived in Ohio and subjected their income to Ohio taxation
  - d. Whether they are United States citizens, permanent resident aliens, or what their status is in the United States.

**E-8 Reclassification – If you or your parent or spouse serve in the Ohio National Guard**

The Ohio Board of Regents Guidelines state: "A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse or dependents, shall be considered residents of Ohio while the per-

son is in the Ohio National Guard."

This residency exception is for a person, or their spouse, or their dependent child, who is living in Ohio and is in the Ohio National Guard.

**MUST PRESENT:**

**Independent student:** A copy of enlistment papers or a letter from the base personnel officer verifying service in the Ohio National Guard.

**Dependent Student:** In addition to the above, a signed letter from the parent verifying the dependent status of the student or a copy of a marriage certificate.

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## Current Tuition and Fee Rates

Current tuition and Fee Rates can be found at <http://www.finance.ohiou.edu/bursar/>

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## Registration Fees

Bills are sent electronically approximately four weeks before the quarter opening date. Payment is due two weeks prior to the quarter opening date. Refer to the Office of the Bursar Web page (<http://www.finance.ohiou.edu/bursar/>) for all payment options. Fees can be paid by a check or money order made out to Ohio University. You can pay through the mail or in person at the cashier's office in Chubb Hall if you are enrolling on the Athens campus, or at the regional campus Office of Student Services if you are enrolling on one of the regional campuses.

Credit card payments are accepted at regional campuses for regional campus students only. Credit card payments can also be made using CASHnet SMARTPAY (<http://www.cashnetmartpay.com/ohio/>). This is a service that allows you to pay your University charges on the Internet. A service charge based on the transaction amount will be assessed.

You must pay your fees by the stated deadlines or risk a \$100 late payment charge. Post-dated checks are not accepted, and checks issued to the University and not paid upon presentation to the bank will automatically cancel any receipts given and result in the assessment of penalties.

Fees for tuition include the instructional fee and the general fee. This figure excludes fees for special courses, such as art, aviation, education, human and consumer sciences, journalism, music, recreation and sport sciences, and visual communication, which are listed in

the quarterly *Schedule of Classes*. Ohio University reserves the right to make, without prior notice, any fee adjustments that may become necessary.

Full-time students with majors in the Russ College of Engineering and Technology, the College of Business, the College of Communication, and the College of Arts and Sciences will be assessed a fee for computing and other types of technology (regardless of class schedule). The fee for the Russ College of Engineering and Technology is \$65 per quarter. The fee for the College of Business is \$65 per quarter. The fee for the College of Communication is \$40 per quarter. The fee for the College of Arts and Sciences is \$15 per quarter. Part-time students will be assessed a prorated fee.

You are responsible for any University communication sent to you at your official University e-mail address (Oak account) and/or to the mailing address on file with the Office of the University Registrar.

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## Late Registration Fees

Unless your registration has been delayed by the University, you will be charged a fee for late registration beginning with the third calendar week of each quarter. The fee is \$40 the third week, \$60 the fourth week, \$80 the fifth week, and \$100 the sixth week.

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## Monthly Payment Plan

Ohio University provides a monthly payment plan for students. This plan equalizes your academic year's fees into nine monthly payments. This plan is not a loan program, and there is no interest charge on payments. Enrollment begins in July for the coming year, and you are charged a \$50 nonrefundable application fee. A \$25 late fee will be assessed for payments received after the due dates.

If you withdraw from classes, the refund procedure is based on the assumption that all fees for the quarter have been paid. The refundable amount will be adjusted to recognize any unpaid monthly payments for the current quarter. Contact the Office of the Bursar, Chubb Hall 010, telephone 740.593.4130, with any questions. Apply for the Monthly Payment Plan online at <http://www.finance.ohiou.edu/bursar/>.



## Refund of Fees

### University Refund Policy for

**Withdrawal.** Ohio University refunds fees or credits your account 30 days after the date of withdrawal, according to the following schedule:

- 1 If you officially withdraw from the University (cancellation of registration) before the first day of classes, you are entitled to a 100 percent refund of registration fees.
- 2 If you officially withdraw from the University during the first 15 calendar days of the quarter (see the academic calendar), you are entitled to an 80 percent refund if your registration fees were paid in full.

- 3 If you withdraw from the University after the first 15 calendar days of classes, you are not entitled to a refund of registration fees.

If you withdraw from the University before full payment of fees is made, you are considered indebted to the University for the amount determined according to the refund regulations. A hold will be placed on your records until your debt is paid.

### Refund Policy for Reducing Course

**Load.** If you drop credit hours before or during the first 15 calendar days of the quarter, you are entitled to receive a 100 percent refund of the reduction when such changes result in a reduc-

tion of fees. For example, if you are registered for 11 hours and drop a 5-hour course, you will receive 100 percent of the difference in tuition for dropping from full-time to part-time. However, if you have 15 hours and drop to 11 hours, it does not affect the tuition, because the standard tuition rate applies to a course load of 11 through 20 hours. Course load reductions made after the 15th calendar day of the quarter will result in no refund. Corrected registration that results in increased hours could increase tuition. Further information regarding the refund of fees can be obtained from the bursar's office.

## Quarterly Room and Board Fees (2004–2005)\*

\$1,236	Standard Double
1,266	w/air cond.
1,020	Triple
1,044	w/air cond.
1,155	Quad
1,182	w/air cond.
1,519	Single
1,555	w/air cond.
1,033	10-Meal Plan
1,197	14-Meal Plan
1,447	Super 14 Meal Plan
1,277	20-Meal Plan
1,630	Super 20 Meal Plan

\*2005–06 fees were not available at time of printing.

## Other Related Fees (2004–2005)\*

\$45	Admission application fee, Athens campus (nonrefundable)
20	Admission application fee, regional campus (nonrefundable)
20	Special student application fee (nonrefundable)
10	Reclassification fee from special student to regular student status (Athens campus only)
5	Change of class schedule after 15th calendar day
5	Duplicate official forms, fee receipts, etc.
40	Late registration fee (plus \$20 per week after third week)
	<i>Application for degree</i>
50	Associate's
50	Bachelor's
50	Master's
50	Doctorate
5	Reapplication for degree
780	Health insurance, annual premium (2004–05 academic year)
1,098	International health insurance, annual premium (2004–05 academic year)
50	Monthly payment plan (nonrefundable)
70	Orientation and testing fee
	<i>Parking per quarter</i>
35	Commuter lot
110	Garage
55	On-campus lot

For current parking fine rates, please refer to the Parking Services Web site at: <http://www.facilities.ohiou.edu/parking/> or call Parking Services at 593.1917.

25	Returned check charge
5	Transcripts–Next Day Service
10	Transcripts Now–Same Day Service
10	ID card replacement
10	Phone reactivation fee
15	Diploma replacement

\*2005–06 fees were not available at time of printing.

### **Withdrawal Policy for Financial Aid Recipients**

**Title IV Funds.** You are a Title IV financial aid recipient if you receive Direct Loans (Subsidized, Unsubsidized, or PLUS), Perkins Loan, Federal Pell Grant, Federal SEOG, or Federal Stafford Loans (for College of Osteopathic Medicine Students). If you receive Title IV financial aid and withdraw from Ohio University, the amount of aid earned and unearned will be calculated using the Federal Return of Title IV Funds policy. This policy is a formula that measures the percentage of days enrolled during a quarter. The percentage is determined by dividing the number of days enrolled by the number of calendar days in the quarter, including weekends and holidays. Based on this percentage, Title IV financial aid will be prorated to reflect the amount of aid that was earned during the period of enrollment. The amount of aid that is earned will remain on your student account and the amount of aid that is unearned will be returned to the appropriate program. Once the attendance percentage reaches 60 percent, all Title IV financial aid is considered to be earned.

If it is determined that Title IV funds need to be returned, by Federal Law they will be returned in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Unsubsidized Direct Loans, Subsidized Direct Loans, Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal SEOG, and Other Title IV assistance.

**State and Institutional Grants.** If you receive financial aid that consists of state or University grant funds, they are subject to the University Refund Policy. If you officially withdraw during the first 15 calendar days of the quarter, 80% of the grant funds will be returned to the appropriate program. After the first 15 calendar days of the quarter, 100% of the grant funds will remain on your student account.

**Undergraduate and Graduate Scholarships.** If you receive financial aid that consists of undergraduate or graduate scholarships, they are subject to a Special University Policy. If you officially withdraw during the first 15 calendar days of the quarter, 100% of the scholarship funds will be returned to the appropriate program. After the first 15 calendar days of the quarter, 100% of the scholarship funds will remain on your student account.

**Unofficial Withdrawals.** If you stop attending the University and do not officially withdraw, it is considered to be an unofficial withdrawal and will be subject to the above Withdrawal Policies. The date of withdrawal will be the latest date based on a student's attendance at an academically-related event. If the last date of attendance is not known, the midpoint of the quarter will be used as the withdrawal date. If you never attend all of the courses you have registered for, you are considered to be an unofficial withdrawal. It is determined that you have not earned any financial aid. Therefore, all aid will be returned to the appropriate program.

A student is not eligible for a refund until all Federal Title IV programs and other grants and scholarships are reimbursed as required and all outstanding balances with the University have been cleared.

**If you are receiving financial aid, a change in your enrollment status or your withdrawal from the University may result in your having to repay programs from which you received financial assistance. In addition, you may owe fees to the University after funds are returned to the financial aid programs.**

Further information on this process is included under "Withdrawal Policy for Financial Aid Recipients" in the Financial Aid Information section of this catalog.

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## Financial Aid

**The purpose of financial aid and scholarships is to supplement your and your family's contributions toward the cost of education, as well as to recognize academic achievement and special talents. Ohio University offers a variety of scholarship, grant, loan, and part-time employment programs to assist you in financing your education. The Office of Student Financial Aid and Scholarships (OSFAS) is responsible for the processing and awarding of all types of federal, state, private, and institutional (University) funds to students.**

### Office of Student Financial Aid and Scholarships

Ohio University

020 Chubb Hall

Athens OH 45701-2979

Telephone 740.593.4141 (M–F 8:30 a.m.–noon, 12:30–4:30 p.m.)

Fax 740.593.4140

E-mail [financial.aid@ohio.edu](mailto:financial.aid@ohio.edu)

Web <http://www.ohio.edu/financialaid/>

**All information in this section is subject to change due to congressional action or changes in federal regulations.**

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### Types of Financial Assistance

All types of financial assistance fall within two major categories—gift aid and self-help aid. These aid programs may be awarded on the basis of merit, financial need, or a combination of both. Scholarships are considered merit awards; other types of aid are based on an analysis of your and your family's ability to contribute to the cost of education. Scholarships and grants do not have to be repaid; loans, however, must be repaid by the borrower.

#### Gift Aid

**Scholarships.** Ohio University has an extensive undergraduate scholarship program available to freshmen, and upperclass (sophomore, junior, and senior). Scholarships are awarded on a competitive basis for academic achievement and special talent, as well as on the basis of geographical residence and area of study. Financial need is not always a prerequisite.

**Grants.** Grants are considered gift aid that you do not have to repay. Most grant aid is awarded on some type of need-based eligibility criteria. The sources may vary from state, federal, private, and institutional funds, so you are encouraged to actively seek out all sources.

#### Self-Help Aid

**Loans.** Student loans play a significant role in financing post-secondary education. Ohio University participates in the William D. Ford Federal Direct Student Loan Program, which allows students to borrow directly from the federal government through Ohio University. These educational loans have favorable terms and conditions. You should view borrowing as an investment in your future.

However, loans represent debts that must be repaid, and failure to repay will result in severe penalties.

**Employment.** Ohio University has a variety of student employment (on- and off-campus) programs available to provide self-help aid if you wish to work on a part-time basis while pursuing your education. You should attempt to establish a reasonable balance between your academic efforts and your work schedule. Consequently, you may not work more than 20 hours a week when classes are in session. Ohio University is an equal opportunity and affirmative action employer. The Student Employment Office (SEO), part of the OSFAS, reaffirms the University's commitment to the policy that no employer may discriminate on the basis of race, sex, creed, ethnic origin, or handicap in employment practices. There will be no discrimination because of age, except as governed by state and federal laws and guidelines. (See "Affirmative Action" in the Services for Students section of this catalog.)

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### Application Procedure

There are five types of federal need-based financial aid: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, and William D. Ford Federal Direct Student Loan. Other types of financial aid, such as the Ohio University Grant, Ohio University Access Grant, Ohio University Bobcat Award, and Ohio Instructional Grant, are also available. To apply for all financial aid programs, complete the U.S. Department of Education's Free Application for Federal Student Aid

(FAFSA) on the Web at <http://www.fafsa.ed.gov/> after January 1. You and your parent should also get a Personal Identification Number (PIN) from the Department of Education to electronically sign your FAFSA on the Web. You and your parent can visit <http://pin.ed.gov/> to get your PIN before filing the FAFSA. You can also obtain a paper FAFSA from any high school, college, or university after January 1. However, we recommend filing FAFSA on the Web to reduce errors and speed processing time. **We recommend that you complete your FAFSA on the Web by February 15 in order for your FAFSA results to be received by the University before the March 15 priority deadline.**

Three of the five need-based aid programs (Federal Work Study, Federal Perkins Loan, and the Federal Supplemental Educational Opportunity Grant [FSEOG]) are called campus-based aid (CBA). Campus-based aid is awarded differently from the Federal Pell Grant and the Federal Direct Student Loan in that CBA funds are sent directly to the University from the federal government. The funds are then awarded by the aid administrator using federal eligibility criteria. Funding for these programs and for institutional grants is limited; therefore, priority is given to those students who demonstrate the highest financial need and who meet Ohio University's priority deadline of March 15.

The CBA priority deadline (i.e., the date by which the FAFSA results must be on file at Ohio University) is March 15. Even if you do not meet this deadline or the eligibility criteria, we recommend that you complete the application process for other types of assistance that do not have a priority deadline, such as the Federal Pell Grant or the Federal Direct Student Loan.

Federal regulations and institutional policies are subject to change without prior notice. The OSFAS will attempt to keep you updated through various media on campus, the OSFAS Web site, student e-mail, and written notices. To avoid costly delays, it is vital to update your permanent and local addresses with the Registrar's Office or through the OSFAS and to regularly access your OAK student e-mail account.

#### Need-Based Financial Aid

**Ohio Instructional Grant (OIG).** If you are an Ohio resident, or, if you are a dependent student and both you and your parents are Ohio residents, you are encouraged to apply for the OIG

by completing the FAFSA. October 1 is usually the deadline for applying for the OIG, although you should apply as early as possible—ideally by February 1—to meet priority deadlines. If you are eligible, you will receive a notice of eligibility directly from the Ohio Board of Regents. You must meet all Ohio University eligibility criteria before funds are disbursed to your account.

**Federal Pell Grant.** After you complete the FAFSA, you will receive a Student Aid Report (SAR) from the U.S. Department of Education's Central Processor. You may receive an e-mail allowing you to view your SAR online if you provide an accurate e-mail address when using FAFSA on the Web. It will tell you if you qualify for a Federal Pell Grant. Retain the SAR for your records. If you must correct the data on your SAR, enter the corrections on the SAR and forward the corrected SAR to the OSFAS, which will send the corrections electronically to the Central Processor. If your SAR is only available to you online you may print it, make corrections, and forward it to the OSFAS. You will receive a corrected SAR within 4-6 weeks. Retain the corrected SAR for your records.

**William D. Ford Federal Direct Student Loan (FDSL).** You will be notified about your eligibility for a FDSL on an award letter. You must complete the Electronic Master Promissory Note (EMPN) and complete entrance counseling (if you are a first-time borrower) or complete online Web confirmation to accept your loan (if you have a MPN on file from previous years) before the loan process can be completed. Once the process is completed, loan proceeds will be credited to your account at the opening of each term. You must also complete exit counseling prior to completion of your program or after you have dropped below half time enrollment.

**Merit-Based Financial Aid Freshman Scholarships.** There is no application for freshman scholarships at Ohio University. Simply complete the Application for Admission and Scholarships available from the Office of Undergraduate Admissions or apply online at <http://www.ohio.edu/>. To be considered a priority applicant, you must be accepted for admission by February 1. Eligible applicants are considered for all scholarships.

To assure consideration for all possible institutional scholarship awards, you must also complete the Free Application for Federal Student Aid (FAFSA) and have the results on file by March 15. If you plan to enter the College Of Fine Arts, you also will be evaluated by inter-

view and portfolio or audition.

If you receive a scholarship, you are required to enroll for and earn a minimum of 16 credit hours a quarter during your freshman year.

**Upperclass and Transfer Student Scholarships (Undergraduate).** You can apply for Deans Scholarships and other upperclass scholarships by completing Ohio University's online scholarship application. The eligibility requirements for upperclass scholarships include: an accumulative g.p.a. of 3.4 or above by the end of winter quarter of the application year; at least 32 credit hours earned during the fall and winter quarters of the application year; and at least 48 credit hours earned by the end of spring quarter. You also must have completed at least two quarters at Ohio University.

To apply for an upperclass scholarship, complete the electronic scholarship application through the OSFAS Web site. Complete instructions are available at OSFAS and in the Computer Services labs. The application period opens the first week of winter quarter, and the application deadline is the last day of winter quarter final exams.

All transfer students admitted by May 15 will automatically be considered for scholarships awarded by the Office of Admissions based on the transcripts submitted for review. No separate application is required.

If you receive a scholarship, you are required to enroll for and earn a minimum of 16 hours per quarter.

**Regional Campus Scholarships.** Upperclass students must complete their applications online using the online scholarship application on the OSFAS Web site. The criteria are somewhat different from those for the Athens campus, and you should check with the individual regional campus for application deadlines.

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## College Cost (Budget)

Each year, the Ohio University Board of Trustees determines the fixed costs (tuition and fees, out-of-state surcharge, and room and board rates on campus) for you. Variable indirect costs (books and supplies, travel, and personal and miscellaneous) are estimated by the OSFAS to arrive at a reasonable estimate of the total cost for the academic year (three quarters). If you attend all four quarters (summer session constitutes the first quarter for financial aid), an adjustment is made to include the additional costs. Estimates are based

on the Consumer Price Index and periodic local surveys on housing and food costs. The total fixed and variable costs make up your total cost (budget) for the academic year. Final annual budgets are available from the OSFAS after July 1 of each award year.

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## Determining Need

The Federal Methodology (FM) is the calculation used by the federal government to measure your eligibility for assistance. Some federal aid programs require that you show need after the income and (in some cases) assets of your family, as indicated on the FAFSA, have been analyzed. The OSFAS uses the need analysis information from the FAFSA to determine the amount you and your parents are expected to contribute toward your education. Consideration is given to your and your parents' adjusted gross income, assets, taxes paid, number of dependents, number attending college, and other factors as appropriate.

The FM performs a separate analysis of income when (a) your parents' adjusted gross income is less than \$50,000 a year and your parents were eligible to file a 1040A or 1040EZ tax form, or (b) your parents do not file a tax form with the IRS. Special circumstances such as divorce, separation, unemployment, or death in the family should be discussed with a financial aid administrator to determine if adjustments should be made to the FM calculation. The combination of your contribution and your parents' contribution results in the Expected Family Contribution (EFC). This value can be found on your Student Aid Report.

If you are independent, you (and your spouse, if applicable) are expected to assist in meeting your educational costs. Your expected contribution is calculated from the previous year's earnings, untaxed income, and a percentage of personal savings and assets.

The following formula is used for calculating financial need:

$$\begin{aligned} & \text{Cost of Education (Budget)} \\ & \text{— Minus Expected Family Contribution} \\ & \text{= Calculated Financial Need} \end{aligned}$$


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## Eligibility Requirements

To receive Title IV federal aid (Federal Pell Grant, Federal Direct Student Loan, Federal Work Study, Federal Supplemental Educational Opportunity Grant, or Federal Perkins Loan), you must:

- 1 Be a U.S. citizen, a national or permanent resident of the U.S., or be in the U.S. for other than a temporary purpose. (If you are a citizen of the Marshall Islands, the Federated States of Micronesia, or Palau, see a financial aid administrator.) If you are a permanent resident, you may be required to provide documentation before being awarded aid.
- 2 Comply with U.S. Selective Service registration requirements.
- 3 Be enrolled or accepted for enrollment in a degree-granting program. Certificate programs or preparatory coursework cases should be discussed with a financial aid administrator.
- 4 Be making satisfactory academic progress as defined by Ohio University and the OSFAS. (See Satisfactory Academic Progress Standards.)
- 5 Not be in default on a Federal Perkins Loan, a Federal Family Educational Loan (FFEL), Federal Direct Student Loan, or Federal Supplemental Loan for Undergraduate Students (SLS), from any school, agency, or lender, or owe a repayment on any Title IV funds. (Parents also must not be in default if applying for a PLUS loan.)
- 6 Have a valid Social Security number.

Some types of financial aid (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Ohio University Grant (OUG), Ohio University Access Grant (OUAG), Ohio University Bobcat Award (OUBA), and Ohio Instructional Grant (OIG) are not available if you have already earned a bachelor's degree.

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## Independent and Distance Learning Courses

Students pursuing coursework through the Ohio University Office of Independent and Distance Learning Programs may be considered for the Federal Pell Grant (Pell) and Federal Direct Student Loan once the results of the Free Application for Federal Student Aid (FAFSA) have been received by the OSFAS. Financial aid awards are calculated differently for distance learning courses than they are for traditional coursework. The amount of any Pell Grant award is determined by the student's cost of attendance, which includes tuition and fees as well as a book allowance, the number of credit hours the student is taking, and the Expected Family Contribution (EFC) as calculated by the U.S. Department of Education. Federal Direct Student Loan eligibility is determined by the cost of

attendance not covered by the Pell Grant, the number of credit hours the student is taking, and the EFC. The Pell Grant is paid in two disbursements. The first disbursement (half of the annual award) is made once the OSFAS has received notification from the Degree Services Office of Independent and Distance Learning Programs that 25 percent of the student's coursework has been completed. The final disbursement is made once the OSFAS has received notification that 75 percent of the student's coursework has been completed. The Federal Direct Student Loan is also paid in two disbursements. The first disbursement (half of the annual award) is made once the student has registered for courses. The final disbursement is made six months after coursework has begun, provided that the OSFAS has received notification that 50 percent of coursework has been completed. The cycle for correspondence coursework runs from July to June; Pell Grants for the award year must be disbursed by September 1. The deadline for disbursement of Stafford Loans is based upon your enrollment date. Please contact the OSFAS for further information.

Students pursuing correspondence studies must also meet Satisfactory Academic Progress (SAP) standards to remain eligible for financial aid. SAP standards are calculated differently for correspondence studies than they are for traditional coursework. For details of correspondence SAP policies, please contact the OSFAS.

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## Award Package

After the FAFSA need analysis electronic results and other requested documents have been received, reviewed for accuracy, and verified (if applicable), an award package is offered to all eligible applicants. The award package can be a combination of merit scholarships; institutional, state, and federal grants; employment; and loan assistance. Not all students receive all types of financial aid, but in general the OSFAS attempts to balance gift aid (grants and scholarships) with self-help aid (employment and loans) within the limits of available funds and the eligibility and need of the applicants. If you meet the March 15 priority deadline, you may receive a more attractive package than if you apply later.

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## Award Letters

Notification of specific award offers will be sent to eligible applicants because all eligible applicants qualify for some

form of aid. Award notifications will be emailed to enrolled students and awards are available online. certain students will have letters mailed to permanent or local addresses. If you are adjusting or declining any of the awards, you may do so through your online award letter, or you may return the award letter indicating the changes to the OSFAS. All awards are subject to revision due to changes in federal allocations, student eligibility (EFC), clerical errors, failure to provide requested documents, or other circumstances beyond our control.

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## Award Disbursements

Federal aid recipients must be officially enrolled in a degree-granting program to receive any type of financial assistance. All requested documents (e.g., income tax returns and W-2's) used in verifying the data provided on the FAFSA must be received by the OSFAS before financial aid can be disbursed. Disbursement dates and procedures will vary depending on the type of awards offered. Specific dates and information regarding the disbursement of financial aid are listed in each quarter's *Schedule of Classes*. In general, financial aid awards will be credited to your account each quarter, and total financial aid credits greater than your University charges will be mailed to your local address. For direct deposits, refunds (overages) from your student account are processed on a daily basis, beginning on the first day of classes. For paper checks, refunds (overages) from your student account are mailed on Fridays once classes have begun.

All FDSL borrowers must complete exit counseling upon completion of 150 undergraduate hours toward a bachelor's degree or 45 hours toward an associate's degree. Aid may be delayed until the OSFAS has evidence that you have completed exit counseling.

Federal Work Study awards are not credited to your account because these awards must be earned before being paid. You will be paid by check or direct deposit every two weeks.

Please note the payment due dates in the billing statement from the Bursar's Office. (See the *Schedule of Classes* each quarter for specific disbursement dates.) If you will be away from campus in a student teaching program, co-op, or study abroad, contact the OSFAS well in advance to discuss your eligibility and arrange for disbursement of your financial aid.

## Withdrawal Policy for Financial Aid Recipients

### Title IV Funds

You are a Title IV financial aid recipient if you receive Direct Loans (Subsidized, Unsubsidized, or PLUS), Perkins Loan, Federal Pell Grant, Federal SEOG, or Federal Stafford Loans (for College of Osteopathic Medicine Students). If you receive Title IV financial aid and withdraw from Ohio University, the amount of aid earned and unearned will be calculated using the Federal Return of Title IV Funds policy. This policy is a formula that measures the percentage of days enrolled during a quarter. The percentage is determined by dividing the number of days enrolled by the number of calendar days in the quarter, including weekends and holidays. Based on this percentage, Title IV financial aid will be prorated to reflect the amount of aid that was earned during the period of enrollment. The amount of aid that is earned will remain on your student account and the amount of aid that is unearned will be returned to the appropriate program.

If it is determined that Title IV funds need to be returned, by Federal Law they will be returned in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Unsubsidized Direct Loans, Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal SEOG, Other Title IV assistance.

### State and Institutional Grants

If you receive financial aid that consists of state or University grant funds, they are subject to the University Refund Policy. If you officially withdraw during the first 15 calendar days of the quarter, 80% of the grant funds will be returned to the appropriate program. After the first 15 calendar days of the quarter, 100% of the grant funds will remain on your student account.

### Undergraduate and Graduate Scholarships

If you receive financial aid that consists of undergraduate or graduate scholarships, they are subject to a Special University Policy. If you officially withdraw during the first 15 calendar days of the quarter, 100% of the scholarship funds will be returned to the appropriate program. After the first 15 calendar days of the quarter, 100% of the scholarship funds will remain on your student account.

### College of Osteopathic Medicine Loans and Scholarships

If you receive financial aid that

consists of College of Osteopathic Medicine Scholarships, Scholarships for Disadvantaged Students, Exceptional Financial Need (EFN) or Financial Aid for Disadvantaged Health Profession Students (FADHPS), Loans for Disadvantaged Students, Primary Care Loans or other non Title IV aid, you are subject to a Special University Policy. If you officially withdraw during the first 15 calendar days of the quarter, 100% of the financial aid funds will be returned to the appropriate program. After the first 15 calendar days of the quarter, 100% of the financial aid funds will remain on your student account.

### Unofficial Withdrawals

If you stop attending the University and do not officially withdraw, it is considered to be an unofficial withdrawal and will be subject to the above Withdrawal Policies. The date of withdrawal will be the latest date based on a student's attendance at an academically-related event. If the last date of attendance is not known, the midpoint of the quarter will be used as the withdrawal date. If you never attend all of the courses you have registered for, you are considered to be an unofficial withdrawal. It is determined that you have not earned any financial aid. Therefore, all aid will be returned to the appropriate program.

If you are receiving financial aid, a change in your enrollment status or your withdrawal from the University may result in your having to repay programs from which you received financial assistance. In addition, you may owe fees to the University after funds are returned to the financial aid programs.

A student is not eligible for a refund until all Federal Title IV programs and other grants and scholarships are reimbursed as required and all outstanding balances with the University have been cleared.

## Satisfactory Academic Progress (SAP) Standards

Federal regulations require that all financial aid applicants meet Ohio University's satisfactory academic progress standards: (1) minimum credit hours earned for the appropriate enrollment status (full time, three-quarter time, half time, or less than half time); (2) maximum time frame during which a degree or certificate must be granted; and (3) minimum 2.0 accumulative g.p.a.

Minimum credit hour standards require you to earn a minimum number of hours based on your enrollment status. As an undergraduate student, you are

required to earn 12 hours if you are enrolled full time; 9 hours if you are enrolled three-quarter time; 6 hours if you are enrolled half time; and all hours attempted if you are enrolled less than half time. Maximum time-frame (MTF) standards are determined by your enrollment status. Full time enrollment (12 hours or more) is equal to 1 MTF quarter. Three-quarter time enrollment (9 to 11 hours) is equal to .75 MTF quarter. Half time enrollment (6 to 8 hours) is equal to .5 MTF quarter. Less than half time enrollment is prorated accordingly. While seeking a Bachelor's Degree, you are eligible to receive any aid for which you qualify through your first 18 MTF quarters of attendance. Once your MTF total reaches 18, you are no longer eligible to receive Title IV and selected other types of financial assistance regardless of periods during which you received no financial aid. If you are seeking an Associate's Degree, you are eligible to receive any aid for which you qualify through your first 9 MTF quarters of attendance. Once your MTF total reaches 9, you are no longer eligible to receive Title IV and selected other types of financial assistance, regardless of periods during which you received no financial aid.

If you are a first-time federal aid applicant, you must earn a minimum 2.0 accumulative g.p.a. by the end of your second academic year of enrollment. If you are a continuing aid applicant, you must maintain a minimum 2.0 g.p.a. If you are a transfer student, hours accepted by Ohio University will be included as part of the maximum time frame toward the completion of a degree or certificate and as part of the minimum credit hour component of SAP. If you are re-enrolling, your prior Ohio University hours are considered in determining satisfactory academic progress. If you attend summer sessions, you will have the time frame, hours attempted, and g.p.a. counted for that quarter. In the event of repeated courses, only the final hours count toward the completion of a degree or certificate, but courses count toward both the minimum credit hour component and the maximum time frame component of SAP each time they are taken. Proper withdrawal from classes prior to the 14th day of enrollment will not affect the fulfillment of the requirements, but attempted hours after the 14th day of enrollment will be counted.

You will be notified annually if your SAP status is other than satisfactory after spring quarter grades are recorded. If you are placed on warning sta-

tus, you are considered on probation for financial aid purposes for the following academic year. During this probationary period you remain eligible to receive any financial aid for which you qualify. Your SAP status is reviewed again in the next annual review, which takes place after spring quarter. Students in warning status will not have their aid packaged for the following year until they are found to be in "satisfactory" SAP status during the annual review in June. If you still do not meet SAP standards when you are reviewed again, you are placed on unsatisfactory status and are not eligible to receive federal financial aid for that academic year. You may appeal the decision if your failure to meet SAP criteria was due to mitigating circumstances. Appeal forms are available on the OSFAS webpage and must be submitted no later than the 21st day of the quarter in which reinstatement of aid is sought. Please contact the OSFAS for specific dates.

If you are placed on warning status and decide to attend summer sessions, you should be prepared to do so at your own expense. Summer classes will have been in session for one to two weeks before the SAP annual review; therefore, your SAP status may become unsatisfactory for the summer term and you would be ineligible for financial aid for that session.

#### **Eligibility and Renewal Criteria for Scholarships**

If you receive scholarship aid, you must meet the following requirements before you can be considered for renewal (if your scholarship is renewable) or be considered an eligible applicant for non-renewable scholarships:

**Hours Requirement.** If you receive scholarship aid while attending the Athens campus, you must earn at least 16 credit hours for each quarter during the academic year for which you receive funds. Students with disabilities or those experiencing extenuating circumstances who are therefore unable to carry the 16-hour course load should contact the associate director for scholarships to submit an appeal. If you attend a regional campus and receive a regional campus scholarship, you must earn at least 12 credit hours for each quarter during the academic year for which you receive the award.

**G.P.A. and Hour Requirements for Renewable Scholarships.** To renew the Presidential Scholar, University Scholar, Founders Award, Valedictorian Award, Templeton Scholars, and Thurgood Marshall Scholarships, you must have an accumulative minimum g.p.a. of 3.3

at the end of the spring quarter of the award year. You must earn 48 hours during the award year.

National Merit Scholarships and outside agency scholarships have different g.p.a. requirements, set by the National Merit Corporation and outside agencies respectively. Academic requirements for regional campus scholarships vary. Contact the Office of Student Services at your campus for further information.

### **Descriptions of Available Aid**

#### **Gift Aid—Scholarships**

Below is a listing of some of the scholarships offered at Ohio University. A complete listing of all scholarships is available on the OSFAS Web site.

**Presidential Scholars.** These scholarships, valued at the cost of in-state tuition and fees, are awarded to incoming first-year students. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. All freshmen with an ACT of 32 or higher or an SAT of 1400 or higher who graduated in the top 20 percent of their class will receive this award. To renew the award, recipients must maintain a 3.3 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award.\*The 2005–2006 academic year is the final year that new, initial awards will be made to incoming freshmen. Existing awards will still be eligible to be considered for renewal based upon renewability criteria.

**University Scholars.** These scholarships, valued at the cost of in-state tuition and fees, are awarded to incoming first-year students. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. All freshmen with an ACT of 30 or 31, or an SAT between 1320-1390 who are projected to be valedictorian of their class will receive this award. To renew the award, recipients must maintain a 3.3 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award.\*The 2005–2006 academic year is the final year that new, initial awards will be made to incoming freshmen. Existing awards will still be eligible to be considered for renewal based upon renewability criteria.

**Founders Awards.** These scholarships, valued at \$3,500 annually, are awarded to incoming first-year students. The awards are renewable for three addi-

tional years for a total of 12 quarters of undergraduate study on the Athens campus. All freshmen with an ACT of 30 or 31, or an SAT between 1320-1390 who graduate in the top 20 percent of their class and are not the Valedictorian will receive this award. To renew the award, recipients must maintain a 3.3 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award.\*The 2005–2006 academic year is the final year that new, initial awards will be made to incoming freshmen. Existing awards will still be eligible to be considered for renewal based upon renewability criteria.

**Valedictorian Awards.** These scholarships, valued at \$1,000 annually, are awarded to incoming first-year students. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. All freshmen with an ACT of 29 or less or an SAT of 1310 or less who are projected to be valedictorian of their class will receive this award. To renew the award, recipients must maintain a 3.3 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award.\*The 2005–2006 academic year is the final year that new, initial awards will be made to incoming freshmen. Existing awards will still be eligible to be considered for renewal based upon renewability criteria.

**Gateway Award Program.** The Gateway Award Program is a combination of scholarship and grant opportunities for incoming freshmen students. The program is comprised of the Gateway Scholarship, which is based on academic merit as demonstrated by ACT or SAT results; and the Gateway Grant, which is based on both academic merit and financial need as demonstrated by FAFSA results. This program will affect many students who enter Ohio University with a composite ACT of at least 25, or a combined SAT score of at least 1130. Recipients of these awards are also considered for a one-time Residence Hall and Dining discount of \$750. In addition, eligible recipients who are non-Ohio residents will receive a \$3,000 discount off the nonresident surcharge. More details about specific eligibility criteria for this program can be found at <http://www.ohio.edu/admissions/gateway/>.

**Deans Scholarships.** These scholarships are one-year awards, valued at \$1,250 to \$2,000, for upperclass students and transfer students who have earned

more than 48 credit hours. Selection is based on undergraduate enrollment, hours earned, and accumulative g.p.a. You must reapply and compete annually for renewal. To be considered, you must have a 3.4 accumulative g.p.a. after winter quarter, have earned 32 hours during fall and winter quarters, and be projected to earn 48 credit hours for the year. Recipients must carry at least 16 hours each quarter to receive the award.

**Fine Arts Talent Awards.** These scholarships, with varying award amounts, are awarded to students in the College of Fine Arts based on academic test scores, class rank, and talent. The College of Fine Arts places particular emphasis on talent through an audition or portfolio review for applicants. To renew the award, recipients must maintain a 3.0 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award.

**Templeton Scholar Awards.** These scholarships are valued at the cost of in-state tuition and fees, room, board, and a book allowance and are awarded to academically talented incoming first-year students from underrepresented groups. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. To renew the award, recipients must maintain a 3.0 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award. In addition to the scholarship, the award includes an academic success program.

**Urban Scholars Program.** The Urban Scholars Program is a scholarship initiative that actively seeks high school students from urban areas to come to Ohio University. Students from historically underrepresented groups are eligible for the program, which provides scholarship support to those who demonstrate excellent academic achievement and financial need. The Urban Scholars Program includes: a four-year renewable scholarship; an annual book stipend; participation in a summer pre-matriculation program; participation in academic support seminars; a mentoring experience with an Ohio University alum throughout the student's academic career; funding to attend an approved professional conference in the junior year; an annual leadership seminar; participation in a residential learning community; participation in a faculty-guided research experience; an internship experience; and technology and research training.

**King/Chavez/Parks Awards.** These awards, with varying award amounts, are awarded to academically talented incoming first-year students from underrepresented groups. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. To renew the award, recipients must maintain a 2.75 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award. In addition to the award, students participate in an academic success program.

**OU Incentive Awards.** These awards, with varying amounts, are awarded to academically talented incoming first-year students from underrepresented groups. The awards are renewable for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. To renew the award, recipients must maintain a 2.50 accumulative g.p.a. and earn 48 credit hours a year. Recipients must carry at least 16 hours each quarter to receive the award. In addition to the award, students participate in an academic success program.

**Cutler Scholars Program.** This endowed undergraduate scholarship program provides tuition, fees, and room and board for the academic year, as well as funds for a structured summer internship or related experience. Students do not apply but are nominated by their high school or an Ohio University alumni chapter. Students selected for the program are evaluated against rigorous standards and must excel both in and out of the classroom. Awards are limited to students from certain locations or high schools, or to those in specific fields of study. These awards are offered to first-year students and are available for three additional years for a total of 12 quarters of undergraduate study on the Athens campus. Recipients must carry at least 16 hours each quarter to receive the award. Contact the executive director of the Cutler Scholars Program, Trisolini Gallery 210, Ohio University, Athens OH 45701-2979; telephone 740.593.4266.

**Corporate Scholarships.** Available to students majoring in specific academic areas (engineering, business, sciences) on the basis of high academic achievement. Eligibility requirements normally include high academic achievement and demonstrated financial need, and you must reapply annually for renewal. These awards range from approximately \$300 to \$2,000 a year. Recipients must carry at least 16 hours each quarter to receive the award.

**Endowed Scholarships.** Available to students with high academic achievement and/or demonstrated financial need, these scholarships are made available from contributions of alumni and friends of Ohio University and are usually restricted by geographic location, major, or other special criteria. Awards range from \$150 to \$3,000 a year. Recipients must carry at least 16 hours each quarter to receive the award.

**National Merit Scholarships.** These scholarships are awarded to National Merit finalists who indicate Ohio University as their first-choice institution. National Merit Scholarships are renewable for three additional years of undergraduate study with awards ranging in value from approximately \$750 to \$2,000, depending on financial need.

**Reserve Officers' Training Corps Scholarships.** Scholarships ranging from one to four years are available on a competitive basis for qualified students participating in the Air Force (Aerospace Studies) or Army (Military Science) ROTC programs. These scholarships pay costs of tuition, lab fees, and a flat rate for books. In addition, you receive a subsistence allowance at the rate of up to \$400 a month for the period the scholarship is in effect. Contact the Department of Aerospace Studies or the Department of Military Science.

#### **Gift Aid—Grants**

**Federal Pell Grant.** The Federal Pell Grant is a quasi-entitlement program from the federal government, which means that all eligible undergraduate aid applicants who have not received a bachelor's degree will receive funds based on their expected family contribution, enrollment status (full time, three-quarter time, half time, or less than half time), and the cost of education. Upon submission of a FAFSA, you will receive a Student Aid Report (SAR) indicating the Expected Family Contribution (EFC). For 2004-2005, awards range from a minimum of \$400 to a maximum of \$4,050 (subject to change according to congressional appropriations). The Federal Pell Grant serves as the foundation upon which all other aid may be added, but ineligibility does not automatically exclude you from all other types of financial aid. The Federal Pell Grant is available only for three quarters for full-time status per academic year. If you attend summer quarter and are Pell eligible, you must receive one-third of your eligible portion during summer quarter. If you attend summer at less than full-



time, you may receive a portion of your award for summer and another portion spring quarter, based on your spring enrollment.

**Federal Supplemental Educational Opportunity Grant (SEOG).** The Federal SEOG is awarded to undergraduate students on the basis of exceptional financial need beyond the Federal Pell Grant. These funds are awarded directly by the University and are limited to the funds allocated to the University by the U.S. Department of Education. Ohio University must have received the results of the FAFSA or Renewal Application by the March 15 priority deadline. The award is restricted to Federal Pell Grant recipients. The amount awarded to eligible applicants varies each year depending on the need of the student population enrolled at Ohio University. Students with a prior bachelor's degree are ineligible.

**Institutional Grants.** Institutional grants include the Ohio University Grant (OUG), Ohio University Access Grant (OUAG), and Ohio University Bobcat Award (OUBA) and are made available by the University to supplement the limited Federal SEOG funds for undergraduate students on the Athens campus with need or students with special circumstances. Ohio University must have received the results of the FAFSA by the March 15 priority deadline.

**Ohio Instructional Grant (OIG).** The OIG is a need-based state-funded grant to assist Ohio residents in meeting the cost of undergraduate education. To be considered, you must submit the FAFSA. The deadline is October 1 of the award year, but you are encouraged to apply as soon as possible after January 1. You will receive a notice of eligibility from the Ohio Board of Regents.

#### **Self-Help Aid—Student Loans**

**Federal Perkins Loan.** The Federal Perkins Loan is a federal loan for students enrolled in a degree program at a participating post-secondary institution. No interest is charged while you remain in school, and the repayment period begins nine months after you graduate or leave school. To apply, file the FAFSA or Renewal Application. The interest rate is currently five percent, and loans can be included under the loan consolidation provisions of the Reauthorization Act. You must sign both an electronic master promissory note and "personal and confidential" form or confirm your acceptance on our Web site (if you signed a Master Promissory Note in a previous year) before a disbursement can be made.

**William D. Ford Federal Direct Student Loans (FDSL).** The Federal Direct Loan is a low-interest loan for students enrolled at least half time in a degree program. Since 1994–95, Ohio University has been a Direct Lending Institution. The University acts as the lender on behalf of the U.S. Department of Education and disburses William D. Ford Federal Direct Loan funds directly to student accounts. The University cannot process Federal Stafford Loan applications from lending institutions such as banks.

There are two kinds of Federal Direct Loans—subsidized and unsubsidized. The federal government will pay the interest on the Federal Direct Subsidized Loan while you are in school and during a grace period or deferment period. You are responsible for paying the interest on any Federal Direct Unsubsidized Loan. However, you may defer payments and capitalize the interest until you enter repayment.

If you wish to apply for a Federal Direct Loan (subsidized or unsubsidized), you must file the FAFSA or Renewal Application to determine your eligibility. The Federal Direct Unsubsidized Loan is available if you do not qualify for the Federal Direct Subsidized Loan or if your eligibility for subsidized funds is limited. You will receive notice of eligibility on your award letter and must complete the Electronic Master Promissory Note or confirm your eligibility on our Web site (if you signed a Master Promissory Note in a previous year) before funds can be credited to your account. Funds credited in excess of charges will be refunded by the bursar at regular intervals during the quarter. All first-time borrowers are required by federal regulations to complete entrance counseling before funds can be disbursed. If you are in repayment on prior loans, you may be eligible for a deferment, and loans can be consolidated under certain conditions. Additionally, federal regulations require that all borrowers complete exit counseling before graduating or once you have dropped below half time enrollment. Exit counseling provides information regarding borrower rights and responsibilities and outlines repayment options.

**Ohio University Loans.** During periods of enrollment, funds are made available by the University to provide short-term loans for students. These loans are available to assist in the payment of University bills and educationally related expenses, provided you are enrolled at least half time and have a guaranteed source of repayment that will be available by the end of the same quarter. A one-page application must

be completed. The completed application will be reviewed to determine if you qualify for a short-term loan. Checks are generally available within three working days after the loan is approved. A personal interview with a financial aid administrator may be required. Students are not eligible if in default of previous institutional or federal loans. Borrowers are charged a \$5 processing fee and may be charged an interest rate of nine percent. Ohio University loans are not available during periods of nonenrollment.

#### **William D. Ford Federal Direct Parent Loan for Undergraduate Students (PLUS)**

The Federal Direct PLUS Loan is a supplemental loan for parents of dependent undergraduate students. Your parent(s) must be your natural, adoptive, step parent(s), or your legal guardian(s). Parent borrowers are subject to a credit check and must not have an adverse credit history. We require that you and your parent(s) file the FAFSA or Renewal Application to determine eligibility for other sources of aid. The Federal Direct PLUS Loan must be used for your educational expenses. Loan proceeds are applied directly to your account, and any refund (overage) may be refunded to you (with parent approval) or to your parent each quarter throughout the year. Repayment begins 60 days after the final disbursement. For additional information, visit our Web site at <http://www.ohio.edu/financialaid/>

**Alternative Loans.** Students may apply for additional loans through private lenders to help cover expenses if approved. You can borrow the total estimated cost of attendance (see your award letter) less your total financial aid. Students generally must have a positive credit history or provide a creditworthy co-signer. Interest rates and loan fees vary from lender to lender. Repayment begins six months after you graduate or cease half-time enrollment. For more information and a list of private alternative lenders, visit our website at: [http://www-sfa.chubb.ohiou.edu/loans\\_alt.html](http://www-sfa.chubb.ohiou.edu/loans_alt.html)

#### **Self-Help Aid—Employment**

**Federal Work Study (FWS).** This need-based federal program allows you to earn a portion of your educational expenses through part-time employment. If you have not been employed through FWS in the past, you will be directed as to how to select a position on your award letter. If you are a returning student you will be reassigned to your previous job site, unless you indicate that you wish to be assigned elsewhere. You are paid at

least minimum wage for the number of hours actually worked. Students can choose to set up direct deposit or be paid by check every two weeks. Seven percent of Ohio University FWS positions must meet the definition for community service, and you may apply for available community service positions. The federal government stipulates that jobs available under the FWS program may not displace presently employed persons or fill regular job openings, including student employment.

**Program to Aid Career Exploration (PACE).** The PACE program, co-sponsored by the OSFAS and Career Services, is unique to Ohio University. The intent of the program is to provide you with the opportunity to earn money to help meet educational expenses while gaining career-oriented work experience. PACE students earn \$600 a quarter for no more than 100 hours of work. To be eligible for PACE employment, you should:

- 1 Be an undergraduate
- 2 Have earned at least 30 hours at time of application
- 3 Have at least a 2.3 accumulative grade point average
- 4 Be in need of earnings as defined by the OSFAS.

International undergraduate students who meet the above criteria are eligible to participate in the PACE program.

PACE employment is available only to Athens campus students who are enrolled full time and not simultaneously employed in FWS. PACE information and applications are available on the OSFAS Web site at <http://www.ohio.edu/financialaid/>.

**Centralized Student Employment Service (CSES).** Ohio University established the CSES to provide job opportunity information for all students enrolled at least half time. Its purpose is to assist in hiring students for part-time jobs, to maximize employment opportunities and job placement, and to help coordinate student employment policies and procedures. CSES job opportunities are posted from all hiring departments at the Athens campus as well as off-campus employers.

Job listings appear on a board outside 020 Chubb Hall and on the OSFAS Web site. Employment opportunities for students are posted when new positions become available and when vacancies occur. You will be referred to potential employers for interviews and hiring decisions. Because the job posting service is centralized, you are assured an equal opportunity to apply for jobs. Most international students are eligible to use the CSES.

**Job Location and Development (JLD).** To assist students with finding off-campus positions, free job listings from community businesses and individuals are made by the OSFAS. Students who are enrolled at least half time may receive referrals to these off-campus job opportunities.

Postings are frequently made for summer and quarter-break jobs. OSFAS also hosts an annual Summer Camp–Resort Job Fair in February, which attracts recruiters from 50 camps and resorts in Ohio and the eastern United States. Admission is free, and 150 to 200 Ohio University students are employed by the camps each summer.

#### **Services to Students**

The OSFAS is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. (Summer and winter/spring break hours may vary slightly.) All financial aid applicants are assigned an advisor to assist with financial aid matters. You may schedule an appointment with your assigned advisor during OSFAS service hours (excluding the lunch hour from noon–1 p.m.). Advisor assignments are made alphabetically according to last name and are listed on the OSFAS Web site. Services provided by the advisors include confirmation of financial aid for preregistration, review of financial need and eligibility, and review of policies and procedures for different types of financial aid programs. Emergency situations may be accommodated immediately on a case-by-case basis. To ensure access to services, applicants with disabilities who require special assistance should contact the financial aid office to make arrangements.

# Academic Policies and Procedures

## Precollege Orientation

**Incoming first-year and transfer students at Ohio University must participate in Precollege Orientation. You will meet with faculty, administrators, and other students who will inform you about University policies, academic requirements, and student services, as well as help you register for your first quarter classes. Precollege Orientation for fall quarter first-year students is held in one-and-a-half-day sessions during the summer. Transfer students attend one of two one-day sessions in mid-summer. A one-day session is held in September for both transfer and first-year students who cannot attend during the summer. Parents and spouses are encouraged to attend. Information will be mailed to you in early May.**

**In addition to Precollege, you will complete the online alcohol education course, "AlcoholEdu for College," and will participate in a series of additional orientation activities during the weekend preceding the beginning of fall quarter. Detailed information about both will be provided at Precollege. Failure to successfully complete "AlcoholEdu for College" may result in withholding of future course registration.**

**If you are entering the University in a quarter other than fall, a mandatory orientation and registration program will be conducted before the beginning of that quarter. Information will be sent to you from University College.**

**Further information about Precollege Orientation is available from University College, Chubb Hall 140, telephone 740.593.1951 or by visiting <http://www.ohio.edu/precollege/>.**

## Registration Information

### Registration

As noted above, if you are an incoming first-year or transfer student, you will receive assistance with class registration along with other information during Precollege Orientation.

If you are a current or re-enrolling student at Ohio University, you should follow procedures for using either the Web Registration system or the Touch-Tone Registration and Information Processing System (TRIPS). Both procedures appear in the *Schedule of Classes*, available online at <http://www.ohio.edu/registrar/> or in the registrar's office approximately two weeks before the beginning of pre-registration each quarter.

You must obtain your Registration Access Code (RAC) prior to registering for classes. Your RAC changes quarterly. Continuing students can obtain registration materials from their college, department, school, or advisor depending upon student's college. See the quarterly *Schedule of Classes* for specific location of registration materials. Re-enrolling students should contact the Office of the University Registrar.

### Late Registration

Registration is not permitted after the first 15 calendar days of the quarter (in the case of some individual classes, after

the first day). All registration procedures should be completed by the 15th calendar day of the quarter.

In cases where late registration is necessary, you will be charged a retroactive registration correction fee beginning with the third calendar week of each quarter unless late changes are the result of University delays as judged by the registrar. The fees are: third week, \$40; fourth week, \$60; fifth week, \$80; and sixth week, \$100.

### Identification Card

When you register, you will be given information about obtaining an identification card, issued by Communication Network Services (CNS), located in HDL Center room 154. This card, which is validated by your registration, gives you access to campus services including the meal plan, athletic events, library privileges, and the Student Health Service.

The card is issued free of charge according to these guidelines:

- 1 If you are a new student, you are issued a card free of charge.
- 2 If you are a re-enrolling student returning after one year or more, your old card will be valid upon registration. If you no longer have your old card, you will be issued a new card free of charge.

- 3 If your name or Social Security number has changed, you will be issued a new card free of charge provided you return your old card when the new one is issued.

Ohio University charges a card replacement fee under these circumstances:

- a You will be charged \$10 to replace a card that is lost, stolen, or damaged within one year of your last quarter of enrollment. (A \$5 refund will be issued if you find your old card and return it to CNS during the same quarter in which it was replaced.)
- b If your name or Social Security number has changed, you will be charged \$10 for a new card only if you do not return the old card. If you return the old card when the new one is issued, you will not be charged.

### E-mail (your Oak account)

Your free Ohio University Oak e-mail account will be activated for you when you pick up your University ID Card at Communication Network Services (CNS), 154 HDL Center. You also may activate your account at <http://www.cns.ohiou.edu/myaccount/>. To activate your Oak account, you will need your Social Security Number and four-digit Registration Access Code (RAC).

It is imperative that you know your Oak account and password, as many Ohio University services use this to authenticate access.

Your Oak account includes the following features:

- Free software (Mulberry)
- Spam and virus filtering
- Web-based access
- Newtork file storage
- Personal Web page capabilities

Please check your Oak e-mail regularly for official University correspondence. Quarterly grades, schedules, billing notification, and other University communications are sent to your Oak account. Many Ohio University departments and professors depend on Oak e-mail for both announcements and assignments. We do not recommend forwarding your Oak account.

If you have problems accessing your e-mail or have questions, call the University Support Center, 740.593.1222.

### Updating Personal Information

You must report any changes in your personal data to the Office of the University Registrar. This includes changes in name, social security number, birthdate, address, telephone number, or emergency contact information. Requests for changes in name,

social security number, or birthdate must be accompanied by documentation verifying the correct information as required by the registrar's office. These requests should be sent to Registrar Services Windows, First Floor, Chubb Hall.

Address, telephone number, and emergency contact information may be updated online at <http://www.ohio.edu/registrar/> by selecting "Address Update" (Oak ID and password are required to use this service). In addition, you may also update this information by e-mailing [address@ohio.edu](mailto:address@ohio.edu) (be sure to include your Personal Identification [PID] number and full name), completing a change of address form and depositing the form in an address deposit box located on the First Floor of Chubb Hall, or stopping by the Registrar Services Windows (First Floor, Chubb Hall), your regional campus student services office, or your college student services office. Note: International students in F-1 or J-1 status are required to use the online address service to update their addresses with Ohio University and to meet immigration reporting requirements.

*You are responsible for any University communication sent to you at your official University e-mail address (Oak account) and/or mailing address on file with the Office of the University Registrar.*

## Enrollment Information

All course credit earned at Ohio University is designated in quarter hours. Normally a quarter hour is the equivalent of one lecture or two laboratory periods a week throughout the quarter.

### Student Standing (Freshman, Sophomore, Junior, Senior)

Your student standing—or year in college—is determined by your total number of quarter hours earned. Freshmen have completed 0 to 44.9 hours; sophomores, 45 to 89.9; juniors, 90 to 134.9; and seniors, 135 and over.

### Course Load

As an undergraduate student, you will usually carry a course load of 16–20 quarter hours, even if you are on academic probation. For tuition purposes, a course load of 11–20 quarter hours is assessed full-time fees by the University. If you receive financial aid or veterans educational benefits, or are a student athlete, you must carry a minimum of 12 quarter hours to be considered eligible. If you receive a scholarship you must carry a minimum

of 12–16 quarter hours, depending on scholarship criteria. Note that completing 16 hours per quarter for three quarters per year for four years makes a total of 192 quarter hours—the minimum total required for a bachelor's degree from Ohio University.

If you schedule fewer than 11 credit hours, you will be assessed part-time fees for the quarter. If you register for more than 20 hours, you will be charged an additional fee for each hour over 20. Web Registration and TRIPS will not allow you to register for a course which causes the total hours to exceed the maximum. You must receive permission from your college or regional campus student services office to register for more than 20 hours in a quarter. If you are granted permission to exceed the maximum hours you will receive a Permission to Exceed Maximum Credit Hours form that should be returned to one of the Registrar Services Windows, First floor, Chubb Hall.

**Veterans Educational Benefits.** If you are an undergraduate planning to receive Veterans Education Assistance, you must register for at least 12 quarter hours for full benefits to be awarded. For more information about veterans benefits, contact the Veterans Coordinator, Registrar Staff Offices, First floor, Chubb Hall 108, 740.593.4186.

**Student Athletes—Maintaining Eligibility.** As a student athlete, after your first academic year in residence or after one season of eligibility in a sport, eligibility for competition shall be determined by your academic record in existence at the beginning of the fall quarter or at the beginning of any other regular quarter of that academic year, based on satisfactory completion of at least: (a) 36 quarter hours of academic credit prior to the start of the institution's fourth quarter following your initial quarter of full-time enrollment, with no more than 9 of the 36 quarter hours being earned during the summer term; (b) 27 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular three quarters (hours earned during the summer may not be used to fulfill this requirement); and (c) 6 quarter hours of academic credit the preceding regular academic quarter in which you have been enrolled at any collegiate institution.

You must be enrolled in a minimum of 12 quarter hours to be eligible for practice or competition. Additionally, freshmen and sophomores must maintain a minimum accumulative grade point average of 1.8, while juniors and seniors

must maintain a minimum accumulative grade point average of 2.0 to be eligible for competition.

You must declare a major by the beginning of your third academic year and have completed at least 40 percent of the specific degree program requirements. By the beginning of your fourth year, 60 percent, and by the beginning of your fifth year, 80 percent of the specific degree program requirements must be met.

### Declaring a Major

Normally you will declare a major when you apply as a freshman or transfer student by indicating the name and the six-character major code number on the application form. If you are unsure about a major, Ohio University allows you to enroll as an undecided major in University College or many other colleges.

Some programs of study have higher admission requirements than those set by the University in general, and admission to the University does not automatically grant admission into those programs. Consult the college in which the major is offered or the Office of Undergraduate Admissions for further information on limited or selective admissions policies for specific programs.

### Changing Your Major or College

If you are classified as undecided and wish to declare a major, or if you would like to change your major, contact the college in which the major is offered to see if you meet the entry requirements.

Sometimes a change in major will necessitate transferring to another college (e.g., from Arts and Sciences to Communication). You then make application for transfer in the student services office of the college to which you would like to be admitted. If you are an Honors Tutorial or University College student, go to your current college before applying to the student services office of the college to which you would like to be admitted. The change must be processed through the student services office of both colleges within the first 15 calendar days of the quarter (the specific date is published in each quarter's Schedule of Classes), or you will remain enrolled in the initial college for that quarter. You must fulfill degree requirements of the college into which you transfer. You may, however, pursue programs in more than one college simultaneously. Consult your college's student services office about double degrees and dual major opportunities.

### Changing Your Class Schedule After Classes Begin

Note the terminology used in explanations of the deadlines that follow:

**Quarter:** any quarter, including the 10-week summer quarter

**Sub-term:** any five week summer session

*In the case of flexibly scheduled classes (classes that meet for fewer days than a quarter or sub-term), the deadlines are pro-rated. Contact the registrar for deadline dates.*

You may add a class, drop a class, or correct your registration using the Web Registration system or the Touch-tone Registration and Information Processing System (TRIPS) before the quarter or sub-term begins. However, adding certain classes after classes begin requires special permission from the instructor and is prohibited after the 15th calendar day. Dropping any class after the 35th calendar day of a term or 17th calendar day of a sub-term is prohibited except by petition through your college's student services office. (See "Drops" below.)

**Adds.** You may add a class via Web Registration or TRIPS only during the first 8 calendar days of any quarter or sub-term. However, please note that departments or individual instructors may close registration for their courses prior to the 8th calendar day. After the 8th calendar day and through the 15th calendar day of any quarter, you may add a class only with instructor permission. For classes requiring the instructor's permission, you will need to obtain a permission slip from the instructor or departmental representative and then return the slip to the office indicated on the slip for final processing. You may add a class for which you have not met the prerequisite only by receiving the instructor's permission to take the class.

After the first 15 calendar days of the quarter (8 calendar days of the sub-term) pass, your schedule becomes official. Your final tuition charges are based on your enrollment as of the deadline.

**Drops.** You may use Web Registration or TRIPS to drop any class except your last class (see Cancelling Registration or Withdrawing from the University below) through the 35th calendar day of a quarter or the 17th calendar day of a sub-term. Dropping a class is prohibited after these deadlines, but under very exceptional circumstances you may petition your college in writing to make an exception. Your reason must be substantial. Fear of earning a low grade in the class, for example, is not considered to be an exceptional circumstance.

If you drop a class during the first 15 calendar days of a quarter or 8 calendar days of a sub-term, there will be no record of that class on your academic record. When you drop a class after the 15th calendar day of a quarter (8th calendar day of a sub-term), your instructor will assign either a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF), indicating your academic progress at the time the class was dropped. These grades will appear on your academic record and subsequent DARS reports, in addition to your official transcript. They do not affect your g.p.a.

If you drop hours through the 15th calendar day of a quarter (8th calendar day of a sub-term), you are entitled to a 100 percent refund of the reduction if the change results in a reduction of registration fees provided you are not dropping all hours (see Cancelling Registration or Withdrawing from the University below). Changes made after the deadlines will result in no refund. If you are receiving financial aid, a change in enrollment status may result in your having to repay programs from which you received aid. (See "Refund of Fees" for more information.)

After the first 15 calendar days of the quarter (8 calendar days of a sub-term) pass, your schedule becomes official. Your final tuition charges are based on your enrollment as of the deadline. If you withdraw from the University or reduce your courseload after the deadline, you must still pay the full tuition fees and your class(es) will remain on your academic record with WP/WF grade(s). Withdrawal during the first 15 calendar days of a quarter or 8 calendar days of a sub-term results in an 80 percent tuition refund.

Only in extreme instances in which circumstances beyond your control make you unable to have your registration in order by the 15th or 8th calendar day deadlines will the University consider making an exception to this policy. Even then, such decisions are made by a special review panel and require that formal documentation such as a doctor's statement be submitted to the Review Panel. The student services office in your college can help you present an appeal to the review panel.

**Cancelling Registration or Withdrawing from the University (Dropping All Classes)**  
**Cancellation Before Classes Have Begun.** Cancellation of registration is defined as dropping all classes before the first day of classes. This includes all classes for which you are registered on all (one or more) campuses, but not distance learning courses in the Division

of Lifelong Learning, for which students register and pay separately. You may cancel your registration by using Web Registration or TRIPS, or you can call or visit the registrar's office or the student services office of your college to obtain a cancellation of registration form, which you then complete and return to the registrar's office. An adjustment of your registration fees is made according to the schedule in the Refund of Fees section. Cancelling registration for a term does not prevent a student from registering for a future term.

**Withdrawing After Classes Have Begun.** Withdrawing from the University is defined as dropping all classes on or after the first day of classes and no later than the day before the last day of classes for the quarter or sub-term. Note that this means all regular Ohio University classes for which a student is registered for a given term, whether on one campus or more than one. This does not prevent a student from registering for a future term. Withdrawal is not permitted on or after the last day of classes. This may not be done using Web Registration or TRIPS. Apply for withdrawal by completing a withdrawal request form obtained from the student services office of your college or regional campus. When the request has been approved by the college or regional campus student services office and housing, your withdrawal is processed by the registrar's office, which grants an official withdrawal after determining that all obligations to the University have been met.

### Tuition Issues

When changes in a student's registration affect the total registration in a way that changes the amount of tuition, the student will receive the appropriate fee adjustment or pay the appropriate forfeiture for the class(es) dropped, according to the deadlines for those classes, and the tuition for the remaining registration will be re-calculated.

Tuition for summer students who schedule a total of 11 or more hours in any combination of summer registration in the full term or the two sub-terms will be calculated in the usual way (1-10 hours equal part-time, 11-20 hours equal full-time for undergraduates; 1-9 hours equal part-time, 10-18 hours equal full-time for graduates). When dropping classes affects the total registration for the summer in a way that changes the basis for tuition, the tuition will be re-calculated for the remaining registration, and the student will receive the appropriate

fee adjustment or pay the appropriate forfeiture for the class(es) dropped, according to the deadlines for those classes.

Your change in enrollment status may result in your having to repay programs from which you have received financial aid. See the Refund of Fees and Financial Aid sections for further information.

#### **Multiple Consecutive Withdrawals.**

Two or more consecutive withdrawals can be cause for placement of a registration hold on your record by the registrar or your academic dean. A petition to release this hold would be considered by your academic dean.

**Withdrawing for Medical Reasons.** In the event of serious physical or mental illness, you may arrange for a medical withdrawal from the University. Your withdrawal will be effective on the date you sought treatment from the Student Health Service for your illness or injury, or the last date you attended classes, depending on your particular circumstances. If you were treated by an outside physician who has recommended a medical withdrawal, that recommendation must be sent to the medical director of the Student Health Service.

To arrange for a medical withdrawal, contact the medical director of the Student Health Service (for physical health problems) or the director of Counseling and Psychological Services (for mental health problems). The director will make a written recommendation to your academic dean for a medical withdrawal.

It is possible to withdraw for medical reasons through the day before the last day of classes for the quarter or the summer subterm. After that, the appropriate director and the dean of your college must agree on the withdrawal.

If you are granted a medical withdrawal, you will receive notification in the mail from the medical director. A fee adjustment, if applicable, will be based on the effective date of your withdrawal and will be made according to the schedule in the Refund of Fees section. A medical hold will be placed on your records, and to re-enroll you will have to request a medical clearance from the appropriate director. When the clearance is approved, the hold will be released.

#### **Class Attendance Policy**

The weight given to class attendance in determining your grade is an academic matter; thus, all instructors are responsible for their own attendance

policies. Though your instructor will state specific attendance requirements during the first week of classes each quarter, the University does expect you to attend classes regularly.

**Excused Absences.** Although instructors' policies govern how excused absences will be handled in their classes, certain absences are considered legitimate by the University. These include illness, death in the immediate family, religious observance, jury duty, and involvement in University-sponsored activities.

If you are returning to class after a legitimate absence, you can expect your instructors' assistance (makeup work, excused absences, recalculation of the student's grade based on remaining work) within the limits of their established attendance policies. There are occasions when the size or the nature of the course makes it necessary to limit the number of excused absences or the availability of makeup work, particularly for examinations or such special events as field trips or outside speakers. Such limitations should be explained in the instructor's attendance policy at the beginning of each course. *If you are involved in University activities that may conflict with your class schedule, check with your instructor as early as possible to make satisfactory arrangements.* You may document reasons for your absence as follows:

If you are participating in an authorized University activity (departmental trip, music or debate activity, ROTC function, or athletic competition), you can obtain notification from the sponsoring office. If you are hospitalized at O'Bleness Memorial Hospital, you are not issued a notification of class absence. However, you may request that your instructor call the Student Health Service to verify your hospitalization. If you receive out-patient care at the Student Health Service, you will not be issued a notification of class absence. However, if you give written permission for the information to be released, you may request that your instructor call for verification that you received outpatient care. It is assumed that, whenever possible, you will visit the health service as an outpatient without missing class.

If you receive medical care from personnel or facilities other than the Student Health Service, you are required to provide verification of the dates you received care.

If your grade has been affected by a legitimate absence or absences that your instructor does not excuse, you may appeal through the normal grade appeal process (first through the

instructor, then the department chair or school director, and then the dean of your college). If satisfaction is not achieved through this process, the dean will appoint a faculty committee of five members, including the chair or director of the department or school in question, to consider your case and render a decision. The decision of this committee is not subject to further appeal.

**Two-Hour Rule.** If you miss the first two contact hours of a class for which you have registered, the instructor has the option of not admitting you to the class. (This policy applies to the first two hours of a class, not to the first two class meetings.) If you miss the first two contact hours, check with your instructor to verify your status in the class. If you have not been admitted, you will need to drop the class through Web Registration or TRIPS. (See "Change of Course Schedule.")

**Note:** If the instructor does not admit you to the class, you still must drop the class from your schedule using Web Registration or TRIPS. Otherwise, you will receive an F, an FN (failure never attended), or an FS (failure stopped attending) for the class at the end of the quarter.

#### **Auditing**

You may register to audit classes, which allows you to preview or review courses without receiving a grade or credit hours, but the choice to audit must be made and identified at the time of registration. Changes from audit to credit or from credit to audit must be made during the first 15 calendar days of the quarter (first 8 days of summer subterm). Audited classes count in calculating tuition, but they do not carry credit or count toward financial aid eligibility. Audited courses will appear on your official transcript but will not affect your g.p.a. or hours earned. Auditing a class is not the same as taking it on a pass/fail basis. (See Pass-Fail Grading Option, later in this section.)

Your instructor may set up specific requirements for auditing the class, and if you do not meet the requirements, you may be removed from the class at your instructor's discretion with a grade of WP or WF. Be sure to discuss your auditing status with your instructor at the first class meeting.

#### **Senior Citizens Sixty Plus Program**

Ohio State Law (Section 3345.27 of the Ohio Revised Code—House Bill 147—effective March 30, 1999) permits the qualifying student to attend any state college or university without paying "tuition or matriculation" fees. (Special course fees, technology fees, laboratory fees, etc., are the responsibility of the student and will not be waived.)

This program is available only for regular classroom undergraduate courses offered on the Athens and regional campuses and only if space is available in the class. Registration will be processed only after priority registration for other students is completed. Qualifying student is defined as “any person who is sixty years of age or older and who has resided in the state for at least one year.” Under this provision, the student has two options:

**Option A—Non-Credit.** The qualifying student who wishes to participate in classes but not for credit asks permission of the instructor to sit in on the class. The student should complete the Application for Sixty Plus Program, obtain appropriate signature(s), and return the application to the Office of the University Registrar or regional campus student services office with proof of age and Ohio residency.

**Option B—For Credit.** The Option B procedures are for the qualifying student who wishes to earn credit for the tuition-free courses. The academic load under this arrangement for a given quarter must be less than full-time; i.e., less than 11 quarter hours. In addition to being a “qualified student” as described above, the student’s family income must be “less than two hundred percent of the federal poverty guideline, as revised annually by the United States secretary of health and human services in accordance with Section 673 of the ‘Community Services Block Grant Act,’ 95 Stat. 511 (1981) 42 U.S.C.A. 9902, as amended, for a family size equal to the size of the family of the person whose income is being determined.” The student should complete the Application for Sixty Plus Program and follow the instructions for processing as described on the application.

Applications for enrollment may be obtained at the Registrar Services Windows in Chubb Hall, First Floor.

### Visiting

You must be a registered student or approved under Sixty Plus program in order to attend classes at Ohio University. If you are a full-time student, you also have the privilege of visiting classes for which you haven’t specifically registered if you obtain the instructor’s permission ahead of time.

### Taking Graduate-Level Courses

As an undergraduate student, you are not eligible to take graduate courses for credit unless you are in the Honors Tutorial College or participate in one of the following programs:

**Departmental Honors.** Students in a recognized departmental honors pro-

gram may take a maximum of three graduate courses in their major department during their senior year (i.e., after earning 135 or more hours of credit). Hours earned in these courses will count toward total hours required for the undergraduate degree only and the grades will be calculated into the undergraduate g.p.a. Registration in graduate courses requires written permission from the instructor. Participation in this option is at the discretion of the department or school. Students process this special registration by obtaining permission from the departmental honors coordinator and submitting the approval form to the Registrar’s Office for processing.

**Senior for Graduate Credit.** If you are an Ohio University student, or a well qualified senior attending another university and within nine hours of completing all requirements for a bachelor’s degree, you may be eligible for graduate study as a senior. You must have an overall g.p.a. of at least 2.5 and obtain written permission from the graduate chair of each department offering the graduate courses and from your college Student Services Office. Permission to take such courses does not grant admission to a graduate degree program. If you are admitted as a senior for graduate credit, you will pay undergraduate fees and will not be eligible for graduate assistant or graduate scholarship support. Generally, no more than two graduate courses may be taken in this way, and graduate courses will not fulfill any undergraduate requirements. The graduate credit becomes part of your graduate record only; it does not affect your undergraduate course requirements, hours earned, or g.p.a.

Request this option through the Office of Graduate Studies, McKee House, before registering. A \$10 application fee is charged, and admission is granted for one quarter only.

### Early Admission to a Graduate Program.

Based on superior undergraduate performance, you may qualify for early admission to a graduate degree program. You must have an overall g.p.a. of at least 3.5 and must have completed all undergraduate requirements, except the total credit-hour requirements, by the time you enter the graduate degree program. You also must obtain written permission from your department, the department’s graduate committee, and the Student Services Office of your undergraduate college. Once admitted, you may enroll in graduate classes for graduate credit. These classes can be used to satisfy both graduate degree requirements and undergraduate total credit hour requirements, but the hours

and grades are part of your graduate record only. Apply through the Office of Graduate Studies, McKee House, before registering. If you qualify, you pay graduate fees only and are eligible for graduate assistant or scholarship support.

### Final Examinations

Final examinations for classes are held during a formal examination period at the end of the academic term. You are required to take the examinations according to the schedule published by the registrar’s office in the quarterly Schedule of Classes, which is available online at <http://www.ohio.edu/registrar/> or in print at the Office of the University Registrar in Chubb Hall.

Each final examination is scheduled for two hours. Final examinations are given in the regularly scheduled classroom unless the instructor is giving a combined sections examination. Instructors will notify students in courses having combined sections examinations of the time and location of the classroom where the examination will be given.

Students will not be required to sit for more than three final examinations in one day. Should a student be scheduled for more than three examinations in one day, the student may seek relief from the instructor with the examination scheduled latest in the day. This process must be initiated and completed by the ninth week of the quarter. The instructor will provide an examination for the student at a mutually agreed upon time during the examination week.

The final examination for departmental honors work must be taken before the opening of the regular examination period. Consult your departmental honors program coordinator for more information.

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### Grading

At the close of a session or upon completion of a class, the instructor reports a final grade indicating the quality of a student’s work in the class. The University Registrar’s deadlines for submitting grades each quarter or session must be met. Failure to do so creates problems for students such as loss of employment, scholarships, financial aid, and opportunities for further study. Once grades are submitted to the University Registrar, they are final and cannot be changed unless evidence of an error can be presented or a formal grade appeal process is completed in accordance with Ohio University’s official grade appeal

policy (see the **Faculty Handbook** section “Final Examinations and Change of Grade”). **Grades cannot be changed by arranging to complete additional work.** Grade point values are assigned for each quarter hour of credit completed according to the grading system below.

The basis for determining a student's scholastic standing is the grade point average (g.p.a.). This average is determined by dividing the total number of grade points earned by the total number of quarter hours of credit attempted. For example, if a student earned a C (2.0) and a B (3.0) in each of two five-hour courses, first multiply the number of hours in each course by the grade point value for that grade ( $5 \times 2 = 10$  and  $5 \times 3 = 15$ ) and add the grade points for each course together to find the total number of grade points (25). Then add the number of hours attempted ( $5 + 5 = 10$ ) and divide the total number of grade points by the total hours attempted ( $25/10 = 2.5$ ). The student's g.p.a. after completing the two classes would be 2.5. A student's g.p.a. is figured only on credit hours attempted—courses for which the student receives letter grades (A-F), FN (failure, never attended), or FS (failure, stopped attending). FN and FS have the same value as an F. Grades of P (pass) and CR (credit) represent hours earned but are not used to calculate the g.p.a.

A course for which a grade has been assigned by a faculty member will not be removed from the student's academic record without approval of the Review Panel and the instructor (see Policy 12.050, “Student Class Drops and Withdrawals” and the *Faculty Handbook*).

A course for which graduation credit is not allowed or a course which has been retaken, will be identified on the student's academic record (transcript). Grades for these courses do not affect the grade-point average, and credit hours do not count toward graduation.

#### Repeating a Course

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., MUS 340, PSY 490). Some departments place a limit on the total number of credits that may be earned in a given repeatable course.

#### Retaking a Course

A regular course with fixed content can be retaken to affect the student's g.p.a. Retaking the course removes the hours and the effect of the ear-

lier grades from the calculation of the g.p.a. However, all grades appear on the permanent academic record (transcript). The last grade earned is the one used to calculate the g.p.a., even if it is lower than the earlier grade(s), and only the last instance's credit hours are accepted toward any requirements for graduation. Some graduate and professional schools will include all grades in their own calculation of the g.p.a. when determining a student's eligibility for admission, even though Ohio University calculates the g.p.a. using only the last grade in a retaken course.

As a rule, a course designed as a prerequisite may not be retaken to affect the g.p.a. after completion of higher-level coursework in the same subject area. Courses taken at Ohio University and retaken at another university are not eligible for grade point adjustment under this policy. Some departments limit the number of times a course may be retaken. Students should check with their college student services office regarding restrictions.

Retaking a course after graduation will not change graduation g.p.a., honors status, or rank in class.

#### Pass/Fail Grading Option

Taking a course pass/fail is an option designed to encourage you to explore areas of study in a way that will not negatively affect your g.p.a. See the description of the “P” grade for additional information and restrictions for use of this option.

#### Transfer Credit Grades

Grades for all acceptable transfer courses in which grades of C- or better are earned are converted to “T” on the student's academic record and the Degree Audit (DARS) Report. The number of quarter hours of credit earned at each institution is recorded on the permanent record transcript, but no grades are recorded. Transfer students, therefore, enter Ohio University with no grade point average on their Ohio University academic records.

Normally D+, D, or D- grades are not transferable. However, if one of these has been earned in a course which was a specific prerequisite (as stated in the academic catalog of the prior school) to a course in which the student earned a grade of C- or better, then the course in which the D+, D, or D- was received will be accepted for credit earned, and the T will be recorded on the DARS report.

#### Segmented Transcript Policy

The segmented transcript policy was developed as a way to allow students who leave the University with low grades and re-enroll after an absence

of four or more years to begin coursework without the threat of academic probation. Under this policy, all of the student's courses are reflected on the transcript, but the g.p.a. grades earned earlier are changed temporarily to CR (for any passing grade) and NC (for any failing grade), which removes them from the calculation of accumulative g.p.a., while the hours earned will be carried forward.

The new g.p.a. after segmentation will be used for determining probationary status and liability of being academically dropped. The new g.p.a. also may be used, at the discretion of relevant officials or committees, to determine eligibility for entrance to academic programs or for scholarships and honor societies, although they also have the option of using the combined (true) g.p.a.

However, the g.p.a. for determining the 2.0 minimum overall g.p.a. for graduation and in the major, as well as honor status at graduation, is based on all hours attempted at Ohio University, including those attempted before segmentation. Upon graduation, the Registrar will return all grades to the originals and recalculate the g.p.a. Upon graduation, students may request a letter from their academic dean; this letter will explain the Segmented Transcript Policy and include the student's “Fresh Start” g.p.a. (the g.p.a. since segmentation).

Subsequent gaps of four or more years will not qualify students for further transcript segmentation.

The student must petition the student services office of the college dean to have the transcript segmented.

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## Academic Status

### Deans List

The Deans List, compiled quarterly, includes the names of all students whose g.p.a. for the quarter is at least 3.5 for a minimum of 16 quarter hours of credit earned, including at least 12 hours attempted for letter grades that are used to calculate your g.p.a.

### Academic Probation

To avoid academic probation, you must maintain an accumulative g.p.a. of at least 2.0. At the close of each quarter in which you are a full-time student, your record will be reviewed to verify your g.p.a. If you are a part-time student, the review will take place at the close of the quarter in which your accumulative number of hours of enrollment since your initial enrollment, or since your last review, exceeds 10.



**I. Grades Used in G.P.A. Calculation**

Letter Grade	Numerical Equivalent (Grade Point Value)	Description	Assigned by Faculty Member
A	4.0	Excellent	Yes
A-	3.67	Excellent	Yes
B+	3.33	Good	Yes
B	3.00	Good	Yes
B-	2.67	Good	Yes
C+	2.33	Acceptable	Yes
C	2.00	Acceptable	Yes
C-	1.67	Acceptable	Yes
D+	1.33	Passing but Minimally Acceptable	Yes
D	1.00	Passing but Minimally Acceptable	Yes
D-	0.67	Passing but Minimally Acceptable	Yes
F	0.00	Failing	Yes
FN	0.00	<b>Failure, Never Attended.</b> This grade is given when the student does not officially drop a class for which he or she is officially registered but did not attend. FN counts as an F in the g.p.a. As with any other undergraduate grade in a nonrepeatable course, the FN may be replaced in the grade point average by the last grade earned if the course is retaken.	Yes
FS	0.00	<b>Failure, Stopped Attending.</b> This grade is given when the student stops attending but does not officially drop a course for which he or she officially registered and attended at least once. It counts as an F in the g.p.a. In addition, the last date of attendance indicated is recorded on the student's academic record. As with any other undergraduate grade in a nonrepeatable course, the FS may be replaced in the grade point average by the last grade earned if the course is retaken.	Yes
I*	0.00	<b>Administrative Incomplete.</b> Calculated as "F." Student either did not attend or stopped attending without officially withdrawing. Replaced with FN and FS fall 1998-99.	Yes—Inactive

**II. Credit Only—Included in Hours Earned but Not Used in G.P.A. Calculation**

Letter Grade	Numerical Equivalent (Grade Point Value)	Description	Assigned by Faculty Member
CR	N/A	<b>Credit.</b> A report of credit may be made for certain preapproved courses. Credit is to be used primarily for graduate level courses. Regardless of the level, using a CR grade for a specific course requires prior approval of the University Curriculum Council. Some colleges may limit the number of CRs applied to major and degree requirements.	Yes
P	N/A	<b>Pass.</b> Conversion of grades A through D- under the pass/fail option. The pass/fail option is designed to encourage students to explore areas of study which they might otherwise hesitate to enter. To be eligible, the student must have a g.p.a. of 2.5 or better for his or her latest quarter of full-time enrollment, or have an accumulative g.p.a. of 2.0 or better. First-quarter freshmen automatically qualify. The pass/fail grading option is subject to the following restrictions: 1) No course taken pass/fail may be used to fulfill any graduation requirement (college, school, or departmental) other than the total hours requirement. For example, courses taken pass/fail cannot be used to meet distribution requirements, minor or certificate requirements, requirements of courses above a specified level, a specific course established as a major requirement, or any other such requirements in the student's program. Colleges may refuse permission to use the pass/fail option for courses that are eligible to meet any such requirements that have not already been met by the student; if they do grant permission in such a case, the student will have to meet that requirement with some other course. Such courses taken pass/fail prior to the student's entering the program cannot apply to program requirements other than total hours for graduation. 2) The student may take no more than one class per quarter or sub-term by pass/fail. 3) The student may complete no more than 20 quarter hours under this option. 4) The instructor is not to know who elects his or her course on the pass/fail option. A letter grade will be turned in and then converted to a P or F on the student's academic record by the registrar. The original letter grade cannot be retrieved. To initiate the pass/fail option the student should register for the class via Web Registration or TRIPS, and then contact his or her college or regional campus student services office (during the first 15 calendar days of the quarter or first eight days of a sub-term only) to request that a class be taken pass/fail. Pass/fail requests by regional campus students are reviewed by the student's college student services office on the Athens campus, and may be denied if an inappropriate choice has been made. Pass/fail applications cannot be processed through Web Registration or TRIPS.	No
S	N/A	<b>Satisfactory.</b> Same Value as "CR" grade. Became inactive Fall 1967-68.	Yes—Inactive

**III. No Credit—Not Included in Hours Earned and Not Used in G.P.A. Calculation**

Letter Grade	Numerical Equivalent (Grade Point Value)	Description	Assigned by Faculty Member
AU	N/A	<b>Audit.</b> Indicates formal participation in a class, but not for credit or a regular grade. The student who registers for an audit is expected to attend and participate in the class according to the instructor's policy. Failing to do so can result in removal of the Audit from the record. (If this action results in a change of fees, the University policy on refund of registration fees will apply.) Audited classes are calculated in the tuition fees.	No
I	N/A	<b>Incomplete.</b> Receiving an "I" means that the student has not completed the work required for a regular grade. The student must have the instructor's permission to receive the Incomplete, and must complete the work within the first six weeks of his or her next quarter of enrollment or the "I" converts automatically to an "F." The instructor may request a one-time extension to the end of the quarter by completing a request for the extension through the Registrar's Office. When the student applies for graduation, any Incompletes on the record will be calculated as "F" grades for the purpose of determining eligibility for graduation and will be converted to "F" six weeks after graduation.	Yes
NC	N/A	<b>No Credit.</b> Conversion of freshman "D," "I," and "F" grades from summer 1969-70 through summer 1976-77 for courses taken under the ABC Grading System option. Also replaces all "F" grades under Segmented Transcript Policy (began fall 1985-86). NC grades are submitted by faculty to indicate non-passing performance by students in courses in the Ohio Program of Intensive English (OPIE).	No—except for OPIE
NR	N/A	<b>No Report.</b> This grade is assigned when: 1) The instructor does not report the grade; 2) The instructor reports the grade too late for quarterly processing; or 3) The instructor reports an ineligible grade for the grade eligibility code of the course.	No
PR	N/A	<b>Progress.</b> This grade is primarily used at the graduate level and applies only to a few very specific pre-approved undergraduate courses that are designed to span more than one quarter. This grade indicates that the student has made progress in the course but has not finished the work required for a letter grade. It may extend longer than one quarter.	Yes
W	N/A	<b>Withdrawal.</b> Officially dropped class or withdrew from University. Became inactive fall 1973-74.	No-Inactive fall of 1973-74
WP	N/A	<b>Withdrawn Passing.</b> This grade designates classes dropped after the 15th day of the quarter (eighth day of a sub-term). It indicates that the student was passing at the time of withdrawal.	Yes
WF	N/A	<b>Withdrawn Failing.</b> This grade designates classes dropped after the 15th day of the quarter (eighth day of a sub-term). It indicates that the student was failing at the time of withdrawal.	Yes

**Probation and Continuation.** If at the time of the review you do not have the required 2.0 minimum g.p.a., you will be placed on academic probation. If you are already on probation, you may be allowed to continue at the University until the next review if, in the opinion of the dean, you are making adequate progress toward attaining a 2.0 g.p.a. A continuance can be granted a maximum of three times; thus, there is a limit of four consecutive quarters on academic probation if you are a full-time student.

Normally, adequate progress is based on reducing, or at least not increasing, the number of deficiency points you have, which is determined by multiplying your total number of hours attempted by two and subtracting grade points earned. For example, if you have attempted 40 hours and have earned 65 grade points for those hours, first multiply hours by 2 ( $40 \times 2 = 80$ ). Then subtract the number of grade points ( $80 - 65 = 15$  deficiency points). Increasing your grade points for additional hours can decrease your deficiency points and show that you are making adequate progress. This can be done by earning grades of C+

and above in the hours you attempt.

Some colleges require higher standards of performance than the University's 2.0 minimum. If you have been dropped from a college because of failure to meet such additional standards but are not subject to dismissal according to the University rules below, you are still eligible for admission to other programs in the University.

**Removal from Probation.** Removal of probationary status is automatic at the *close of the quarter of review* for both part-time and full-time students when your accumulative g.p.a. rises to 2.0 or above. Part-time students may be on probation *between* quarters of review even though their g.p.a. is 2.0 or higher.

**Dismissal (Drop) and Reinstatement.** If you are denied continuation of probation, you will be dropped from the University. A status of "Drop I" means you were dropped because of an increase in deficiency points. "Drop L" means you reached the limit of four probationary quarters. If you have been dropped, you are not able to enroll for regular courses on any Ohio University campus.

You may petition the dean of your college for reinstatement, but normally reinstatement will not be granted until at least 12 months after your dismissal. As a condition for reinstatement, the dean of your college may suggest remedial steps you can take, usually in the form of courses to be taken at other institutions or through Ohio University's Distance Learning courses in the Division of Lifelong Learning. Successful performance in this coursework may constitute sufficient grounds for waiving or shortening the waiting period for reinstatement.

If you have been dropped from the University for a second time, reinstatement is possible only under extraordinary circumstances and usually is not granted until at least 24 months after the second dismissal.

**Academic Misconduct**

All forms of academic misconduct are prohibited by the Student Code of Conduct (<http://www.ohio.edu/judicialries/conduct.cfm>). Academic misconduct refers to dishonesty in assignments or examinations (cheating); presenting the ideas or the writing of someone else as your own (plagiarism); or know-

ingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic misconduct includes, but is not limited to, permitting another student to plagiarize or cheat from your work; submitting an academic exercise (written work, printing, sculpture, computer program) that has been prepared totally or in part by another; acquiring improper knowledge of the contents of an exam; using unauthorized material during an exam; submitting the same paper in two different courses without the consent of your professors; or submitting or causing to be submitted a forged grade change slip.

If you have committed any act of academic misconduct as determined by the judgment of a faculty member or by the procedures of the Office of University Judiciaries, serious action—which may include failure of work undertaken, failure in the course, and formal disciplinary action, including suspension or expulsion—will be taken against you.

In cases of academic misconduct, a faculty member has the authority to administer a failing grade. If your course grade is lowered by an instructor who has accused you of plagiarism, you may appeal this grade first through the instructor, then the department chair or school director, and then the dean of your college. If satisfaction is not achieved through this process, the dean will appoint a faculty committee of five members, including the chair or director of the department or school in question, to consider your case and render a decision. The decision of this committee is not subject to further appeal. The faculty member also has the discretion to refer your case to the director of judiciaries. The director of judiciaries, the University Hearing Board, and the University Appeal Board have the authority to take formal action that includes, but is not limited to, suspension or expulsion from the University. However, the director of judiciaries, the University Hearing Board, and the University Appeal Board have no authority to modify a grade given by a faculty member.

If you wish to appeal an action of University Judiciaries or the University Hearing Board, such as suspension or expulsion, you can take the matter to the University Appeal Board. Details of appeal procedures are included in the Student Handbook.

Further information on academic misconduct is available from the Office of University Judiciaries, telephone 740.593.2629.

## Student Records Information

### Student Records Policy

Consistent with the Family Educational Rights and Privacy Act of 1974, all of Ohio University's policies and practices governing the collection, maintenance, review, and release of student records will be based upon the principles of confidentiality and your individual right to privacy. The specific policy is detailed in the Appendix of this catalog.

### Obtaining Transcripts

Students may order official transcripts in one of the these types:

1. Comprehensive transcript, showing all coursework at Ohio University
2. Undergraduate transcript only
3. Graduate (master's and Ph.D.) transcript only
4. Medical transcript only

There is a \$5.00 per transcript fee for regular processing (generally 2–3 business days). There is a \$10.00 fee for each transcript processed on the same day requested. Transcripts may be ordered online, by mail with a signed letter of request including payment by check or credit card, by signed FAX with payment by credit card, or in person at the Registrar Services Windows. The student is required to provide his/her signature authorizing release of his/her transcript. Online orders may be "automatically authorized" without the student's signature. To find out more about the various processing, application, and delivery options available and to obtain a transcript request form, visit the Registrar Services Windows in Chubb Hall, go to the registrar's Web site at <http://www.ohio.edu/registrar/transcri.htm>, phone the Registrar's Office, 740.593.4206, or send e-mail to [transcripts@ohio.edu](mailto:transcripts@ohio.edu).

### Replacement of Diploma

To obtain a replacement diploma, provide a notarized affidavit attesting that the original diploma has been lost or destroyed, or verification of a name change, to the registrar's office along with a request for a new diploma. In the case of a name change, you also must return the original diploma. Instructions for verifying a name change are available from the registrar's office. The fee for diploma replacement is \$15. Visit <http://www.ohio.edu/registrar/grd.htm> for more details.

The replacement diploma will be the same size as the current diploma, carry current titles and signatures of University officers and the notation "official replacement." Allow four to six weeks for delivery.

### Official Notifications for Students

Various state and federal laws require Ohio University to provide information and notice to students on a variety of topics. In addition, Ohio University occasionally develops statements or policies on important matters and distributes them to all students. Below is a listing of official notifications that are currently provided to students.

Notices on these topics are provided via e-mail to all registered students as of the deadline for registration in each academic quarter. E-mail is sent to each student's official University e-mail address (Oak account). These notices are routinely available at the University's Web site at: <http://www.ohio.edu/notifications/>.

Further, it is a student's responsibility to know and follow current requirements and procedures at the departmental, college, and University levels, including those described in the University's Undergraduate Catalog, Graduate Catalog, Guide for Residential Living, and University Policy and Procedures. All students are subject to the rules of behavior as outlined in the Student Code of Conduct.

- Student Code of Conduct
- University Regulations Regarding Concealed Gun Law
- Consequences for Involvement in Civil Disturbance
- Graduation/Transfer-Out Rates (Student Right to Know Act of 1990)
- Crime Awareness and Campus Security (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)
- Drugs and Alcohol (Drug-Free School and Community Act of 1989)
- Convictions for Certain Riot-related and Sexual Assault Offenses (Ohio House Bill 95)
- Campus Disruption (Ohio House Bill 1219)
- Voter Registration (Voter Registration Provision in Higher Education Amendments of 1998)
- Student Privacy (The Family Education Rights and Privacy Act of 1974 or FERPA)
- Copyright Infringement and the Internet
- Emergency Closing of the University
- Statement on Hate-Motivated Behavior
- Statement on Sexual Assault

Questions regarding notifications can be addressed to the Office of the Dean of Students, 202 Baker University Center, 740.593.1800, [deanstu@ohio.edu](mailto:deanstu@ohio.edu).

## Graduation Requirements—University Wide

### Catalog of Entry

**The catalog in effect for the quarter in which the student first completes coursework at Ohio University becomes the student's University and Major Program Catalog of Entry. This catalog defines the University and college-level academic requirements you must complete and academic policies you must follow for the next five years.**

**After five years from your initial registration, your college may choose to update either or both catalogs as they pertain to requirements for graduation. Offices responsible for enforcing other University policies, such as graduation with honor, for example, may apply the current University-wide policies to existing students after five years.**

**Changes in either major or nonmajor requirements that are made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies will be resolved on an individual basis by the dean of your college. Whenever possible, new requirements will be implemented with a beginning class or upon the expiration of the appropriate time limit.**

**Transfer students are governed by the same regulations.**

### Requirements

Ohio University has two sets of graduation requirements: University-wide requirements, which all students must complete, and college-level requirements, which include the requirements for completing your major or minor. University-wide requirements are discussed in this section. Specific college-level and department-level requirements for majors and minors are explained under the appropriate college listing in the Colleges and Curricula section. (Some colleges or majors may require transfer students to take additional courses to meet specific major requirements.)

In general, you must have a minimum of 192 quarter hours of credit for a bachelor's degree, with all other requirements met. (Students who took coursework at Ohio University before fall 1977 can graduate with 180 hours provided they have met all other requirements.) An associate's degree requires a minimum of 96 quarter hours.

No more than eight credit hours earned in developmental courses may be applied toward the total hours required for graduation. Developmental courses include CHEM 115, ENG 150, ENG 150A, MATH 101, MATH 102, PESS 100, and UC 110, 110A, 110B, 112, 112A, 112B, 114.

No more than 20 credit hours earned under the Pass/Fail grading option may be applied toward the total hours required for graduation.

The University recommends a minimum of 24 hours completed in the minor, and has no policy on the minimum requirements for a major. The specific requirements will be determined by your major (and minor, if you have one) department. You also must have a minimum g.p.a. of 2.0 (C) on all hours attempted (including work taken at another institution, if you are a transfer student) and in the major or equivalent as determined by your college. Your college may have additional g.p.a. requirements.

All baccalaureate students (except Honors Tutorial College students) also must complete Ohio University's General Education Requirements. Associate's degree students must complete the freshman English and quantitative skills requirements.

### Degree Audit Reporting System (DARS)

A DARS report is issued by your college's student services office/academic advisor each quarter prior to preregistration. This report includes your Registration Access Code (RAC) and your registration access time; you will need this information in order to register for classes. This report helps in determining requirements for graduation by showing progress toward completing those requirements. Reports are also available upon request at your college's student services office or regional campus student services office during other times. If you have questions concerning the DARS report, please contact your college's student services office or your regional campus student services office.

### General Education Requirements

Ohio University believes that, as an educated person, you need certain intellectual skills in order to participate effectively in society. These include the following:

The ability to communicate through the written word and the ability to use quantitative or symbolic reasoning.

Broad knowledge of the major fields of learning.

A capacity for evaluation and synthesis.

To help you meet these objectives, Ohio University has instituted a three-tiered General Education Requirement that all baccalaureate degree students (except those in Honors Tutorial College) must fulfill. Tier I course requirements build your quantitative and English composition skills; Tier II course requirements increase your breadth of knowledge; and the Tier III course requirement develops your ability to interrelate, synthesize, and integrate knowledge from different academic disciplines.

#### Tier I Requirements

**Quantitative Skills.** You must demonstrate or acquire an acceptable level of quantitative skills to satisfy graduation requirements. A math placement test determines your skill level for placement or exemption unless the Tier I quantitative skills requirement has been satisfied by transfer or advanced placement credit. (Students in some majors are required to take a math placement test regardless of transfer or advanced placement credit.) The choice of the course in which you enroll may depend on your major and should be discussed with your advisor.

Any Ohio University MATH course numbered 109 or above, PHIL 120, PSY 120, and PSY 221 satisfy the Tier I quantitative skills requirement (1M). To enroll in any MATH or other quantitative skills course, however, you must either place at the specific level required for that course or satisfy the appropriate prerequisites.

Placement levels are:

**DV1 and DV2 (Developmental):** Indicate inadequate preparation to enroll in a Tier I-level course. You must complete MATH 101 (and/or 102 on regional campuses) before enrolling in a Level 1 course.

**PL1 (Placement Level 1):** Indicates preparation for any of the following Tier I-fulfilling courses: MATH 109;

MATH 113; MATH 117, 118 (available only on regional campuses and through correspondence); MATH 120 (early childhood, middle childhood, and intervention specialist education majors only); MATH 147; PHIL 120; PSY 120.

**PL2** (Placement Level 2): Indicates preparation for Level 1 courses as well as these additional Tier I-fulfilling courses: MATH 115 (recommended only for students who plan to enroll in MATH 263A or 266A), MATH 150, 163A, 250, and PSY 221.

**PL3** (Placement Level 3): Demonstrates competence sufficient to fulfill the Tier I quantitative skills requirement. If your major requires that you enroll in a quantitative skills course, placement at Level 3 indicates preparation for MATH 263A, MATH 266A, and any course in Levels 1 or 2.

**English Composition.** A first-year composition course and an advanced junior-level composition course are required. Any English 151, 151A, 152, 153, 153A, or 153B will satisfy the University's General Education first-year writing requirement (1E). These courses are alternative, not sequential, courses in writing. You should select your course by looking at the descriptions and choosing the one that appeals to you. (All regional campus students are given a placement test.)

In your junior year, you must take an approved advanced writing course unless you demonstrate advanced writing proficiency by passing the junior-level exemption exam. The following courses fulfill the junior-level composition requirement:

ART 300J	HLTH 370J
CLWR 385J	JOUR 441J
ENG 305J, 306J,	ML 321J or 370J
307J, or 308J	POLS 305J
FILM 344J	PRCM 325J
HCGE 345J	REC 370J
HIST	301J or 396J

These courses are marked in the Courses of Instruction section of this catalog with the designation (1J) following the title and credit hours.

If you are a transfer student, your requirements are determined by when you enroll and the number and type of credit hours transferred.

### Tier II Requirements

Students are required to complete a total of 30 credit hours from an approved list of courses in the following five distribution areas:

Applied Science and Technology (2A)

Cross-Cultural Perspectives (2C)

Humanities and Fine Arts (2H)

Natural Sciences and Mathematics (2N)

Social Sciences (2S)

You are required to take at least four credit hours in four of the five areas and may satisfy no more than two of the required four areas with courses from the same department. You may satisfy no more than 12 of the 30 hours with courses from the same department.

You may apply one approved Tier II course in your major department or area of concentration (for B.S.S. students) toward partial fulfillment of the Tier II requirement.

Approved courses are marked in the Courses of Instruction section with (2A), (2C), (2H), (2N), or (2S) following the title and credit hours. The following courses fulfill the Tier II breadth of knowledge requirement:

### Applied Science and Technology (2A)

Biological Sciences 220, 221, 222

Chemical Engineering 331

Chemistry and Biochemistry 101

Communication Systems

Management 101

Computer Science 230

Electrical Engineering 101

Engineering and Technology 280, 320, 350, 470

Environmental Health 260

Environmental and Plant Biology 103, 160

Geography 201, 260

Geological Sciences 170, 215, 231

Health Sciences 202

Hearing, Speech, and Language Sciences 108

Human and Consumer Sciences—Food and Nutrition 128

Industrial Technology 110

Mechanical Engineering 100

### Cross-Cultural Perspectives (2C)

Anthropology 101, 202

Art History 214, 330, 331

Classics and World Religions 311, 321, 331

Dance 351, 352, 353

English 331, 332, 333

Foreign Languages and Literatures

*Chinese* 211, 212, 213

*French* 211, 212, 213

*German* 211, 212, 213

*Indonesian/Malaysian* 211, 212, 213

*Italian* 211, 212, 213

*Japanese* 211, 212, 213, 252x, 253x

*Japanese Culture* 250

*Russian* 211, 212, 213

*Spanish* 211, 212, 213, 349

*Swahili* 211, 212, 213

Geography 131

History 132, 133, 246, 323ABC, 335AB, 341ABC, 345ABC

International Studies 103, 113, 118, 121

Political Science 340

### Humanities and Fine Arts (2H)

African American Studies 110, 150, 210, 211, 250, 350

Art 110

Art History 211, 212, 213

Classics and World Religions 181, 301, 302

Communication Studies 101

Dance 170, 171, 271, 471, 472, 473

English 200, 204, 205, 206

Film 201, 202, 203

Foreign Languages and Literatures  
*Classics in English* 127, 231, 234, 235, 236, 237, 252, 253, 254, 255

*Greek* 211, 212, 213

International Literature: *Modern Languages* 335, 336, 337, 338AB

*Latin* 211, 212, 213

History 121, 122, 123

Humanities 107, 108, 109, 117

Interdisciplinary Arts 117, 118, 211, 212, 213, 270, 271, 272

Music 100, 120, 125

Philosophy 101, 130, 216, 232, 240, 260, 310, 311, 312, 314

Theater 170, 270, 271, 272

Women's Studies 100

### Natural Sciences and Mathematics (2N)

Anthropology 201

Astronomy 100, 100D

Biological Sciences 100, 103, 170, 171, 172, 173, 202, 225, 275; and 130, 131 (Chillicothe, Lancaster, and Zanesville campuses only); and 201 (Chillicothe and Zanesville campuses only)

Biology 101

Chemistry and Biochemistry 121, 122, 123, 151, 152, 153

Environmental and Plant Biology 100, 100L, 102, 109, 114, 115, 209

Geography 101, 202

Geological Sciences 101, 120, 130, 211, 221

Mathematics 163AB, 263ABC, 266AB

Physical Science 100, 100D, 101, 101L,

105, 105L, 140, 200, 205; and 121/121L, 122/122L, 123/123L (regional campuses only)

Physics 201, 202, 203, 251, 252, 253, 262

#### Social Sciences (25)

African American Studies 101, 202

Classical Archaeology 211, 212, 213

Communication Studies 351, 352, 353

Economics 103, 104, 240

Geography 121, 132

History 101, 102, 103, 200, 201, 315A

Human and Consumer Sciences–Child and Family Studies 160

Human and Consumer Sciences–Retail Merchandising 250

Journalism 105

Linguistics 270

Management 202

Political Science 101, 102, 103, 150, 210, 230, 250, 270, 331

Psychology 101

Social Work 101

Sociology 101, 201

Telecommunications 105

#### Tier III Requirement

Students are required to take one Tier III interdisciplinary course after attaining senior rank (135 hours). A complete list of Tier III courses is available under the heading Tier III in the Courses of Instruction section.

### Residence Requirements for Graduation

Like most universities, Ohio University requires that you be “in residence” for a certain number of credit hours in order to graduate. Some colleges have additional residence requirements, so check with your advisor or dean’s office to make certain that all requirements are being met.

Residence credit is defined as any credit earned by regular enrollment at Ohio University on the Athens campus or any regional campus or by Ohio University Education Abroad, any approved student teaching, by the Independent and Distance Learning Programs in the Division of Lifelong Learning, or any combination of these options.

#### Bachelor’s Degree

You must earn a minimum of 48 credit hours while enrolled at Ohio University and you must earn a minimum of 50

percent of coursework taken to fulfill your major concentration in residence with resident credit as defined above. A college may require more than 50 percent of Ohio University credit to fulfill a major concentration or have other additional residence requirements for a given program.

If you begin graduate study at Ohio University before completing all requirements for a bachelor’s degree, your residence requirement will be reduced by as many hours as credit hours of graduate work completed. The number of hours subtracted also will be credited toward the residence requirement for a master’s degree if the credit is acceptable in the program approved for graduate work toward a degree. Residence credits used for meeting requirements for one or more bachelor’s degrees may not also be used for meeting the residence requirements for the graduate degree.

The residence requirements apply even if you have been approved for graduation in absentia and are completing your last year in an accredited institution, except that the regulations apply to residence before you leave the University. (See the In Absentia section.)

#### Associate’s Degree

You must earn a minimum of 30 credit hours while enrolled at Ohio University and you must earn a minimum of 50 percent of coursework taken to fulfill your major concentration in residence with resident credit as defined above. A college may require more than 50 percent of Ohio University credit to fulfill a major concentration or have other additional residence requirements for a given program.

#### In Absentia

To be considered for *in absentia* status, you must obtain permission from the student services office of your college. If you have been approved for the senior-*in absentia* privilege, you must complete a full year’s work in an Ohio University-approved professional school and be eligible for advancement without condition to the second year to obtain your bachelor’s degree *in absentia*. *In absentia* programs involve preplanned curricula and cannot be arranged on an ad hoc basis. The *in absentia* privilege does not apply to graduate degree programs.

The official transcript from the school you attend must be submitted to the Office of Admissions, Chubb Hall 120, Ohio University, before the degree conferral date.

### Second Bachelor’s Degree

If you plan to earn two bachelor’s degrees, you may meet the requirements either simultaneously or successively:

- 1 To complete requirements for two degrees conferred on the same date, you must meet the requirements for both degrees and must have completed a total of 13 quarters of college work or its equivalent (208 hours), with a minimum of five quarters of residence, or the equivalent, at Ohio University. When the two degrees are offered by different colleges, you must declare a major program in both colleges and meet the residence requirement the quarter in which the degrees are to be conferred.
- 2 If you have met the requirements for two degrees as stated above and want to have the degrees conferred in successive quarters, you may do so without further credit or residence. For example, one degree may be conferred at the end of one quarter and application made for the second degree in a subsequent quarter.
- 3 If you want to take a second bachelor’s degree after receiving the first, you must complete the requirements for the second degree and meet the residence requirement in the college offering the second degree. (See individual college requirements in the Colleges and Curricula section.)

#### Second Associate’s Degrees

You cannot earn the same associate’s degree twice. Furthermore, you are not permitted to earn both the A.A. and A.S. degrees. If you have already earned the A.I.S. degree, you are not permitted to earn either the A.A. or A.S. degree. Although it is possible to complete an A.A.B. or A.A.S. degree with a double major, you can earn the degree only once.

### Graduation Procedures

#### Application

Candidates for graduation must make application and pay the application fee no later than the deadline listed in the academic calendar for the quarter in which graduation is planned. You may apply online at <http://www.ohio.edu/registrar/> or receive assistance at the Registrar Services Windows, First Floor, Chubb Hall or at your regional campus student services office. Questions about applying for graduation can be directed to [graduation@ohio.edu](mailto:graduation@ohio.edu). This application initiates the process that informs your college to check for fulfillment

of degree requirements. The process culminates with the entry of the college, major, other concentrations (such as minor, dual certification in education, etc.), degree, and date of granting the degree on your permanent academic record. At the end of this process, your graduation g.p.a., class rank, and eligibility for honors are determined. They then cannot be changed by completing additional coursework or retaking classes, although taking additional classes will affect your accumulative grade point average.

The application fee for all degrees is \$50. If you fail to meet the requirements for graduation, you may reapply for the quarter in which you plan to complete the requirements. The fee for reapplication is \$5.

#### **Graduation with Honor**

The g.p.a. requirements for graduation with honor are: *cum laude* (with honor), 3.5 to 3.749; *magna cum laude* (with high honor), 3.75 to 3.899; and *summa cum laude* (with highest honor), 3.9 to 4.0. The Latin honors notation will appear on your diploma and in the commencement program. Note: The commencement program honor notation for spring quarter graduates is calculated based on your most recent accumulative g.p.a. prior to spring quarter. After spring grades are calculated the final honor is calculated and will appear on your transcript and diploma.

To be eligible for graduation with honor, you must complete a minimum of 48 hours of coursework with letter grades that affect your g.p.a. in residence at Ohio University. Successful completion of a special honors program of study is noted in the Commencement program and on your diploma. Graduation with honor does not apply to associate's or graduate degrees.

#### **Commencement Ceremony**

If you are a candidate for spring quarter graduation, or if you have earned your degree during the preceding summer, fall, or winter quarters, you are eligible to attend Commencement, held at the end of spring quarter.

Details concerning Commencement will be sent to you after you have officially applied for graduation, provided you indicate your intention to attend the commencement ceremony at the time you submit your graduation application.

Commencement information is available online at <http://www.ohio.edu/publications/Direct> any questions concerning Commencement to the Office of University Events, 740.593.1761.

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## University-Wide Academic Opportunities

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### **Community Service Programs**

Community Service Programs give you the chance to make a difference in the world around you—and, in the process, to make a difference in yourself. The Center for Community Service, located in Baker Center 033, can help you find the right community service opportunity. Programs include volunteer referral, national service, Community Service Federal Work-Study, service-learning, and student corps. Some offer career-related experience and academic credit.

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### **Departmental Honors Programs**

Outstanding undergraduate students at Ohio University who are not students in the Honors Tutorial College may choose to earn departmental honors in their major. A thesis or project is required and, depending on the major, may be either an expository or creative piece of original work, the result of supervised research, or a collection of artistic endeavors. A departmental supervisor helps in the decision of an appropriate project and guides you toward completion of the thesis or project. Departments determine eligibility of students, and you should talk with the Honors Coordinator in the department about your interest in this program. To graduate with departmental honors, you must have satisfied the criteria required by your major department. You are advised to start planning this program as soon as possible.

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### **Office of Education Abroad**

Ohio University is committed to encouraging and supporting undergraduate participation in international education programs. Consistent with Ohio University's mission statement, we believe that such experiences enhance the curriculum, deepen intellectual thought processes, enrich cross-cultural awareness, broaden perspectives, and help prepare students to be competitive members in the global workforce.

Ohio University offers undergraduate students more than 65 institution-

ally sponsored programs, with study sites located on every continent. The Office of Education Abroad (OEA.) assists in the administration of most Ohio University programs overseas, including registration and billing of participants. The OEA also maintains a resource library of material and references regarding education abroad opportunities. Through extensive advising, workshops, special sessions, and pre-departure orientations, the OEA helps to prepare students to undertake an education abroad experience.

Education abroad opportunities for undergraduates include study abroad—the traditional academic route to the overseas experience—which forms the core of education abroad programs. Such programs are generally faculty-led and involve a group of Ohio University students who take Ohio University credit courses abroad. Students receive an orientation on-campus prior to departure and usually travel together to their destination with a faculty program director. About 80 percent of our program participants are enrolled in these programs. In an effort to promote study abroad to students in every major and every academic rank, freshmen to seniors, Ohio University established its first International Study Abroad Center, the Ohio-Leipzig European Center, in cooperation with the University of Leipzig, Germany, in 2000. The second Study Abroad Center, the Ohio-Shandong Center in East Asia, began operation in fall quarter 2004, in cooperation with Shandong University in Jihan, China.

Another education abroad option is exchange student programs, based on reciprocal agreements with host institutions abroad. An Ohio University student trades places with a student from the foreign university, generally for a semester or academic year. Exchange student status is awarded to students on a competitive selection basis.

A third education abroad option is international internships, which provide students with practical project-based experience through on-the-job training in their field, while simultaneously giving students the opportunity to experience a different culture and work environment.

Still more opportunities for undergraduate research abroad are being developed, particularly in the sciences. In such programs, students assist faculty members conducting research in a particular discipline through field study and data collection.

Additionally, the service-learning program emphasizes involvement with and/or service to citizens of the host country, an experience often similar to the Peace Corps. Certain types of student teaching, social work, medical missions, and development-related activities are characteristic of this form of education abroad.

Finally, work and volunteer options, often offered in the summer, are becoming increasingly popular among undergraduate students.

For more information about these and other opportunities, visit our Web site at <http://www.ohio.edu/studyabroad/>, e-mail us at [education.abroad@ohiou.edu](mailto:education.abroad@ohiou.edu), or come to the Office of Education Abroad in Gordy Hall 107 (tel: 740.593.4583) during our walk-in advising hours, Monday–Friday, 1–4 p.m.

### Global Learning Community Certificate Program

The Global Learning Community (GLC) is an innovative program that prepares students for leadership opportunities in a rapidly changing world. Open to all majors, the GLC brings together the resources of the colleges of Communication, Arts and Sciences, Engineering, and Business in an interdisciplinary 30 credit-hour program on global issues, with a strong emphasis on real-world projects and problem-solving skills. The program has several distinctive features:

**Project-based learning.** GLC courses are not traditional classes with lectures, tests, and papers. Instead, students work in project teams on real-world problems and issues. Project-based learning challenges students to determine what they need to know to solve the problem, how they are going to find the information they need, and how they are going to apply it. Project-based learning also changes the role of faculty members; rather than providing the students with specific course content, faculty advise, consult, and provide feedback on all aspects of a project—from research and analysis to report writing and presentations.

**Learning community.** The GLC is housed in Bromley Hall. Students enter the GLC in fall quarter of their sophomore or junior year. Sophomores may choose to spend their sophomore year in residence; residency is also an option for entering juniors and second year GLC students. Faculty join students for meals, cultural events, and other activi-

ties. The purpose of the residential plan is to build a living and learning community that combines the professional and social spheres and fosters teamwork; in such a community, students working in teams on projects should come to regard each other as colleagues with a shared mission.

**International experiences.** Each GLC student completes at least two international and cross-cultural projects. First year GLC students undertake consulting projects, working in bi-national teams with students from an overseas university (the GLC has worked in Hungary, Ecuador, the Czech Republic, Thailand, and Mexico). After the first year, students do an internship overseas or complete a second study abroad program.

Students apply for admission in their freshman or sophomore year. All standard financial aid programs apply.

**Plan of study.** The program consists of eight projects and an international internship or second study abroad program, taken over two years in the following sequence:

#### Sophomore Year

Fall	GLC 201, 202	(8 hours)
Winter	GLC 203, 204	(8 hours)
Spring	GLC 205	(2 hours)

#### Junior Year

Fall	GLC 301	(4 hours)
Winter	GLC 302	(4 hours)
Spring	GLC 303	(4 hours)

The internship (GLC 400, 0-6 hours) may be taken at any time after the first year in the GLC program. GLC courses count toward specialization or distribution requirements for most majors.

**Other requirements.** Students are required to demonstrate competency in a modern language to the 213 level (or equivalent) by the time they graduate.

For more information, call 740.597.2794, visit our Web site at <http://www.ohio.edu/glc/> or reach us by e-mail at [glc@ohio.edu](mailto:glc@ohio.edu).

### Learning Communities

#### First-Year Learning Communities.

Learning communities allow first-year students the opportunity to have the benefits of a small college atmosphere while experiencing Ohio University's large campus culture. Participation in a learning community guarantees students 2–3 common freshman courses for fall quarter.

The purpose of the Learning Communities is to help first-year students get a deeper understanding of learning at the college level, assist in

the integration of course material, increase interaction and communication between students and faculty, increase involvement and engagement in the campus community, ease transition, and increase retention, resulting in a holistic college learning experience. Ohio University currently has three learning community options for incoming first-year students: Linked Courses, Learning Communities, and Residential Learning Communities.

**Linked courses** are sponsored through University College's Center for Writing Excellence & Writing Across the Curriculum Program and the Department of English. In Linked Courses a group of twenty students take two courses together, English 153 and a general education lecture course, such as Economics 103. Visit the Linked Course Web site at [http://www.ohio.edu/writing/paired\\_linked\\_courses.htm](http://www.ohio.edu/writing/paired_linked_courses.htm) or ask your Precollege advisor more about this option if you are interested.

**Learning Communities** are designed around clusters of linked first-year courses tailored to a specific topic or major. Groups of 20–25 students are co-enrolled into 3–4 courses. Participating students can be housed in the residence hall of their choice.

Opportunities to be involved in a college-based Learning Community are available on a first come, first serve basis. Participating colleges will send information regarding these learning communities directly to the students.

**The Residential Learning Community (RLC)** is an intentional curricular structure that allows for groups of twenty first-year students to live in selected residence halls across campus and take 2–3 common freshman courses, including a freshman seminar course. The Freshman Seminar is the hub of the community, which focuses on a theme and is taught by your Resident Director or someone in your college. A Peer Mentor will assist you in adjusting to college life as well as guide you through the exploration of what Ohio University has to offer. Out-of-class activities and study sessions are integrated in the RLCs.

Opportunities to be involved in a general or college-based RLC are available on a limited basis. Participating colleges will send information regarding RLCs directly to the students admitted to the college. Regardless of your major, there is a RLC designed to meet your interests. An information session and registration for many RLCs will take place during Summer Precollege.



For more information please visit our Web site at <http://www.ohiou.edu/rlc/> or contact:

Director of Learning Community Programs  
University College  
Ohio University, Chubb Hall 140  
740.593.1935  
E-mail: [rlc@www.ohio.edu](mailto:rlc@www.ohio.edu)

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### **Office of Nationally Competitive Awards**

The Office of Nationally Competitive Awards (ONCA) assists Ohio University students with virtually all facets of applying for some of the most prestigious awards available. This includes, but is not limited to, such impressive and competitive awards as the Rhodes, Marshall, Truman, Udall, and Goldwater Scholarships.

Services offered include providing specific information about scholarships and awards, mentoring and counseling students about their particular situations and candidacies, assisting with the application processes, and organizing seminars and supportive programs for students. Most national awards are merit based and extremely competitive. To be considered viable candidates, students should have at least a 3.7 GPA and be actively involved in both their studies and extracurricular activities.

ONCA is located at 35 Park Place.  
Call 597-1632 for more information or visit their Web site:  
<http://www.ohio.edu/onca/>

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### **Provost's Undergraduate Research Fund**

The Provost's Undergraduate Research Fund provides annual grants of up to \$1,500 each to support the research projects, creative projects, and scholarly work of undergraduate students. To be eligible, students must be enrolled full time on the Athens campus and must be endorsed by a tenure-track faculty member. Grants may be used for research related materials, supplies, and travel. The fund is administered through the office of the assistant dean in the Honors Tutorial College. Guidelines and an application form are available on the Web:  
<http://www.ouhtc.org/>.

## Services for Students

### Academic Advancement Center

The Academic Advancement Center (AAC) helps you develop the skills and attitudes necessary for your academic success. The center, a department of University College serving undergraduates from across campus, provides a variety of support services.

**Courses.** You may enroll in credit courses taught by the AAC staff. UC 106, Academic Computing Skills, is a one-credit course designed to enhance computer skills required for many classes, such as the Microsoft Office suite of programs, research on the Web, creating a Web page, creating and editing multimedia files including video. UC 110, Learning Strategies, is a three-credit course designed to teach effective study strategies, like remembering textbook material, note taking, managing time, and preparing for exams. UC 112, College Reading Skills, is a two-credit course designed to improve your reading comprehension of college-level material. You will learn an effective approach to reading textbooks, adjusting your reading rate, and mastering new vocabulary. UC 112B, a one-credit speed-reading and vocabulary course, is available for good readers seeking even higher proficiency in reading. The class is five weeks in length. Individual reading assistance is provided free on a non-credit appointment basis to any student requesting assistance. (See Courses of Instruction section for descriptions of additional UC Courses.)

**Tutoring.** Individual tutoring is available for skill development and for mastery of course content. Our staff will work with you on reading and study skills, free of charge. You also may request a referral to a private content tutor, whom you will be expected to pay directly. In most areas, tutors are readily available; in all cases, we will do our best to connect you with a qualified tutor. Requests for tutors may be made at any time online through the AAC Web site at <http://www.ohio.edu/aac/tutoring/>.

**Supplemental Instruction (SI).** SI provides free study sessions several times a week for selected courses. The sessions are conducted by undergraduates who attend the class and work with the professor to help students share and

master information. The sessions are open to anyone enrolled in the selected courses. The courses selected for SI are usually courses with high enrollments and high rates of poor performance or failure. If a class is selected for SI, the Leader is introduced during class and will announce the SI session schedule. In addition to listening for announcements in the class, you may access the SI sessions schedule online at <http://www.ohio.edu/aac/supins/>.

**Computer Skills.** The AAC Computer Lab, located on the first floor of Alden Library, is a modern multi-media facility equipped with both Macintosh and Windows computers, scanners, a digital camera, zip drives, CD-R/RW and DVD burners, and various supporting software from Adobe, Macromedia, and Microsoft. Skilled computer assistants are available for one-on-one help with the lab's various computer software and hardware. For more information regarding hardware, software, and open hours, visit the AAC lab Web site at <http://www.ohio.edu/aac/lab/>.

**College Adjustment Program (CAP).** CAP, which operates under a U.S. Department of Education TRIO grant, helps students adjust to and graduate from college. CAP is open to students who meet federal eligibility requirements. Read more about CAP, including eligibility requirements, in the University College section. You may also contact the Academic Advancement Center to learn more about its programs and services. Please call 740.593.2644, fax 740.593.0338, visit our Web site <http://www.ohio.edu/aac/>, e-mail to [aac@ohio.edu](mailto:aac@ohio.edu) or visit us on the first floor of Alden Library.

### Academic Advising

Academic advising is a central element of your undergraduate educational experience at Ohio University. Each college and department has faculty and/or professional advisors available to provide information about academic options and University resources to promote your learning and development. You are assigned an advisor within your college or department who can help you create an educational plan consistent with your academic, career, and personal goals. Your advisor will also assist in the preparation of an appropriate schedule of classes each quarter. However, it is your responsibility to be prepared for advising appointments and to know and follow current requirements. While meeting with your advisor before preregistering each quarter is

important, it is strongly recommended that you maintain regular contact with your advisor. Questions about academic advising or how to contact your advisor should be directed to your college office. You can find preregistration and advising information at <http://www.ohio.edu/registrar/> by clicking on Preregistration and Advising Info under On-line Services: Students.

### Career Services

The Office of Career Services provides assistance with making career decisions, exploring major and career options, attending career fairs, and conducting effective job searches. Services, which are free to all students and alumni, include:

- 1 individual career advising on issues such as major, career options, résumé and cover letter writing/critiques, attending graduate school, and job search strategies.
- 2 Web-based programs such as Focus and OCIS that identify interests, abilities, and values. Career Search is a net-based employer research system containing a database of more than 2 million organizations. The Alumni Mentors program, in collaboration with the Office of Alumni Relations, allows students and alumni to contact alumni who have volunteered to mentor others.
- 3 seminars on résumé preparation, basic interviewing techniques, career planning, and other career-related topics.
- 4 the Mock Interview Program which allows you to practice and improve your interview performance.
- 5 career fairs that bring a variety of employers to campus to discuss career opportunities. Career fairs, open to all students and alumni, are held in October and February. The Teacher Recruitment Consortium is held Spring Quarter.
- 6 the Career Resource Center which contains a wealth of information: career guides, employer directories, graduate school guides and admissions test bulletins, internships and summer job listings, employer literature, and professional job vacancies.
- 7 the Career Services web site not only provides you with general career information but can connect you with a range of other resources on the Internet. It is linked to the Ohio University home page under "Employment" or can be reached at <http://www.ohio.edu/careers/>.

### Services for Graduating Students and Alumni

The office also offers the Bobcat Online Job Search Program for graduating students and alumni. This program consists of three services: computerized résumé referral, online job postings, and on-campus interviewing. To be eligible for this program, you must register with the office by attending a registration orientation session that explains services and procedures, paying a nominal fee, and completing required materials.

You are encouraged to work with Career Services throughout your University experience for assistance in all career-related matters. For more information, call 740.593.2909.

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### Communication Network Services

Ohio University Communication Network Services (CNS) provides telephone, data and video communications, comprehensive desktop computer technical support, ID card services, and audio-visual equipment maintenance for the University community.

Desktop computer technical support can be obtained by calling the Support Center at 593-1222, by sending e-mail to [helpdesk@ohio.edu](mailto:helpdesk@ohio.edu), or by visiting the IT Web site at <http://technology.ohio.edu/>. Networking supplies such as Ethernet cards, cables, and mini-hubs are available at the CNS office, HDL Center 301.

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### Computer Services

Computer Services provides state-of-the-art computing resources and facilities to Ohio University students. The main offices for Computer Services are in the Computer Service Center.

#### Computer Labs

Lab computers can be used to access the Internet and various software programs. For specific software located in the computer labs visit, <http://technology.ohio.edu/>. Lab locations include Computer Services Center, Boyd Hall, and Brown Hall. In addition, a combined Library/Computer Services' "Learning Commons" computer lab is available on the second floor of Alden Library. Many departments also operate computing labs for their own students. Approximately 50 labs are available on campus—some labs are open to all majors, some labs are restricted to people within a certain major. All labs contain laser printers for high-quality output. Hours for the computer labs are posted there on a quarterly basis.

### Educational Testing Center

The Educational Testing Center is a computer based testing facility that offers numerous testing sessions per week. Available tests include the GMAT, GRE, Praxis I, and TOEFL. Visit <http://www.ohio.edu/etc/> for a complete listing of tests, hours of operation, and other important information.

#### Software

Ohio University has several software site licenses that provide software to students. Visit <http://www.ohio.edu/software/> for more information, including eligibility, cost, and how to obtain the software.

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### Counseling and Psychological Services

Counseling and psychological services are available on an individual and group basis for personal, educational, and career concerns. All consultations are confidential and are provided by a staff of counselors, psychologists, and trainees.

If you have personal problems of any kind (emotional, social, marital, substance abuse, stress, etc.), you can receive help understanding and resolving those difficulties.

If you feel your concerns are urgent, you can request an emergency appointment. If you are worried about a friend, you can call or drop in and ask for a consultation appointment.

If you are having academic difficulties, you can receive help in understanding and resolving your concerns so that you may improve your performance.

If you are uncertain about your educational or career objectives, you can obtain assistance in appraising your abilities, interests, performance, etc., so that you may identify more appropriate and satisfying directions.

Psychiatric consultations for medication are available. You can make an appointment to discuss your personal adjustment, educational, or career, or concerns by stopping by our offices on the third floor of Hudson Health Center (use the side entrance next to Voigt Hall and see the receptionist), or by calling 593-1616 between 8 a.m. and noon, and between 1 p.m. and 5 p.m. Monday through Friday.

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### Disability Services

The Office for Institutional Equity is committed to assuring equality of opportunity and full participation at Ohio University for persons with disabili-

ties. The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, performing manual tasks, or learning; a record of such impairment; or being regarded as having such an impairment. Persons requiring reasonable accommodations for disabilities must provide documentation and register with the Office for Institutional Equity. The office provides guidelines for required documentation of a disability. All information concerning disabilities is confidential.

The Office for Institutional Equity has the primary responsibility for identifying and coordinating services to meet the particular needs of the person with a disability. General services include priority scheduling, information to faculty regarding academic accommodations, transportation assistance, tutoring and study skills assistance through the Academic Advancement Center, learning and study services including liaison with Recording for the Blind and Dyslexic, library assistance, and work-place and housing accommodations.

All students, regardless of disability, are subject to established academic requirements. Ohio University recognizes the need for reasonable accommodations to promote program accessibility. If you have a disability, contact the Office for Institutional Equity located in Crewson House to discuss your individual needs. Visit our Web site at <http://www.ohio.edu/equity/disabilityservices/>

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### Environmental Health and Safety

Located in Hudson Health Center, Environmental Health and Safety provides environmental and occupational health, safety, and sanitation services to the campus community. We forge the vital link between a safe and healthy campus environment and the University mission through competent and dependable services. Programs are administered to ensure the health and safety of faculty, staff, students, and visitors. The department works to ensure compliance with fire authority, health department, OSHA, CDC, EPA, NRC, DOT, and other regulatory agency requirements. A multidisciplinary professional staff coordinates programs in environmental sanitation, food sanitation, pest control, radiation safety, occupational safety, ergonomics, indoor air quality, infectious

waste, asbestos and lead abatement, environmental management, industrial hygiene, fire safety, biosafety, and hazardous materials management. Training programs are also conducted. For more information about the Department of EHS, visit our Web site: <http://www.ohio.edu/ehs/>.

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### Health Service

The Student Health Service (SHS) is located in Hudson Health Center on the North Green (building 35 on the campus map). Medical care is provided 8 a.m. to 4:30 p.m. on all weekdays except Thursday, when the hours are 9 a.m. to 4:30 p.m. during fall, winter and spring quarters. You do not have to purchase the University insurance plan to receive services through SHS. All enrolled students have access to the SHS outpatient clinic.

Serving you are a pharmacy, a medical laboratory, x-ray facilities, immunization services, and a physical therapy department staffed by physicians, registered nurses, nurse practitioners, physical therapists, pharmacists, and registered laboratory and x-ray technicians.

International students must have a tuberculosis skin test upon first arriving in Athens or returning to the campus after an absence of two or more years. This test is given free of charge. See the Schedule of Classes for details.

Visit the SHS Web site at [http://www.ohio.edu/hudson/shs\\_page.html](http://www.ohio.edu/hudson/shs_page.html).

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### Hearing, Speech and Language Clinic

The Ohio University Hearing, Speech and Language Clinic offers diagnostic and treatment services to University students, faculty, staff, and members of the community. Services are available to all age groups from infants to adults. A fee list is available upon request.

Speech and language services cover such areas as articulation, language, stuttering, and voice. Audiology services include the identification and management of problems in hearing and balance, including the selection and use of hearing aids, auditory processing, and developmental communication problems posed by hearing loss.

The clinic operates five days per week and is staffed by graduate students majoring in Hearing, Speech and Language Sciences under the continuous supervision of fully licensed and credentialed faculty and staff.

For assistance with a hearing, speech or language question, inquire at the clinic office in Grover Center between 8 a.m. and 5 p.m., Monday through Friday, or call 593-1404. Clinic services are available throughout the year.

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### Institutional Equity

It is the policy of Ohio University that there shall be no discrimination against any individual in educational or employment opportunities because of race, color, religion, age, national origin, sexual orientation, gender, veteran status, or disability. Also, there shall be no discrimination because of age, except in compliance with requirements of retirement plans or state and federal laws and guidelines.

The Office for Institutional Equity monitors hiring, promotion, and transfer of faculty and administrators; develops and implements programs and activities that give recognition to the value of diversity; coordinates services for disabled students and employees; advises students and employees about University policies and procedures regarding nondiscrimination; investigates complaints of discrimination; and seeks to foster a climate that encourages the full realization of the University's mission to promote a just and socially responsive community. If you have a concern about possible discrimination or harassment, you are encouraged to contact the Office for Institutional Equity. In coordinating services for people with disabilities, the Office for Institutional Equity can advise you about specific resources available at Ohio University. (See the Disability Services section for details.)

**Harassment Policy.** Harassment of students, staff, or faculty is not acceptable behavior at Ohio University. No male or female member of the Ohio University community including faculty, contract staff, classified staff, and students may harass any other member of the community. Many forms of harassment are discrimination under Title VII of the Civil Rights Act of 1964 and thereby illegal under law as well as a violation of Ohio University policy. Ohio University is committed to maintaining an environment in which every individual can work, study, and live without being harassed. Harassment may lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct that has the intent or effect of unreasonably interfering with an individual's or group's educational, living, or work environment. Harassment includes conduct relating to race, color, gender, disabil-

ity, religion and sexual orientation, age, national origin, or veteran status.

In addition, sexual harassment includes unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of a student's status in a course, program, or activity.
- 2 Submission to or rejection of such conduct is used as the basis for decisions affecting the individual.
- 3 Such conduct has the purpose or effect of unreasonably interfering with the individual's work, performance, or educational experience or creating an intimidating, hostile, or offensive environment for work or learning.

Nonsexual verbal or physical conduct that denigrates or shows hostility toward another because of the person's gender can be the basis for a hostile, offensive, or intimidating environment claim. Gender-based conduct can take the form of abusive written or graphic material; epithets; sexist slurs; negative stereotyping; jokes; or threatening, intimidating, or hostile acts.

All Ohio University employees and students are responsible for compliance with this policy. All University supervisory personnel have an affirmative responsibility to discourage and eliminate conduct inconsistent with this policy. Complaints can be received and investigated only by employees who have been authorized by the institution. Any individual who is not authorized but is approached about concerns or complaints regarding harassment **must** direct the complainant to an authorized employee. Because of their positions or the nature of their work, the following individuals, or their designees, shall be authorized to receive and investigate inquiries and complaints: representatives from the Office for Institutional Equity, University Judiciaries, Legal Affairs, Ombuds, and Human Resources. When authorized employees are contacted with a complaint, they must consult with the Office for Institutional Equity.

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### Insurance, Major Medical

All domestic students registered for seven or more credit hours and international students registered for one or more credit hours are required to maintain a health insurance plan. To assist

with this requirement, the University offers a major medical insurance plan designed to supplement the care provided by the Student Health Service.

Subject to the policy's benefits and exclusions, it provides protection against major medical and surgical expenses for the insured student at home, at school, or while traveling anywhere in the world. In addition to accident and sickness benefits, it includes repatriation, medical evacuation, and accidental death benefits.

All students are billed automatically for this plan. Domestic students may waive the insurance if they have another policy in force at the time they are enrolled. Only the International Student Services Office can approve an insurance waiver for an international student. Domestic students taking fewer than 7 hours, or any student participating in an internship program, co-op program, or completing a master's thesis or doctoral dissertation should contact the student insurance office in Hudson Health Center at 740.597.1816 about the availability of coverage.

If you are married or a single parent, coverage for your dependents is also available.

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## Intercollegiate Athletics

### Mission Statement

*The Ohio University Department of Intercollegiate Athletics will provide an NCAA Division I-A athletics program committed to supporting the educational mission of the University. The department will strive to achieve excellence and victory within intercollegiate competition at the highest level with deference to a continued commitment to fairness and integrity.*

Ohio University is a Division IA member of the National Collegiate Athletic Association (NCAA) and a charter member of the Mid-American Conference (MAC). The conference, which was founded in 1946, also includes Akron, Ball State, Bowling Green, Buffalo, Central Michigan, Eastern Michigan, Kent State, Miami, Northern Illinois, Toledo, and Western Michigan.

The University fields a total of 20 intercollegiate teams—9 for men and 11 for women. The University offers baseball, basketball, cross country, football, golf, indoor track, swimming and diving, track, and wrestling for men. Basketball, cross country, field hockey, golf, indoor track, lacrosse, soccer, softball, swimming and diving, track, and volleyball are offered for women.

The Reese and Jacoby Trophies are awarded annually by the MAC to the institutions compiling the best overall conference records for men and women respectively. Ohio University won the 1995 Jacoby Trophy.

Athletic facilities include the 13,168-seat Convocation Center, the site of basketball, volleyball, and wrestling contests. Constructed in 1968, the building houses athletic offices, training facilities, locker rooms, and equipment rooms. Peden Stadium, with its five-story Tower and a capacity of 24,000, is the home of Bobcat Football and the Phillips Academic Services Center. The Aquatic Center contains an Olympic-sized pool, including sixteen 25-yard lanes, nine 50-meter lanes, and two one-meter and two three-meter diving boards. The golf teams utilize practice facilities at the Athens Country Club and the University's driving range on East State Street. The baseball team competes at Bob Wren Stadium, while softball plays at a state-of-of-the-art facility. The \$2.1 million baseball/softball complex was completed in 1998. In November of 1999, the 10,000-square foot Dr. Steve and Kathy Carin Strength and Conditioning Center was dedicated. The multi-purpose facility located in the Athletics Mall includes Pruitt Field and Goldsberry Track. Pruitt Field is the home competition site for field hockey and lacrosse, and the track teams compete on Goldsberry Track, an all-weather eight-lane track facility. Chessa Field, the home of Ohio Soccer, was dedicated in the Fall of 2002.

If you are interested in participating in intercollegiate athletics, contact the head coach of your preferred sport as soon as possible. Contact information can be found at the intercollegiate athletics Web site <http://www.ohiobobcats.com/>.

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## International Students

Admission information on undergraduate admission for international students is available from the director of admissions, Chubb Hall. Information on graduate admission is available from the Office of Graduate Student Services, McKee House.

### Financial Aid

A very limited amount of financial aid is available for undergraduate international students. In no case does this cover more than a portion of tuition or other expenses. Entering international students are eligible to apply for awards based on academic promise; those already enrolled at Ohio University may

apply for the same awards, and in addition, may request special aid in cases of demonstrated need. Contact the Office of Student Financial Aid and Scholarships.

### Associations

More than 20 internationally oriented student organizations exist at Ohio University, representing national, regional, religious, and social interests. They join together for special programs throughout the year. Programming reaches a high point in spring during International Week and the International Street Fair, conducted in cooperation with the City of Athens and the International Student Union.

### The International Student Union (ISU)

ISU functions at Ohio University as the umbrella organization for more than 20 international student organizations and serves as the programming body for the international community on campus. ISU members come from all corners of the world, representing the collective educational, cultural, and developmental interests of more than 100 countries.

### Athens Friends of International Students (AFIS)

AFIS runs a hospitality program and an International and Community Women's Program, and, on a modest scale, matches international students with local American families. Visits may be only for a dinner or an afternoon excursion, but sometimes long friendships develop from this brief opportunity to gain insight into American home life.

The International and Community Women's Program brings together wives of foreign students on campus and interested wives of faculty and community people. It serves as a forum for ideas and information and offers a productive and easy way to participate in University life.

### Ohio Program of Intensive English (OPIE)

The OPIE administers English proficiency examinations to all new international students and provides intensive language instruction for those needing it. (See descriptions of courses and programs elsewhere in this catalog.)

### The Office of International Student and Faculty Services

The Office of International Student and Faculty Services offers consultation about any concern, including immigration, financial, and personal problems. All new students, as well as returning students starting a new degree program, must report to the advisor's

office upon arrival. An orientation program will be conducted for a few days before the opening of each quarter to introduce new students to the campus.

The Office of International Student and Faculty Services also works with other departments and organizations on campus such as Residence Life, Student Life, International Studies, Phi Beta Delta, and the Fulbright Alumni Association to promote programs, such as cross-cultural awareness workshops, which create a supportive climate for international students.

#### **International Family Program**

Support services are provided to international families through the Office of International Student and Faculty Services. Upon arrival, family members are given information about health care and insurance, English language classes, community services, and social activities. International advisors are also available for consultation on immigration and employment questions.

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### **Libraries**

The Ohio University Libraries are central to learning, teaching, and research activities of students and faculty. The main library on the Athens campus is Alden Library, located on the College Green. Other facilities include the Music/Dance Library in the Music Building, the Library Annex, and libraries at each of the regional campuses.

#### **Staff**

The Alden Library staff of 102 information specialists organize and provide access to information of all kinds and assist and consult with library users in person and online. Each of Alden Library's seven floors has at least one service center to help library users. Librarians also offer a variety of orientation and instructional programs to strengthen students' awareness and understanding of information resources and the research process.

#### **Collections**

The Libraries' collections include more than 2 million printed volumes and over 100,000 electronic resources, including e-books, e-journals, databases, and image collections, available on the Internet. In addition, the collections of maps, microforms, photographs, videos, CDs, and other non-print items number nearly 3 million. The Libraries' Web site serves as a gateway to the print and electronic collections.

Ohio University students and faculty also have easy access to library materials from across the state through the

Libraries' participation in OhioLINK, a consortium of academic libraries. OhioLINK offers over 31 million items for quick delivery from 85 other Ohio libraries. Through OCLC, an international network, and other partners, materials from other U.S. libraries and from around the world are readily available for research and study.

#### **Services**

Alden Library is open 139 hours per week, and provides 24 hour access to the Learning Commons Sunday through Thursday. Hours are extended at the end of each quarter, before and during final exams. For those who use the library for reading and study, there are about 2,500 seats and, for group projects, a number of group study rooms.

Alden Library Learning Commons, a collaborative endeavor with Computer Services and University College, provides students with a technology-enriched learning environment. Located on the 2nd floor with seating for approximately 300, the Learning Commons offers an appealing atmosphere conducive to individual research, group study, or collaborative course projects. The state-of-the-art facility houses 100 computer workstations, multi-media stations, networked printers, and access to a variety of software applications. In addition, the Learning Commons "desktop" is applied to the more than 200 public workstations located throughout the building to provide a common interface to library resources for all users. Qualified and friendly library staff offer reference assistance and research consultation, Writing Center advisors provide consultations on writing projects, and Computer Services assistants help users with hardware and software. With the exception of finals week and inter-session, the Learning Commons is open 24 hours Sunday through Thursday and until 9 p.m. on Fridays and Saturdays.

The Library houses separate subject and special collections: Archives and Special Collections, Children's Collection, Fine Arts Library, Government Documents Department, Health Sciences Library, Instructional Media and Technology Services, Map Collection, Microforms and Non-print Collection, and the Center for International Collections.

#### **Instructional Media and Technology Services (IMTS)**

IMTS, located on the second floor of Alden Library, provides audiovisual equipment and services to the entire University community. IMTS offers for lending more than 14,000 instructional video and DVD titles. Graphic production services, including research poster displays and digital AV and Web materi-

als, are available upon faculty request. Audiovisual equipment such as projectors and recorders can be rented by registered campus student organizations.

For more information about the Ohio University Libraries, visit our World Wide Web site: <http://www.library.ohiou.edu/>.

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### **Multicultural Programs**

The Office of Multicultural Programs seeks to provide a diverse range of programs and opportunities that are educational, recreational, social, and cultural. Committed to supporting and promoting multicultural awareness and appreciation, the staff develops programs that increase understanding and appreciation of cultural differences by familiarizing the campus community with the contributions and histories of African American, Hispanic/Latino, Asian/Pacific Islander, and Native American cultures. Other services include:

#### **Programming**

The office plans and coordinates professional, educational, and cultural programs such as the annual Hispanic Heritage Month, American Indian Heritage Week, Kwanzaa Celebration, Black History Month, Asian American Heritage Month, and the Mind, Body, and Soul Women's Conference.

#### **Advising**

The Office of Multicultural Programs has formal advising relationships with the Black Student Cultural Programming Board (BSCP); and the Ohio University chapter of the National Pan-Hellenic Council (NPHC). The office maintains an informal advising relationship with ethnic student organizations such as the Native Peoples Awareness Coalition (NPAC), and Alpha Psi Lambda, the co-ed Hispanic-interest fraternity. All of these organizations plan programs and activities that benefit the entire University community.

#### **Lindley Cultural Center**

The Lindley Cultural Center serves as a place where cultural teaching and learning is the focus of all programs and activities. Its focus is intercultural, and provides a place where members of the University community, representing a variety of backgrounds, participate in programs and activities. All programming in the Center is designed to increase human understanding through the study and expression of culture.

Housed on the ground floor of Lindley Hall, the center is comprised of 5,\*000 square feet of space including a com-

munity lounge, a large meeting room, an art gallery, a multipurpose room, computer lab, and office spaces for staff and students.

Activities include art exhibits, musical and literary presentations, organizational meetings, workshops, lectures, discussions, and leadership development and training activities.

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## Office of the University Ombuds

The role of the Ombuds is to facilitate fair and equitable treatment of students, faculty, and staff within the University system. The Ombuds office can make inquiries on your behalf, help you make an informed response to your situation, mediate or facilitate discussions, and make recommendations for procedural or policy change. Complaints and grievances brought to the Ombuds are handled with confidentiality. The office seeks informal resolution of issues and can also provide advice on formal University grievance procedures.

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## Parking/Motor Vehicle Registration

On-campus resident parking is available on a limited basis for students with sophomore status or higher. Freshmen living on campus are not permitted to purchase parking. Commuter parking is available to all students who live outside a certain radius of campus. More information can be obtained at the Parking Services Web site: <http://www.facilities.ohiou.edu/parking/> or by stopping by Parking Services located at 100 Factory Street, or by calling 740.593.1917. If interested in garage parking, please contact the Housing Office at Chubb Hall or call 740.593.4090.

Before students can drive or park on Ohio University property, they must register their vehicle with Parking Services. Failure to register a motor vehicle or parking illegally makes the violator subject to penalties as printed on the violation/citation. Motorcycle parking is restricted to specifically designated areas. There is no charge to register vehicles.

Parking maps are also available free of charge at Parking Services.

CATCAB is a free service designed to transport students, faculty, and staff with permanent or temporary mobility limitations. Users of this service are asked to pre-schedule for transports to classes and other campus functions.

CATCAB is available 7:45 a.m. to 7:30 p.m. Monday through Friday. Schedules and other information regarding the use of CATCAB can be obtained by calling 597-1909.

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## University Police

The Ohio University Police Department (OUPD) is a full-service professional law enforcement agency, with uniformed police officer patrolling throughout the campus community 24-hours a day, 365 days a year. Ohio University Police Officers patrol on foot, in marked cruisers, and on bicycle. Having a full-time law enforcement agency operating on campus allows uninterrupted safety and security, continuous customer service, and immediate response to emergency situations. The department's mission is to enhance the quality of life for our community through law enforcement, education, and a team approach to problem solving. The department is involved in many functions that assist with safety and security of the Ohio University campus and its students, staff, faculty, and visitors. Emergency "Blue Light" telephones have been installed on the main entrance of every residence hall as well as various locations throughout the University campus. Issues with safe and secure lighting are also monitored by the Ohio University Police Department. Students and others are encouraged to identify areas on campus they feel are not sufficiently lighted.

Department members provide and participate in educational programs designed to help educate University community members about their own safety and the safety of others.

**The SAFE-T (Safe Arrival For Everyone-Tonight) Patrol Division** provides a free walking escort to all students, staff, faculty, and visitors at Ohio University. The service is available every night of the week during the academic quarters. SAFE-T Patrol's mission and focus is to provide Safe Arrival For Everyone concerned about their safety on campus.

A SAFE-T Patrol team will be glad to meet you and escort you safely to your destination within the campus community and limited areas adjacent to campus. While on duty, all teams are under the supervision of a police lieutenant and in constant radio contact with the Ohio University Police Department.

Hours of operation are 7 p.m. to 2 a.m. every night during the academic quarter. We do not operate on recognized holidays. Service can be provided dur-

ing hours of operation by calling 740.593.4040 or by simply stopping a SAFE-T Patrol team on duty and requesting their assistance for a safe walk to your destination. If you need assistance outside the normal hours of operation, please contact the OUPD at 593.1911.

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## Campus Recreation

The Division of Campus Recreation, under the administration of the College of Health and Human Services, is committed to the health and wellness of the Ohio University community. A commitment is made to improve the quality of life by providing quality facilities and programs and ensuring customer satisfaction.

The division is composed of these facilities: Aquatic Center, Bird Ice Arena, Charles J. Ping Student Recreation Center, disc golf, driving range, Golf and Tennis Center, Outdoor Pursuits Rental Center and the Challenge Course. There are programs in club sports, fitness, intramural sports, and outdoor pursuits. These areas complement one another in providing students with facilities and programs to meet their recreational interests and also fulfill University goals by encouraging physical, emotional, and social growth.

The Aquatic Center features a long course indoor swimming pool that has two three-meter and two one-meter diving boards, an underwater observation area for viewing swimming and diving techniques, and a sun deck.

Bird Ice Arena is an indoor arena that features an illuminated 190-by-85 foot ice surface with fiberglass dasher boards. The arena is equipped with skate rentals, skate sharpening, pro shop, concession stand, and a viewing/party lounge. Bird Arena serves as home ice for the Ohio University Ice Hockey Club Team and Synchronized Ice Skating Team. Other activities include recreational skating, Recreation and Sport Science classes, Intramural broomball, recreational hockey, learn-to-skate programs, figure skating, and late night skate sessions.

The Ping Center is one of the largest campus recreational facilities in the country. The center offers a 36-foot high double-sided climbing wall, five basketball/volleyball courts, two multipurpose gymnasiums, an elevated four-lane running track, eight racquetball courts (two convert to squash courts and four convert to wallyball courts),

and a combative arts room. A small games area offers billard tables, table tennis, air hockey, and foosball. The fitness area and free weight room provides users with a variety of cardiovascular and resistance training equipment, including equipment for physically challenged individuals. Spacious aerobics and combative arts rooms are also available. The lounge is furnished with sofas, chairs, chest tables, a big screen television, dance floor, and electronic mail stations.

The Golf and Tennis Center, located immediately next to the Ping Center, consists of a nine-hole Par 35 golf course, putting greens, four indoor tennis courts, and six outdoor tennis courts. The indoor tennis courts are covered by a 40-foot tent structure, allowing players to compete in state-of-the-art playing conditions. The clubhouse offers golf and tennis equipment rentals, golf cart rental, racquet restringing, private lessons, concessions, and resale items.

The illuminated 300-yard driving range is located on West State Street and can accommodate approximately 30 drivers.

Located at the Golf and Tennis Center, the nine-hole disc golf course is played similar to traditional golf except that players attempt to land a Frisbee-type disc into an elevated metal basket that serves as a catcher. Individual discs or sets may be purchased at the center.

The Outdoor Pursuits Program provides opportunities for outdoor adventure sports and activities. It offers outdoor trips, outdoor clinics, gear rental and sales, an outdoor climbing tower, a low and high challenge course, and an indoor climbing wall. The Outdoor Pursuits Program is housed in the Ping Center.

The Outdoor Pursuits Rental and Sales Center offers for rent or sale backpacking, camping, climbing, canoeing, and scuba diving equipment. The rental center is located outside the east wing of the Ping Center next to the loading dock.

The Challenge Course, also known as a ropes course, is a fun and exciting way to work towards various goals with a group. Through a variety of elements and team-building activities, the course takes participants to new heights. Composed of a low course and a high course, participants utilize their physical and mental strengths to reach individual and group goals. The Challenge Course is available on a private rental basis to groups of 10-15. Students, faculty/ staff, alumni, and the community are welcome.

The Ping Center, Aquatic Center, and the Golf and Tennis Center, open year round, are available to students, faculty, staff, and alumni. The Golf and Tennis Center is also available to the community. The Aquatic Center is open to the community during lap and recreational swim times; the Ping Center is available to the community on special weekend events and as guests of students, faculty, staff, and alumni. Bird Arena and driving range operations are seasonal and open to students, faculty, staff, alumni, and the community.

The division administers more than 30 recognized club sports on campus. Each club is run by students and establishes an organizational framework, leadership, and a schedule to meet the needs of its members. New clubs can be organized if they meet the needs of the University community. Many of the outdoor club sport activities take place on the South Green club sports fields, the Stimson Avenue club sports fields, and the West State Street club sports fields. Use of these fields is by reservation only.

The Fitness Program offers diverse program opportunities, including fitness sessions ranging from traditional Step and Hi/Lo to Cardio Kick. Mind/Body sessions offer exciting activities such as Yoga and Pilates®. Personal fitness training and fitness assessments also are available. A registered dietician is on staff to provide nutritional services. Two licensed massage therapists offer 30- and 60-minute massages.

The Intramural Sports Program offers a diverse set of structured activities for students, faculty, and staff. The program offers individual, dual, and team sports for men, women, and coed teams. Team activities include dodgeball, basketball, bowling, broomball, flag football, floor hockey, indoor soccer, sand volleyball, outdoor soccer, softball, volleyball, and wallyball. Team sports activities are scheduled in leagues, which play during the afternoons and evenings. Individual and dual activities are offered for air hockey, badminton, bench press, billiards, cross country, darts, disc golf, foosball, horseshoes, racquetball, squash, table tennis, tennis, and wrestling. Individual and dual activities may be scheduled events or are scheduled to fit the availability of the participants.

The division also offers recreational special events throughout the year. For more information on facilities and programs, call 740.597.CREC or visit our Web site at <http://www.ohio.edu/recreation/>.

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## University Registrar

The Office of the University Registrar provides a wide range of services to the academic community. The mission is to provide these services in an efficient manner that allows students and other members of the academic community to use the services with minimum difficulty and maximum satisfaction. A guiding principle is always to respond to legitimate requests for information or services as quickly and accurately as possible. When the requested information or service is not the responsibility of the office, then the principle is to help the student, faculty/staff member learn how to get the help they need. This is done always within the spirit of the University's policies and standards, helping those we serve get what they have a right to expect and understand what they do not have a right to expect.

Many services are available online at <http://www.ohio.edu/registrar/>. Services for students include registration, schedule of classes, grade reports, address update, class schedules, transcripts, and graduation application. Faculty may obtain class lists and advisee lists and use these tools to communicate with their students. Other services provided by the Office of the University Registrar include classroom scheduling, veterans educational benefits, degree and enrollment verification, re-enrollment processing, and maintenance of student personal information (address, phone, name, etc.).

The office is open 9 a.m. to 5 p.m. Monday, and 8 a.m. to 5 p.m. Tuesday-Friday. (Summer and winter break hours vary according to University policy.) Visit the Registrar Services Windows, first floor lobby, Chubb Hall; call 740.593.4191; or e-mail [registrar@ohio.edu](mailto:registrar@ohio.edu).

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## Residence Life

The Department of Residence Life supports the educational goals of the University in the residence halls. The staff promotes community living, fosters the development of individuals and groups within the living environment, and provides support and information to residents.

Residence life offices are located on each green (East, South, and West). A central office is located on the College Green.

Each green has full-time professional and paraprofessional live-in staff



that has been carefully selected and trained to offer informed and meaningful assistance. The staff-to-student ratio in upperclass halls is about 1:35, while in freshman halls it is 1:26. The department also coordinates a student security aide program.

Services offered by this department include providing a safe and healthful environment conducive to sound academic pursuit; creating opportunities for growth and development through educational, recreational, social, and cultural programming; involving faculty in the residence halls as faculty associates and resource people; meeting the needs of students through the use of special-interest housing (intensive study, residential learning communities, honors, scholars, academic emphasis); promoting student involvement and leadership by encouraging participation in hall government; emphasizing the concepts of responsibility, respect, and consideration for others; interpreting University policies and procedures; serving as an information source and referral agent to other University services; and providing confidential personal advising for such concerns as adjustment, academic performance, substance abuse, and relationships.

Much of the learning that occurs during the collegiate experience takes place outside the formal classroom setting. The living-learning atmosphere of the residence hall is one of the prime catalysts in this growth process. While each residence hall is unique in character and spirit, they all offer the opportunity to meet, interact with, and learn from a diverse student population.

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## Residence Services

Residence Services administers all room and board charges and oversees the apartment complexes for graduate students, married students, and students with families.

### Housing Regulation

If you have fewer than 90 undergraduate earned credit hours, or have lived on campus less than two academic years (six quarters) you must reside in University-owned housing and participate in the associated mandatory meal plan. Before the beginning of each fall quarter, your hours and time in residence on campus will be counted. If you do not have 90 credit hours or two academic years in residence before the beginning of fall quarter, **you will be required to live in University-owned housing and have a food service plan for the following academic year.**

Credit hours earned by students while attending high school (via advanced placement, Senate Bill 140, etc.) will not be considered toward exemption eligibility from the housing requirement. The contract for residence and dining services is binding for the entire academic year. If you don't comply with this regulation, you may be denied registration or your registration may be canceled.

Transfer students should contact the Office of Admissions to determine their earned-hour status. Relocating and re-enrolling students should contact the registrar's office.

### Housing Regulation Exemptions

If you meet any of the following conditions, you may request (in writing) that you be exempt from the housing regulation. **Falsification of any material submitted in support of an exemption request is a violation of the Student Code of Conduct and may result in a referral to University Judiciaries.**

- 1 You are enrolled as a part-time (11 credit hours or less) student as defined in this catalog.
- 2 You are a married student living with your spouse or a single parent living with your children within commuting distance of the University.
- 3 You live with parents or guardians whose permanent residence is within commuting distance of the University.
- 4 You have 45 or more earned credit hours or one academic year (three quarters) in residence and are living in a recognized fraternity or sorority house. (This exemption is not available to continuing students once the academic year begins.)
- 5 You are a veteran who has 18 or more months of active military service.

### Special Students

All special students (students taking classes during the summer, Ohio Program of Intensive English students, etc.) must comply with the housing regulation. If you are not sure of your status, contact Residence Services.

Note: Continuing students with 90 or more hours of undergraduate credit earned or two years in residence at the beginning of the fall quarter and new students with 90 or more credit hours and two years in residence may reside in off-campus housing. The University bears no responsibility for the living conditions or problems arising therein to either the home-owner or the student resident.

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## Student Activities

The Office of Student Activities (OSA) is your connection to campus and community involvement—the place where you can discover everything you want to know about student organizations, campus programs, fraternity and sorority life, and leadership development. If you want to get involved in campus life, stop by our office in Baker University Center 204, call 740.593.4025, or visit our Web site at <http://www.ohio.edu/stuactivities/>

### Campus Programs

OSA manages a variety of programs and lets everyone know about campus events. We advise University Program Council (UPC), help to coordinate special event weekends, coordinate late night programming, and supply event information to the University community. UPC brings cultural, social, educational, and entertainment programs to the University in collaboration with the International Student Union (ISU), the Black Student Cultural Programming Board (BSCP), and the Residence Action Council (trAC). In addition to enjoying UPC's events, you can become involved with the UPC Street Team whose members help promote events and serve as the pulse of the group. A four-credit class, Program and Event Planning (EDCP 400), is offered through the College of Education to assist students with developing their program planning skills.

### Fraternity and Sorority Life

Sororities and fraternities have been a part of campus life since 1841. Today, the Greek community consists of 33 international sororities and fraternities, with approximately 13 percent of the student body participating as members. Involvement includes a wide range of social, educational, and philanthropic activity, as well as leadership opportunities within the Interfraternity Council, the National Pan-Hellenic Council, the Women's Panhellenic Association, and two Latino/a-based chapters.

### Leadership Development

The Office of Student Activities prepares students for socially responsible leadership in their communities. There are a variety of programs offered to help you learn about leadership and your potential. A four-credit class is offered through the College of Education (EDCP 400). The SLA (Student Leadership Advisors) team offers leadership assistance to all students and student organizations. The LeaderShape Institute® focuses on leading with integrity.

### Student Organizations

Ohio University has more than 350 student organizations to explore. Becoming involved can help you perform better in other areas of your life and feel more a part of the University. You'll learn about community and about effective membership and leadership.

### Honor Societies

These national organizations confer membership in recognition of high scholastic attainment and the fulfillment of other requirements. Honor societies encourage the development of a well-rounded personality and leadership and service qualities, in addition to academic achievement.

Alpha Lambda Delta, *Freshman Honor Society*

Alpha Phi Sigma, *Criminal Justice*  
Alpha Pi Mu, *Industrial Engineering*  
Arnold Air Society, *Aerospace Studies*  
Beta Alpha Psi, *Accounting*  
Civil Engineering Honor Society  
Delta Phi Alpha, *German*  
Delta Sigma Pi, *Profession Business Fraternity*

Eta Sigma Gamma, *Health Science*  
Gamma Pi Delta, *Nontraditional Students*

Gamma Theta Upsilon, *Geography*  
Golden Key, *Scholarship*  
Honors College Society

Kappa Delta Pi, *Education*  
Lambda Omega, *Nursing*  
Lambda Pi Eta, *Communication*  
Mortar Board, *Scholarship, Activities*  
National Residence Hall Honorary  
Omega Chi Epsilon, *Chemical Engineering*

Omicron Delta Kappa, *National Honor Society*

Order of Omega, *Greek Leadership*  
Phi Alpha Honor Society, *Social Work*  
Phi Gamma Nu, *Business*  
Phi Sigma Iota, *French*

Pi Sigma Alpha, *Political Science*  
Pi Tau Sigma, *Mechanical Engineering*  
Psi Chi, *Psychology*  
Rho Lambda, *National Panhellenic Honorary*

Sigma Alpha Iota, *Music*  
Sigma Delta Pi, *Spanish*  
Sigma Sigma Phi, *Osteopathic Medicine*  
Sigma Tau Delta, *English*  
Society of Professional Journalists  
Tau Beta Pi, *Engineering*  
Tau Beta Sigma, *Band*

### Student Senate

Student Senate is the elected representative voice of the student body and is part of the network of campus governmental bodies that also includes the Administrative Senate, Classified Senate, Faculty Senate, and Graduate Student Senate. Student Senate initiates programs and coordinates activities beneficial to students. Student Senate is responsible for the appointment of undergraduate students to University committees, and for allocating more than \$348,000 a year to student organizations. You are encouraged to contact the Student Senate for help in resolving issues and for information regarding programs and projects.

### Baker University Center

The John Calhoun Baker University Center is a focal point of cocurricular life at Ohio University. A variety of facilities, programs, and services are provided to the University community.

#### The Recreation Room

Located in the basement, offers a variety of recreational activities including billiards, air hockey, pinball, and video games.

#### The Front Room

A campus coffeehouse, serves espresso, cappuccino, Starbucks coffee, and specialty gourmet coffees, as well as tea, soda, seltzers, and juices. Also available are locally produced baked goods. Open seven days a week until midnight, it is a popular place to meet friends. Activities are planned for many nights and include dance nights, talent shows, open stage, poetry readings, lectures, and live performances by local and regional jazz, rock, country, and rhythm and blues artists.

#### The Corner Café

Located on the ground floor, serves Salubre Pizza, Subsation Subs, and Nathan's Hot Dogs daily for lunch and dinner.

#### The State Room

Located on the first floor, serves lunch daily. Also available are private rooms for luncheon meetings and a catering service.

#### The Information Center

In the main lobby provides general University information about events and services on campus as well as up-to-date listings of students, faculty, and staff. Adjacent to the lobby are a United States Post Office, the 1954 Lounge, the Alumni Lounge, and the 1804 Lounge, which includes a grand piano.

Other services available include an automated teller machine, telephones providing free local calls, personal check cashing service, photocopy machine, and e-mail access.

Meeting and reception rooms are available in Baker Center for groups from 10 to 500. Available are a ballroom, the Alumni Lounge and the 1804 Lounge, as well as 10 meeting rooms of various sizes. Reservations can be made at the administration office, Room 201. Baker University Center also houses the Office of Student Activities, Banquet and Catering Services, University Judiciaries, Off-Campus Living Office, Lesbian Gay Bisexual Transgender Programs, the Center for Community Service, the Dean of Students Office, and the following student organizations:

Alpha Phi Omega	417
Athena Yearbook	320
Black Student Cultural Programming Board	419
Interfraternity Council	428
International Student Union	425
National Pan-Hellenic Council	305
The Post	Ground floor
Student Activities Commission	311
Student Senate	309
Students Defending Students	328
University Program Council (UPC)	407
Women's Panhellenic Association	428