

Ohio University Graduate Catalog 2005–2007

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. The student assumes responsibility for knowing University, college, and departmental regulations and for complying with all applicable procedures. In no case will a requirement be waived or an exception granted because the student pleads ignorance of the requirement or asserts that her/his advisor or another authority did not inform the student of the requirement. While the personnel of the Office of Graduate Studies and the student's advisor will endeavor to aid in every way possible, the responsibility for meeting requirements stated in this catalog rests with the student.

Ohio University is an affirmative action institution.

Ohio University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant to the President, Office for Institutional Equity, Ohio University, Athens OH 45701, Telephone: 740.593.2620.

Produced by the Office of University Publications.

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Ohio University Communications
and Marketing 0137-7M

Ohio University (USPS 405-380),
Volume XCIX, Number 4, September
2005. Published by Ohio University,
University Terrace, Athens, Ohio 45701-
2979 in March, July, August, September,
and October. Periodicals Postage Paid
at Athens, Ohio.

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, preprofessional, 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 degree 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 graduate 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.

By service to the extended community, 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.

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

community. 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 tolerate 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.

Inquiries

The University switchboard number is 740.593.1000.

Admission

Office of Graduate Studies, McKee House
Telephone 740.593.2800

Continuing Education, Independent Study, Workshops, and Conferences

Office of Continuing Education, Conferences and Workshops, Haning Hall
Telephone 740.593.1770

Curricula and Degree Requirements

Graduate chair of the appropriate department

Housing

Housing Office, Chubb Hall
Telephone 740.593.4090

Osteopathic Medicine

College of Osteopathic Medicine, Grosvenor Hall
Telephone 740.593.4313, or 1.800.345.1560

Registration, Class Schedules, and Veterans Affairs

Registrar's Office, Chubb Hall
Telephone 740.593.4191

Regional Campuses

Ohio University Chillicothe Campus
571 W. 5th St., Chillicothe OH 45601
Telephone 740.774.7200

Ohio University Eastern Campus
45245 National Road, W., St. Clairsville OH 43950
Telephone 740.695.1720

Ohio University Lancaster Campus
1570 Granville Pike, Lancaster OH 43130
Telephone 740.654.6711

Ohio University Southern Campus
1804 Liberty Ave., Ironton OH 45638
Telephone 740.533.4600

Ohio University Zanesville Campus
1425 Newark Road, Zanesville OH 43701
Telephone 740.453.0762

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Guidelines and General Information

The policies outlined in this catalog reflect University minimums. Departments may set higher standards.

Profile of Ohio University

Ohio University, established in 1804, was the first institution of higher education in the old Northwest Territory. The total enrollment on the Athens campus is approximately 20,000, while the regional campuses enroll more than 8,900 additional students. The present graduate enrollment is about 3,500, of whom 2,300 are full-time students. The full-time faculty numbers 1,056. There are more than 734 part-time faculty members and more than 1,500 graduate assistants, graduate staff assistants, graduate research assistants, and graduate teaching assistants.

On the graduate level, Ohio University offers master's degrees in nearly all its major academic divisions and doctoral degrees in selected departments. The College of Osteopathic Medicine offers a four-year professional program leading to the degree of Doctor of Osteopathic Medicine.

The city of Athens is located about 75 miles southeast of Columbus. The University offers a wide range of cultural activities to the University community and all of southeastern Ohio. Lecturers, poets, singers, dancers, films, and theater or music groups appear frequently on campus. Many events are free, though some have nominal charges.

The University is accredited by the North Central Association of Colleges and Secondary Schools and by the recognized professional accrediting associations identified with its major academic divisions. It holds membership in leading state and

national educational and professional associations.

The University's academic calendar consists of three quarters of 10 to 12 weeks and a summer session with two 5-week terms.

Application and Admission

Ohio University utilizes a self-managed application. This means that your application forms, transcripts, and supporting documents are collected by you and mailed to the university together. Students applying from within the United States will submit two envelopes. The first envelope is sent to the Office of Graduate Studies. If applying with a paper application, it should contain a completed, signed application form, the non-refundable application fee, residency information form, affidavit of financial support (students applying for F-1 or J-1 visas only), and two official transcripts from each postsecondary school attended as described in the Transcripts section of this catalog. The address is Office of Graduate Studies, McKee House, Ohio University, Athens OH 45701-2979. Students applying by Web must mail transcript and financial affidavit materials.

The second envelope is sent to the graduate chair of the program (or programs) to which you are applying. The second envelope should contain the background information and references form, sealed letters of recommendation (unless letters are submitted electronically as part of the Web application), a résumé or vita, a personal statement, autobiographical

sketch, and/or statement of intent as required by the department (refer to the admission processes described in the individual department description elsewhere in this catalog), and other departmentally specified supporting materials (e.g. portfolio, application supplement, video or audio tape). This material should be mailed to Graduate Chair, (Department to which you are applying), Ohio University, Athens OH 45701-2979. *Students applying from overseas should send all materials to the Office of Graduate Studies in just one envelope.*

Official test scores must be requested from the appropriate testing agency for reporting to Ohio University. The institution code is 1593. Department and major field codes can be found on the testing agencies web sites.

You may apply to more than one program at the same time by submitting an application packet and fee for each program. For promoted joint degree programs (e.g. MBA/MSA) only one application fee is required. Upon receipt by Graduate Studies, applications for admission are forwarded to the department indicated on the application. If a department determines that an applicant has applied to the wrong program, that application can be forwarded to the appropriate program for review, with the applicant's consent.

All documents received by the University in connection with an application become the property of Ohio University. Under no circumstances will they be returned or forwarded to any agency or other college or university. Documents of students who are admitted to graduate status but fail to enroll for the quarter for which they are admitted are destroyed. Portfolio materials submitted to support application to programs in the College of Fine Arts may be returned as described in that section of this catalog.

In providing an application form and inviting application, Ohio University places itself under no obligation to admit any individual person. The officials of the university stand ready to register a student admitted for a

specific quarter, providing he or she arrives before the quarter begins. In order to register, non-immigrant students must hold a valid Certificate of Eligibility (I-20 or DS-2019) for study at Ohio University.

Graduate Application Fee

Initial/first graduate degree (paper)*	\$45
Web-based degree application*	\$45
Nondegree/Certificate (paper)	\$35
Web-based non-degree application	\$35
Transient (paper)	\$35
Second graduate degree (paper)	\$25
Reapplication (paper)	\$25
Nondegree to Degree (paper)	\$10

**includes MBA/MSA and MBA/MHA joint degree programs*

All application fees are non-refundable. Check, cash or money order (payable to Ohio University) accepted for paper applications. Credit cards can be used with the web application only. Please do not mail cash. Discounted application fees are available with paper application only. Fees subject to change without notice.

Application Deadlines

Deadline for receipt of application materials varies by department. Please contact the department to which you are applying for specific application deadlines. For programs with quarterly admission, applications should be submitted at least six weeks prior to the term in which you are seeking to begin classes. Students who need to apply for visas are encouraged to submit all application materials at least nine months prior to desired term of entry.

Transcripts

Each application for admission must be accompanied by two (2) official copies of transcripts of all post-secondary work from the institution where the work was done, regardless of whether or not a degree was earned or the credits are reflected on a separate transcript as transfer credit. Students graduating from Ohio University must submit transcripts for post-secondary work done elsewhere, even if those transcripts have already been submitted to the student's undergraduate college.

Transcripts from U.S. and Canadian institutions must be received in

envelopes sealed by the issuing institution. Transcripts that have been opened, photocopied, or marked as unofficial will not be accepted as official. If the institution will not provide sealed copies directly to you, request that transcripts be mailed directly to Office of Graduate Studies, McKee House, 44 University Terrace, Ohio University, Athens, OH 45701-2979.

Transcripts from non-U.S. institutions must be official or registrar-certified, in envelopes sealed by the issuing institution if possible. If original documents are not in English, also provide an official certified copy of all documents in English. The transcript must bear the seal and original signature of the school and school official and clearly show the name and address of the institution, the date you entered and left the institution, the date any degree was earned, all courses taken and grades received, and the system of grading used, indicating the highest mark and the lowest passing mark. Summary documents listing only classes passed are not accepted. The transcript/mark sheets must show all course attempts with grades earned. If the transcript/mark sheet does not name the degree and date earned, an official or registrar-certified copy of the diploma or graduation certificate that indicates the degree and date awarded must also be provided, with a certified English translation if the original is not in English.

Ohio University transcripts will be obtained by the Office of Graduate Studies on your behalf.

Test Requirements

Some academic programs require supporting evidence of your ability in the form of the Graduate Record Examination, Graduate Management Admission test, Miller Analogies Test, or other college ability tests. Consult the specific department about necessary test requirements. College ability test scores older than five years will not be accepted.

Scores for GRE, GMAT, TOEFL or other required tests must be reported directly from the testing agency to Ohio University. Photocopies of student score

reports may be used for preliminary evaluation and matching purposes, but are not accepted as official. The Ohio University reporting code is 1593.

On the Athens campus, GRE registration materials can be obtained from the Office of Graduate Studies. Further information about the tests can also be obtained by contacting the test provider.

Graduate Record Examination

By mail: GRE-ETS, PO Box 6000, Princeton, NJ 08541-6000

By phone: 1-866-473-4373 (U.S., U.S. Territories and Canada)
1-609-771-7670 (all other locations)

By Web: <http://www.gre.org/>

Graduate Management Admission Test

By mail: GMAT-ETS, PO Box 6103, Princeton, NJ 08541-6103

By phone: 1-800-462-8669

By Web: <http://www.mba.com/>

Miller Analogies Test

By phone: 1-800-622-3231

By Web: <http://www.milleranalogies.com/>

Test of English as a Foreign Language

By mail: TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151

By phone: Inside the United States, US Territories and Canada 1-877-863-3546 (toll free)

Outside the United States, U.S.

Territories and Canada 1-609-771-7100

By Web: <http://www.ets.org/toefl/index.html>

International English Language Testing System

By Web: <http://www.ielts.org/>

English Language Proficiency Requirements

The language of instruction at Ohio University is English. Therefore, proficiency in reading, writing, speaking, and understanding English is essential. All persons for whom English is not a native language are required to submit evidence of proficiency. Proficiency is demonstrated by submitting official results of one of two standardized tests: the Test of English as a Foreign Language (TOEFL) with a score of 213 (550 paper based), or the International English Language Testing System (IELTS) with a 7.0 overall

average. Some departments require a higher score. English language proficiency test scores older than two years are not accepted.

Students with a TOEFL score between 173 and 213 (500-550 computer-based) or an IELTS score between 5.0 and 7.0 may be admitted on a case-by-case basis. Students with a TOEFL score below 173 (500 computer-based) or an IELTS score below 5.0 are not eligible for graduate admission.

The following are exempt from submitting official test scores as part of an application packet:

- Applicants who, within the past two years, have received a bachelor's or advanced degree from an accredited institution of higher education in the United States or a foreign college or university accredited by a Regional U.S. accrediting organization (where English is the language of instruction); or
- Applicants who, within the past two years, have completed at least three years of full-time study at a governmentally-accredited institution of higher education where English is the primary language of instruction.

All students whose native language is not English and who fall into one of the above exemptions will be tested for proficiency upon arrival at the university. The results of this test will determine if additional English language training is required through the Ohio Program of Intensive English (OPIE). Students who are required to enroll in OPIE English courses are financially responsible for all associated tuition and fees. University financial aid (e.g. graduate assistantships/scholarships) cannot be used to cover OPIE expenses.

Students who have submitted an official TOEFL score of 600 or greater or IELTS score of 8.0 or greater are exempt from TOEFL testing upon arrival at the university, although they may be tested for academic writing proficiency. Individual academic programs may require any applicant to demonstrate proficiency as part of an application or require on-campus English proficiency

testing. Failure to achieve a passing score may result in dismissal from the program.

Students responsible for classroom or laboratory instruction and whose native language is not English are required to demonstrate English proficiency prior to assuming instructional duties by submitting official Test of Spoken English (TSE) scores of 55 or higher or by passing the SPEAK test upon arrival.

International Students

International applicants must submit evidence of the financial responsibility as stated on the Affidavit of Financial Support as part of a complete application packet. In the event that you receive a University-funded assistantship, fellowship, or scholarship upon admission, that financial assistance will be cancelled if you do not demonstrate English proficiency upon your arrival.

A required international student orientation is held prior to the start of each academic quarter for all new students. All new international students, as well as returning students starting a new degree program, must report to the Office of International Student and Faculty Services upon arrival.

United States Citizenship and Immigration Services regulations require that international students, while in the United States, be full-time students in the first three quarters after arrival. You may then take a vacation in the next quarter as long as you intend to register in the quarter after the vacation. You must be making reasonable progress toward the completion of your degree. In the event that a problem should arise with enrollment, you are required to consult with your academic advisor and the international student advisor.

International students admitted to Ohio University with F1 or J1 visa status are required to use the online address service to update their addresses with Ohio University and to meet immigration reporting requirements.

Students must hold an appropriate academic study-eligible visa status by the first quarter of enrollment in a

degree or certificate program. It is the student's responsibility to ensure that proper status is maintained.

Admission Process

Copies of admission materials submitted to the Office of Graduate Studies are forwarded to the department indicated on your application. The departmental graduate committee recommends or denies admission and forwards the decision to the Office of Graduate Studies. Your file is reviewed for completeness, and a letter is sent to you indicating admission, admission pending fulfillment of admission requirements, or denial of admission.

Admission is based on possession of a bachelor's degree (or its foreign equivalent) from an accredited college or university and such factors as your undergraduate scholastic grade-point average (both overall and in the proposed graduate major), selection of courses, pattern of grades, recommendations, test scores, work experience, and other relevant matters. Each department gives appropriate weight to the factors pertinent to its academic field.

If you have a bachelor's degree from an unaccredited college or university located in the United States, you usually will be required to supplement your undergraduate record with a satisfactory score on an acceptable standard college ability test. Consult the specific department about necessary test requirements.

Applications are valid for one calendar year based on date received, and can be deferred up to one year. Applications pending after one year without request from the student or departments for deferral will be treated as denied; application and materials are then subject to being destroyed. Application materials for students who are denied admission are held for one year. Students wishing to reapply must complete a new application form, pay the reapplication fee, and submit any additional supporting documents required to complete their application.

You must begin your graduate study in the term for which you have been admitted. If this is not possible, you may request a deferment from your degree program prior to the start of the term of entry. If that deferral extends beyond a year from your initial application, you must reapply, pay the reapplication fee, and be readmitted. Please note that assistantship offers may not defer. Failure to request a deferment will result in cancellation of your admission

Requests to change or add degree programs must be accompanied by a new application and application fee, except in cases where the department is updating program codes or the student is applying for conferral of a Master's degree within the Ph.D. program in which he/she is currently enrolled (e.g. Math, Psychology).

You may pursue more than one graduate degree at a time. If you are admitted to multiple degree programs, you will be assessed technology fees for each degree program even if you are not taking courses in that program. Students who wish to remove technology fees must withdraw from the program with a written request to the Office of Graduate Studies. Technology fees will not be removed retroactively to previous quarters. A student who has withdrawn must reapply and be readmitted to the program dropped. Students admitted to a promoted joint degree program (e.g. MBA/MSA) are assessed only technology fees for only one college per year.

Students working toward graduate degrees are required to enroll in graduate courses that are part of their degree programs. You may earn a graduate degree only in a program to which you have been admitted and in which you have enrolled.

Graduate status is granted to a specific program and tied to that program. Status ends when the student graduates, is formally separated from the program, or exceeds the time to degree. Students without active graduate status who wish to take additional graduate-level coursework

must complete a new application and be admitted to a new degree or non-degree status.

Students working toward graduate degrees are required to enroll in graduate courses that are part of their degree programs. You may earn a graduate degree only in a program to which you have been admitted and in which you have enrolled

Special Note for Students in Education

If you have earned a master's degree in education at Ohio University and plan to take additional work in education, you must reapply for admission through the Office of Graduate Studies, McKee House.

Faculty and Administrators

All Ohio University faculty and administrators on full-time presidential contract, except senior administrators (vice presidents, vice provosts, associate provosts, and deans) are eligible to apply for admission to a graduate program or to nondegree status. The Associate Provost for Graduate Studies and the Graduate Council will review all applications for potential conflict of interest. See the stipulations regarding conflict of interest in the *Faculty Handbook*, Section IV-F. If the Graduate Council determines that a conflict exists, the faculty member or administrator shall not be admitted to a graduate program. It is the responsibility of the Associate Provost for Graduate Studies to see that this review takes place at the earliest possible date.

No academic employee above the rank of Instructor, Research Assistant, or equivalent may receive from the University the Master's Degree or the Doctor's Degree in any graduate program where the faculty member has membership, teaches courses, serves on Master's or Doctoral Committees, has, or is expected to have, other supervisory responsibilities which might give rise to conflicts of interest or the appearance of conflicts of interest. Faculty members or senior administrators on full-time presidential contracts at Ohio University seeking a terminal degree must enroll in academic programs outside the

colleges in which they are employed. Appeals regarding this policy follow the guidelines established in accordance with the "Faculty Grievance Committee" procedures (see *Faculty Handbook*, Section II.G).

If you are a full-time faculty member or full-time administrator at Ohio University who is admitted to a degree program or to nondegree status, you may normally register for no more than eight hours per quarter. To register for 9 or 10 hours, you must have written approval from the graduate chair of your academic program and from the administrative supervisor for your employee position. Course loads taken during breaks in regular employment, however, such as summers for nine-month faculty, will be limited only by *Graduate Catalog* regulations. See the stipulations regarding residency requirements in this catalog and the *Policy and Procedure Manual*, No. 40.015.

Ohio University employees who are admitted to graduate study may not hold simultaneous appointments as University employees and graduate appointment contracts.

If you are currently in a graduate degree program and are offered a presidential contract appointment, your situation will be reviewed by the associate provost for graduate studies and the Graduate Council at the earliest possible date. The Graduate Council will determine whether conflict of interest or unfair competition would result from your dual status as a student and a presidential contract employee that might affect your academic performance and evaluation. If the Graduate Council determines that such a conflict would exist, they will inform you that you may not continue in your graduate program if you accept the presidential contract appointment.

It is your responsibility to notify the University of your employment on the Graduate Admissions Application. If you are a current graduate student and are offered a presidential contract appointment, it is your responsibility to notify the Office of Graduate Studies of that appointment.

Categories of Admission

Ohio University has four categories of graduate student admission: degree, nondegree, postbaccalaureate, and transient.

Any admission to a graduate program must be regarded as provisional until you have provided a final official transcript from your undergraduate institution showing receipt of the bachelor's degree, and transcripts from any other postsecondary school attended. It is your responsibility to see that final official transcripts are on file in the Office of Graduate Studies no later than the end of your first quarter of registration in a graduate program.

Unconditional Degree Admission

Students approved by the major department for unqualified admission to a graduate degree program are given unconditional admission.

Conditional Degree Admission

Students who have some deficiency in the entrance requirements, such as a grade-point average below 2.5, may be approved by the department for conditional admission. Students in this category may achieve unconditional admission by satisfactorily completing a prescribed program to remove any academic deficiencies and attaining a 3.0 or better grade-point average on the first 15 hours of graded graduate course credit. Unofficial withdrawals (FN/FS) are factored into this calculation. The departmental graduate committee will specify whether undergraduate courses required as further preparation for admission will be taken for audit or credit. Grades earned in such courses may be used by the graduate committee in evaluating your capability for graduate work. Undergraduate or audited courses will not satisfy requirements for any graduate degree. You are eligible for University-funded assistantships, fellowships, and scholarships only after you have received unconditional admission. You must maintain a 3.0 or better cumulative and term grade-point average to receive and retain University financial support.

Provisional Admission

Students approved for admission who have not submitted all required final, official documents are given provisional admission. Provisional status is removed when all final documents are received at the Office of Graduate Studies. Students with provisional admission status are expected to complete all application materials and submit all missing documents by the end of their first quarter of registration. Failure to produce final documents will result in a registration hold being placed on your account and may result in dismissal.

Nondegree

To take graduate courses if you have no intention of working toward a graduate degree at Ohio University, apply for admission in the regular manner but as a nondegree student. Approval for such admission does not constitute admission to a degree program. Credit earned prior to admission to a degree program as a degree-seeking student cannot normally be applied toward a graduate degree at Ohio University. In exceptional cases the appropriate academic department will determine which courses, if any, that you take while in nondegree status may be applied subsequently toward degree requirements.

You may take no more than 18 hours of academic work, within a time limit of six years, as a nondegree student.

Postbaccalaureate

This status is applicable to the regional campuses for all quarters and to the Athens campus for summer only. The conditions of postbaccalaureate admission are the same as for nondegree graduate status:

- (a) admission status terminates after completion of 18 graduate hours, or six years, whichever comes first
- (b) admission to nondegree status does not constitute admission to a graduate degree program, and (c) credit earned cannot normally be applied toward a graduate degree at Ohio University. A new application must be submitted upon termination of status as noted in (a) above. Some graduate courses are not open to students admitted to postbaccalaureate status.

If in doubt about the acceptability of postbaccalaureate status for a specific course, check with the department offering the course.

Transient

A student currently working toward a graduate degree at another university may earn graduate credit at Ohio University to be transferred to the other university.

You may be admitted to transient status by submitting a transient student application and Residency Information form, the appropriate application fee, and an official statement of good standing from the dean of the graduate school in which you are enrolled.

You must request permission each quarter to register at Ohio University as a transient student.

Graduate Certificate Programs

Persons applying for nondegree status for the purposes of earning a graduate certificate program must submit all applicable application materials and be admitted to the certificate program prior to starting coursework. Graduate status will cease with completion of the certificate unless another valid status is in place.

Undergraduates Taking Graduate Courses

Except for Honors Tutorial students and those who meet the conditions listed below, no undergraduate student may take a graduate course for credit. Honors tutorial students seeking to obtain graduate credit for courses must complete a Senior for Graduate Credit application as described below.

Departmental Honors

Students in a recognized departmental honors program 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

An Ohio University student who has not yet completed all requirements for the bachelor's degree may be eligible for graduate study as a senior. Generally, no more than two graduate courses may be taken in this way, and graduate courses will not fulfill any undergraduate requirements. This privilege is normally granted for one quarter only. You must have an overall grade-point average of at least 2.5 and be within nine credits of completing all requirements for your bachelor's degree. The graduate credit becomes part of your graduate record only; it does not affect undergraduate course requirements, hours earned, or g.p.a. Senior for Graduate Credit courses are equivalent to graduate coursework taken in nondegree graduate status. Approval for Senior for Graduate Credit does not constitute admission to a degree program, and credit earned may not automatically apply toward a graduate degree program.

You may apply to take graduate courses carrying graduate credit by securing the written recommendation of the dean of your undergraduate college and the graduate chair of the departments offering the graduate courses. If you are admitted as a senior for graduate credit, you pay undergraduate fees and are not eligible for graduate assistantship or scholarship support. A \$10 application fee is charged for this privilege, and you must apply in advance of registration through

the Office of Graduate Studies. This privilege may also be extended to a well qualified senior at another university who has nine or fewer credits to complete for the bachelor's degree.

Early Admission to a Graduate Degree Program

A superior undergraduate student may seek early admission to a graduate degree program. You must have an overall grade-point average of at least 3.5 and have completed all undergraduate requirements, except the total credit-hour requirement, by the time of your entry into the graduate degree program. After obtaining the written recommendation of your department, the departmental graduate committee, and the dean of your undergraduate college, you may be admitted into a graduate degree program and enroll in graduate courses for graduate credit. You can use these courses to satisfy both graduate degree requirements and undergraduate total credit-hour requirements. You must apply for this privilege in advance of registration through the Office of Graduate Studies. If you qualify for early admission to a graduate degree program, and you are admitted to graduate status, you are eligible for graduate assistantship or scholarship support.

Schedule of Fees

Payment of all assessed fees at the times designated is prerequisite to official enrollment. Checks and money orders should be made payable to Ohio University in the exact amount of the fees. Postdated checks are not acceptable. Checks not paid upon presentation to the bank will automatically cancel any receipts given and result in assessment of penalties. It is important that you retain all fee receipts.

Ohio University reserves the right to make, without prior notice, any fee adjustments that may become necessary. Graduate students carrying more than eight hours are eligible for the Monthly Payment Plan, which equalizes the academic year's fees into nine monthly payments.

Registration Fees

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.

Some colleges assess a fee for computing and other technology. For current rates and listing of colleges, please go to <http://www.finance.ohiou.edu/bursar/> and click on "Tuition and 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.

Miscellaneous Fees*

Admission application filing fees are listed in the Application and Admission section of this catalog.

Late registration fee—varies
(check quarterly *Schedule of Classes*)

- \$5 Duplicate official forms, fee receipts, etc.
- \$50 Application for graduation
- \$5 Reapplication for graduation
- \$5 Transcript of record

*These fees are nonrefundable and subject to change without notice.

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.cashnetsmartpay.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.

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.

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.

Current registration fees are available online at: <http://www.finance.ohiou.edu/bursar/>.

Insurance

Domestic Students: All domestic students taking seven or more credit hours must carry health insurance

if they are enrolled on the Athens campus. An accident and sickness insurance plan (Domestic Plan) designed to supplement the care provided by the Student Health Service is automatically billed to all students meeting this guideline. Domestic students can complete a waiver declaration, if they have comparable coverage. Students must submit the waiver option statement printed on the fee bill or go to the Bursar's Office in Chubb Hall to complete a waiver card. You may also waive the insurance charge while viewing your electronic bill. You must enter the name and policy number of your insurance company. Dependent coverage is also available through this office.

International Students: All international students taking one or more credit hours must carry the Ohio University health insurance if they are enrolled on the Athens campus. An accident and sickness insurance plan (International Plan) is automatically billed to all students meeting this guideline. Only those international students with government sponsors that provide acceptable health insurance can apply for a waiver of the University health insurance. Waivers of health insurance for international students may only be granted by the Office of International Student and Faculty Services. International students are also required to purchase insurance coverage for their dependents, and must make arrangements for this when they arrive to begin their studies. Failure to do so will result in a registration hold on the student's account.

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 reduction 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.

Ohio Residency Guidelines

Ohio University assesses tuition costs based on the student's status as an in-state or out-of-state resident. Residency status is determined with the initial application a student makes to Ohio University. The Residency Information form in the graduate application is used to determine residency status. However, students who had previously been admitted to Ohio University as a non-resident must petition for a change of residency status if they have established themselves as a resident under the

resident for tuition purposes policy. Changes from non-resident to resident status are not automatic. Graduate students are notified of their current residency status in the letter of admission sent by the Office of Graduate Studies. If you believe that your residency status is incorrect, it is your responsibility to contact Graduate Studies to discuss the reasons for your residency classification. The complete policy on Ohio residency is included for your reference in the appendix at the back of this catalog.

In general, you pay in-state tuition if you are a permanent resident of Ohio, which means that you—or your parent(s), guardian(s), or spouse if you are a dependent—have lived in Ohio for 12 consecutive months or more preceding your enrollment at Ohio University. Evidence of Ohio residence includes proof that: (1) you (or your parents, guardians, or spouse) are totally self-supported from income derived from within the state of Ohio and have subjected that income to Ohio taxation; (2) you (or your parents or guardians) are eligible to receive Ohio state welfare benefits; and (3) you (or your parents or guardians) are a resident of the State of Ohio for all other legal purposes (i.e. driver's license, voter's registration, car registration).

It is your responsibility to report a change of address and/or residency from an Ohio resident to a non-Ohio resident at the Office of Graduate Studies. If your residency has changed to an Ohio resident, you must file a residency petition (complete with documentation to verify your statements) with the Office of Graduate Studies. No change of residency from non-resident to resident can be made until the residency petition has been approved by the Director of Graduate Student Services. The residency petition must be filed before the last day to register for class in order for it to be effective for that quarter. Residency decisions are not retroactive to previous quarters. Direct questions concerning residency to the Office of Graduate Studies.

Financial Aid

The major forms of financial support for graduate students are assistantships and tuition scholarships. These are granted by the individual schools or departments, and application for this financial assistance is made as part of the application.

Graduate Appointments

Approximately 1,500 full and partial graduate, research, and teaching assistantships are available for graduate students in degree programs at Ohio University. Students who have been admitted to a master or a doctoral degree are selected for these appointments on the basis of scholarly merit.

Graduate appointments normally become effective the first day of each quarter and end on the official closing date of the quarter. Individual schools or departments may, at their discretion, request that newly appointed assistants report for orientation up to a week prior to the beginning of the quarter.

The assistantship provides a stipend for services as prescribed by the individual school or department and requires a minimum academic course load of 12 graduate credits a quarter. The assistantship usually includes a tuition scholarship for the length of the contract. The stipends vary from academic area to academic area, but generally range from \$6,150 to \$12,000 for three quarters (i.e., from September to June) and \$8,000 to \$15,000 for a 12-month appointment. Contact the individual school or department for details on assistantships and tuition scholarships.

Students who have assistantships generally fulfill academic responsibilities and serve as prescribed by the school or department. There are three types of assistantships: Teaching Assistantships (TA), Graduate Assistantships (GA), and Research Assistantships (RA). Teaching assistants generally have teaching related duties, graduate assistants have administrative and non-teaching duties, and research assistants work on research or creative projects for the school or department.

Some graduate assistants are funded from non-academic department resources. These assistants engage in duties varying from residence hall directorships to service in the library and University administrative offices.

Appointment of graduate resident directors and graduate assistant resident directors are made on the recommendation of the director of residence life and are available to single or married men and women. Compensation includes a furnished apartment and board (when the dining halls are operating) for the appointee (and for his or her family, if applicable) and a stipend of \$9,600 plus a tuition scholarship for graduate resident directors. Graduate assistant resident directors will have the same compensation and a stipend of \$5,600 plus a tuition scholarship. The appointment requires payment of the general fee and technology fee, if applicable, each quarter. The graduate resident director and graduate assistant resident director supervise functions of the residence hall. Apply for these appointments by letter and submission of your vita to the director of residence life.

Some schools or departments offer an alternative form of assistance, the Recruitment Scholarship/Stipend. Recruitment scholarship/stipend consists of a partial tuition scholarship and a stipend of \$600 per quarter. They require six hours of service per week each quarter of the appointment. Together, the scholarship and the stipend cover most of the tuition costs for a quarter.

Students who are awarded a Recruitment scholarship/stipend are required to register for an academic course load of a minimum of 15 graduate credits per quarter.

The graduate appointment will be discontinued if your cumulative and/or term grade-point average as a graduate student at Ohio University falls below 3.0 (on a 4.0 scale). Some schools or departments require a higher average.

The graduate appointment may be discontinued if duties are not performed satisfactorily as defined by the immediate supervisor or department/school.

Graduate students seeking continuation of stipend and scholarship support must follow all departmental policies and procedures pertaining to renewal of that support. Additionally, Graduate Council guidelines state that graduate students holding graduate appointments written for an academic year must receive notice of renewal or nonrenewal of that appointment no later than the end of spring quarter. This provision does not apply to contracts terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required.

Graduate students holding graduate appointments written on a quarterly basis must receive notice of renewal or nonrenewal of contract at least one quarter before the end of that contract period. Graduate students holding spring quarter appointments must be notified no later than the end of the spring quarter of renewal or nonrenewal for fall quarter. This provision does not apply to contracts terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required. Notification of summer quarter appointments can be made as early as practicable.

Ohio University is a signatory to the Council of Graduate School's Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants. Full text of the resolution can be found at <http://www.cgsnet.org/pdf/resolution.pdf>.

Time Limits

Time limits for financial support of graduate students through assistantships and fellowships are determined by the school or department responsible for the individual program. Once a student exceeds 260 subsidy hours, that student no longer qualifies

for a tuition scholarship. Generally, the University will provide stipend support after a student exceeds 260 graduate hours only with the approval of the dean of the college. The 260 hour subsidy limit is defined as graduate course credit taken at Ohio University and credit earned for work performed prior to admission to Ohio University. This constraint does not apply to stipends provided through research grants or other non-university funding sources.

Traineeships and Fellowships

Ohio University has a limited number of named fellowships such as the Hiram Roy Wilson Fellowships in Biological Sciences, Chemistry, and Environmental and Plant Biology. The following fellowships are awarded by the associate provost for graduate studies, with the advice of the Graduate Council: the John Cady Graduate Fellowship, the Donald Clippinger Graduate Fellowship, the Claude Kantner Graduate Fellowship, the Anthony Trisolini Graduate Fellowship, and the Office of Graduate Studies Fellowship. Stocker Fellowships are available in the Russ College of Engineering and Technology. The University also participates in available federal fellowship programs.

The African Studies Program and the Southeast Asia Studies Program at the Center for International Studies offer Foreign Language and Area Studies (FLAS) fellowships to U.S. residents who demonstrate a strong Africa/Southeast Asia career and/or research interest. If the applicant has no previous graduate study, Graduate Record Examination (GRE) scores are required. Interest in applying for FLAS funding should be indicated on the application to the Center for International Studies.

Additional fellowship opportunities may be found at the Graduate Studies Web site: <http://www.ohio.edu/graduate/>

Tuition Scholarships

Full or partial tuition scholarships are available in conjunction with a graduate appointment or fellowship. These are granted on a competitive basis

to incoming graduate students who have maintained high undergraduate averages, or to graduate students who have maintained at least a 3.0 graduate grade-point average. These scholarships require full-time study (12 graduate credits per quarter for RA, TA, or GA; 15 graduate credits per quarter for Recruitment scholarship/stipends, fellowships, or tuition scholarships). Students receiving a tuition scholarship also receive a subsidy toward the general fee. Payment of the remainder of the general fee is the student's responsibility.

Tuition scholarships may be available for the summer quarter to those students who have a scholarship for the spring quarter preceding or the fall quarter following the summer quarter. You must carry an academic course load of 15 graduate hours and pay the general fee for the summer quarter.

The tuition scholarship will be discontinued if your academic average as a graduate student at Ohio University falls below a 3.0 (on a 4.0 scale). Some schools or departments may require a higher average. Tuition scholarships are not available to students who have enrolled in more than 260 hours of graduate-level courses as described in the preceding section.

Office of Student Financial Aid and Scholarships

Financial aid available to graduate students through the Office of Student Financial Aid and Scholarships consists of loan assistance and employment opportunities.

Need-Based Assistance

To apply for need-based aid, complete the Free Application online at <http://www.fafsa.ed.gov/> for Federal Student Aid (FAFSA). You will be notified of your eligibility by the Ohio University Office of Student Financial Aid and Scholarships. The need-based programs available to graduate students are: (1) the William D. Ford Federal Direct Subsidized Loan, (2) the Federal Perkins Loan, and (3) Federal Work-Study (FWS). March 15 is the first-priority deadline date that has been set for consideration for campus-based aid—the Federal Perkins Loan and Federal Work-Study. The Federal Perkins Loan

and Federal Work-Study are awarded differently than the Stafford Loans. The funds are sent directly to Ohio University to be awarded to the most needy students. Ohio University awards the funds directly, and funding for these programs is limited. Late applicants (after March 15) most likely will not receive awards for either the Federal Perkins Loan or Federal Work-Study.

Cost of Attendance

Each year, the Ohio University Board of Trustees determines the fixed costs (tuition and fees, plus an out-of-state surcharge, and room and board rates) for graduate students. Variable costs consist of books and supplies, transportation, personal, and miscellaneous expenses. Variable expenses are estimated and are based on the Consumer Price Index (CPI), and biannual budget surveys. You must provide documentation in writing to the financial aid office for individual consideration. The combined fixed and variable costs make up your total cost (budget) for the academic year.

Determining Eligibility

Graduate students are considered independent. You (and your spouse, if you are married) are expected to assist in financing your educational costs. Your Expected Family Contribution (EFC) is calculated from your previous year's earnings, untaxed income, benefits, and a percentage of personal savings and assets. The following equation is used to determine financial need:

$$\begin{aligned} & \text{Cost of education (budget)} \\ & - \text{Minus expected student contribution} \\ & = \text{Financial need} \end{aligned}$$

Award Package

After the FAFSA results and other documents have been received and reviewed for accuracy (verified if applicable), an award offer is made to all eligible applicants. The award package can be a combination of gift assistance (fellowships, scholarships, graduate teaching/research assistantships, etc.), federal loans, and employment to offset costs. Not all students receive all types of aid, but in general, an attempt is made to balance gift aid (grants and scholarships) with self-help aid (employment and loans)

while working within the limits of available funds and your eligibility. All gift aid received from all other sources must be reported when determining Federal Direct Student Loans eligibility. Applying and having your results at Ohio University before the March 15 priority date makes you likely to receive a more attractive package than those who apply later.

Notification of Aid Offers

All applicants who are eligible for aid will receive notification from the financial aid office. Award notification will be emailed to enrolled students and awards are available online. Certain students will have award letters mailed to permanent or local addresses.

Award Disbursements

Federal aid recipients must be officially enrolled through the Registrar's Office and fulfill all other requirements (verification of the FAFSA data, etc.) before disbursement of aid.

Disbursement of funds will vary depending on the type of financial aid awards you have been offered. The Federal Perkins Loan requires a promissory note to be signed before the funds can be disbursed. Stafford Loans require a completed Electronic Master Promissory Note or online loan confirmation prior to disbursement of funds. Federal Work Study awards are not credited to your account because the award must be earned before being paid. You will receive a FWS payroll check every two weeks for the hours worked and approved by the hiring department for the pay period. Total financial aid credits greater than the University charges will result in a refund being generated in the amount of the excess funds. Refunds will be mailed to your local address or direct deposited to your bank account to assist you in meeting other expenses related to your education. Consult the *Schedule of Classes* for more detailed information concerning actual dates of disbursement for each quarter.

All first-time Stafford Loan borrowers must complete Entrance Loan Counseling prior to loan disbursement. Additionally, Exit Counseling must be completed prior to graduation. These requirements can be met through the

Direct Loan Web site at:
<http://www.dl.ed.gov/>.

Eligibility Requirements

To receive financial aid, graduate students must be enrolled at least half time (minimum of five graduate credit hours) per quarter. In certain circumstances, a student's department may determine that a graduate internship or practicum that is required for a student's degree is the equivalent of being enrolled half time. This definition of half-time enrollment must be used for all students in the same program and must be used for all student financial aid related purposes. A Graduate Internship/Practicum Verification Form must be completed by the department certifying the student's eligibility.

All Title IV federal aid recipients must maintain satisfactory academic progress as defined by the financial aid office and the University.

All federal aid recipients must comply with financial aid office procedures for adjusting overawards if the total federal aid received exceeds the financial need.

Satisfactory Academic Progress 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; (2) maximum time frame during which a degree or certificate must be granted; and (3) minimum 3.0 cumulative g.p.a.

Minimum credit hour standards require you to earn a minimum number of hours based on your enrollment status. As a graduate student, the minimum credit hours required are: full-time=nine credit hours, half-time=five credit hours. Maximum time frame standards (MTF) are determined by your enrollment status. Federal regulations allow a student to be eligible to receive aid up to 150% of the time that it normally would take to complete a degree. For graduate students to remain eligible, they must complete their program by the time their maximum time frame value reaches 9.00 quarters. Once your MTF total reaches 9 quarters, 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. Students enrolled in programs requiring nine quarters of study (i.e. fine arts) should contact the financial aid office. Also, a 3.0 minimum grade point average must be met by the end of the second academic year (spring quarter) of enrollment.

Student Loans

Student loans are playing an increasingly significant role in financing post-secondary education. Because of the favorable terms and conditions of educational loans, you should not be hesitant to borrow as an investment in your future. On the other hand, loans represent debts that must be repaid, and failure to repay can result in substantial penalties. The federal government has expanded the limits on these vital loan programs to assure that students will have access to and a choice among educational institutions. All applicants for student loans must file a FAFSA to determine their eligibility.

The William D. Ford Federal Direct Student Loan is a federal loan for students enrolled at least half time in a degree-granting or certificate program at a participating postsecondary institution. All applicants for the Stafford Loans must file a FAFSA to determine their eligibility.

The Federal Direct Subsidized Student Loan maximum for graduate students is \$8,500 per academic year. To qualify for the Subsidized Stafford Loans, you must demonstrate unmet need after other types of assistance, such as tuition scholarships, fellowships, research and teaching assistantships, and graduate research assistantships, have been considered. Eligibility is determined by the Federal Methodology need analysis on the FAFSA and must not exceed the difference between the cost of education (budget) minus the expected family contribution and other aid estimated to be made available.

The Federal Direct Unsubsidized Student Loan may be available if you do not qualify for the maximum Subsidized Stafford Loans. You are responsible for the interest, and if you

choose not to pay the interest while you attend school it will accrue on the loan principal. Interest rates for Direct Subsidized and Unsubsidized Loans are variable and will not exceed 8.25 percent. The interest rate changes annually on July 1 and is equal to the rate on 91-day Treasury Bills plus 3.1 percent.

Graduate students may be eligible to borrow up to \$10,000 in additional Direct Unsubsidized Loans. All loan proceeds are disbursed in equal installments by term.

Loan repayment may be deferred for certain conditions, and loan consolidation is possible under the Reauthorization Act. If you are a first-time borrower, you will be required to complete Entrance Counseling regarding your rights and responsibilities. You also must complete Exit Counseling once nearing completion of your program or withdrawal from the University.

Ohio University Loans are institutional funds that are made available to students on a temporary basis to provide cash while waiting for disbursement of financial aid or earnings from employment. You must complete a one-page loan application and have it approved before a loan check is issued. If you are in default on previous Ohio University loans or federal loans, you are not eligible to receive a new institutional loan. All borrowers are charged a \$5 processing fee. An interest rate of 9 percent also is charged if your source of repayment is not financial aid. An Ohio University short-term loan must be repaid during the same quarter in which it is borrowed.

Employment Opportunities

Centralized Student Employment Services was established by Ohio University to provide job opportunity information for all students. This service assists in hiring students for part-time jobs, maximizes employment opportunities and job placement, and coordinates student employment policies and procedures.

The financial aid office serves as an employment clearinghouse for job posting and referrals for all hiring departments at Ohio University (Athens campus) and for private (off-campus) employers as well. When new positions

are available or vacancies occur, all employment opportunities for students are posted on a jobs board located in the hallway near the Office of Financial Aid and at <http://www.ohio.edu/financialaid/> under online services.

Graduate Assistance

Recipients of graduate awards in the form of assistantships (Graduate, Research, Teaching), tuition scholarships, and fellowships, will be reported to the financial aid office by the Office of Graduate Studies. All tuition scholarships will be included as part of the aid package when calculating federal need-based aid, if you are eligible. If you receive a loan for summer quarter and later receive a graduate scholarship, you may be considered overawarded according to federal guidelines. To avoid an overaward, notify the financial aid office of all additional resources (current and estimated, when possible) when applying for the FDSL.

Financial Aid Services

Services are available to students on a daily basis between 8:30 a.m. and 4:30 p.m. Summer, winter, and spring break hours may vary slightly. You also may choose to schedule an appointment with your counselor (counselor assignments are made alphabetically by your last name). Emergencies or schedule conflicts may be accommodated as needed. Some of the services provided by the counselor are confirmation of financial aid for preregistration, review of financial need and eligibility, and review of policies and procedures for different financial aid programs.

Federal regulations and institutional policies are subject to change without notice. The financial aid office will attempt to keep you updated through various media on campus, written notices, or e-mail. It is important that you update your permanent and local addresses with the Registrar's Office and read your e-mail regularly to avoid delays that may be costly.

For more detailed information on financial aid programs, contact us: Office of Student Financial Aid and Scholarships, Chubb Hall 020; telephone 740.593.4141 (8:30 a.m.–4:30 p.m.); fax 740.593.4140; e-mail financial.aid@ohio.edu; Web <http://www.ohio.edu/financialaid/>

Academic Policies and Procedures

Standards of Work

Conferral of either a master's or doctoral degree requires at least a B (3.0) grade-point average (g.p.a.). The g.p.a. in formal coursework is computed separately from the average in research, thesis, and dissertation credits to determine eligibility for graduation. A g.p.a. of at least B (3.0) is required in each category. No grade below C (2.0) can be used to satisfy any degree requirement. Departments may establish more rigorous standards.

All graduate students are expected to maintain at least an overall B (3.00) grade-point average on a continuing basis. Should you achieve less than an overall B (3.00) grade-point average, the office of the dean of the college in which you are enrolled will solicit a written statement from your departmental graduate committee to justify your continuation in the program.

Grading Information

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.

Academic work at Ohio University is evaluated on the following grading system: a grade of A equals 4.00; A- equals 3.67; B+ equals 3.33; B equals 3.0; B- equals 2.67; C+ equals 2.33; C equals 2.0; C- equals 1.67; D+ equals 1.33; D equals 1.0; D- equals 0.67; and F equals 0.0.

The basis for determining your scholastic standing is the grade-point average (g.p.a.). This average is determined by dividing the total number of grade points you have

earned by the total number of quarter hours of credit you have attempted. For example, if you have earned a B (3.0) and an A (4.0) in each of two five-hour courses, first calculate the number of grade points by multiplying the number of hours in each course by the point value for that grade ($5 \times 3 = 15$ and $5 \times 4 = 20$). Divide the total number of grade points by the number of hours attempted ($35 \div 10 = 3.5$). Your g.p.a. after completing the two courses would be 3.5. G.P.A. is calculated on all attempts at all courses numbered 500 and higher. This means the original grade in a course that is retaken is not dropped from the accumulative g.p.a.

Your g.p.a. is figured only on credit hours in courses for which you receive either letter grades, an FN (failure, never attended), or an FS (failure, stopped attending). FN and FS have the same value as an F.

The following grades also may be recorded: **Credit (CR)** is usually awarded for satisfactory completion of seminars, research projects, and thesis or dissertation credit. You may receive a grade of **Progress (PR)** in courses that are not yet complete or that extend over more than one quarter. Grades of CR or PR are not used in computing your grade-point average. An **Incomplete (I)** indicates that you have made progress in a course but have not finished the work required to receive a letter grade. These hours are not counted in quarter hours attempted, hours earned, or grade points until a letter grade is reported.

If neither a letter grade nor notification from the instructor for an extension of time is received by the Office of the University Registrar, the I converts to an F letter grade six weeks into the next quarter you are enrolled. Requests from the instructor for an extension of time beyond six weeks cannot exceed the end of the next quarter enrolled. Any remaining Incompletes will be calculated as F in determining your eligibility for graduation.

Determination of appropriate use of letter grades, CR, PR, or I is made by the department and is recorded in the Office of the University Registrar.

A grade of **No Report (NR)** is assigned when: 1) The instructor does not report the grade; 2) The instructor reports the grade too late for processing; or 3) The instructor reports an ineligible grade for the grade eligibility of the course. Check with the instructor; if a grade was submitted, contact the Office of the University Registrar to learn what is necessary to clear up the problem.

WP/WF–Withdrawn Passing/

Withdrawn Failing is given when a course is dropped after the 15th day of the quarter. This grade does not count in the g.p.a.

FN–Failure, Never Attended is given when you do not drop a class for which you are officially registered but did not attend. It counts as an F in your g.p.a.

FS–Failure, Stopped Attending is given when you stop attending but do not officially drop a course for which you registered and attended at least once. In addition, the last date of attendance indicated is recorded on the student's academic record. It counts as an F in your g.p.a.

Removal of FN or FS from the record (treating the course, for tuition and grade purposes, as though it had been dropped by the 15th calendar day of the quarter) requires action by the late course withdrawal review panel.

Graduate level courses (500 and higher) may not be taken with a Pass/Fail grading option.

Master's Degrees

A minimum of 45 graduate credits is required for conferral of the master's degree. You may not have more than 12 credits with a CR grade exclusive of practicum, internship, research, and thesis hours applied to your minimal credit requirements. Additional credits may be required by individual departments. You should develop a program of study approved by your advisor and the departmental graduate committee early in your first graduate quarter to ensure that you satisfy all degree requirements in the most efficient manner possible. Since graduate work implies advanced study and some degree of specialization, a certain amount of undergraduate preparation in the subject or field of study is presupposed before you may undertake graduate study in that subject or field.

In most departments a minimum of 27 undergraduate credits is required in the major area. Refer to the requirements listed by each program. It is your responsibility to ascertain whether a period of residence on the Athens campus is required in your major and to plan a program of study accordingly by consulting with your advisor and departmental graduate committee. A comprehensive examination may be required, the nature and timing of which is determined by the department.

Thesis Requirement

If you are in a thesis program, you will prepare the thesis under the guidance of your thesis director on a subject in the field of your major work (see "Restricted Publications of Theses or Dissertations"). The thesis provides an opportunity for you to formulate and express the results of research and study. You may meet the thesis requirement by presenting the results of a creative activity in literature, music, fine arts, or industrial arts, together with a written essay indicating the purpose, procedure, problems, and bibliography involved in the work. Each department prescribes the specific style manual to be followed by its students. You and your thesis director are responsible for maintaining accepted standards of grammar, sentence structure, punctuation, form, and scholarly style in the thesis. A pamphlet, "Format for

the Presentation of Theses and Dissertations," is available in the college deans' offices. This pamphlet contains regulations regarding type, margins, quality of paper, and other aspects, as well as detailed directions for submitting the finished thesis. If you are writing a thesis, you must obtain from your dean's office the current "Format" and the printed list of quarterly deadlines for graduation.

After the thesis has been approved by your thesis committee, thesis director, and dean, two copies are forwarded to Alden Library. In addition, one copy is retained in your department. The copies are bound and cataloged; one copy is placed in Archives and the other in the stacks. The thesis is considered a public document and made available to the public in the same manner as any other document cataloged within the University library. If you wish, you may submit a copy of the thesis to University Microfilms International for microfilming and entry into electronic databases.

Graduate students completing a thesis have the option of submitting their thesis in an electronic rather than paper copy format. A pamphlet titled "Guidelines for Preparation of Electronic Theses and Dissertations" describes this option. The pamphlet is available in the Office of Graduate Studies (McKee House). Students wishing to explore this option should contact the Office of Graduate Studies. Theses submitted electronically are available through OhioLink. A single paper copy is bound and placed in the library.

Oral Thesis Examination

An oral thesis examination is required of all students in a thesis program. The examining committee is composed of the director of the thesis (as chair) and two or more additional faculty members. You and your thesis director, in consultation with members of the examining committee, set a time and place for the examination. You must present final copies of the thesis to members of your examination committee at least two weeks before the date of your oral examination to allow adequate review of the manuscript. Results of the examination are reported to the Office of Graduate Studies and

the Office of the University Registrar as soon as final approval of the thesis is given.

Nonthesis Option

Several departments have master's degree programs with a nonthesis option. Consult with your advisor and carefully consider your career goals in deciding between a thesis or nonthesis option. Many academic areas regard a nonthesis master's program as a terminal degree program.

Transfer of Credit

A maximum of 12 (quarter) credit hours may be transferred from an accredited university to a Master's degree program of 45 hours at Ohio University. For Master's degree programs longer than 45 hours, no more than 25 percent of the total graded coursework requirements may be transferred to the degree program.

To be eligible for transfer, courses must be designated as graduate credit at the institution where taken; letter graded B or better; earned within the past five years; applicable toward a graduate degree at the institution where taken; and earned in courses taught by members of that institution's graduate faculty. Departments may set more restrictive limits on the number or type of transfer credit accepted.

Credits requested for transfer cannot have been used to satisfy requirements for completion of another degree.

Courses equivalent to those at Ohio University cannot be transferred for credit and also be taken for credit at Ohio University. Credit is not accepted for courses taken by correspondence. Any request for transfer of credit must be recommended by your advisor and departmental graduate committee before final review and acceptance by your dean's office. No letter grades will appear on the transcript for transferred courses, nor will they be calculated in your grade-point average.

Only courses counting toward an Ohio University degree are eligible to appear on the Ohio University transcript as transfer credit.

Time Limit

The maximum time allowed between the date when you first initiate graduate study toward a master's

degree and the date when you complete the requirements for the master's degree is six calendar years. Any master's degree program that requires more than 60 hours may increase the six-year time limit to seven years. Check with the Office of Graduate Studies or your graduate department to verify the time limit for your graduate program. If you do not complete your requirements within the time limit, you may be permitted to continue graduate study only if exceptional circumstances are associated with the delay.

The dean of your college may grant a one-time, one-quarter extension for the quarter immediately following the final quarter in which your degree requirements were to have been complete based on the Time Limit policy as described above. If circumstances require an extension of time beyond the one-quarter dean's extension, you must apply for readmission to the program by completing a new application form and paying the reapplication fee. The graduate committee of the program and the dean of the college must review the readmission application. The criteria for readmission should be the currency of your courses, project, or thesis. The program may require retaking or adding particular courses, updating the project or thesis, taking additional practicum or internship hours, or fulfilling any degree requirements that have been added since the initiation of your program. If readmission is approved, the specifications for readmission must be presented to you in writing, with a copy placed on file in the Office of Graduate Studies.

Second and Dual Master's Degrees

If you wish to earn a second or dual master's degree at Ohio University, you must make formal application for admission to the department in which you are seeking the second or dual master's degree and pay the appropriate application fee. For a second master's degree, you must prepare a program of study for each master's degree by listing the course number, name, and number of credits. You may use no more than three courses or up to a maximum of 15 credit hours from one master's degree program to sat-

isfy degree requirements in a second master's degree program. Each program of study must be signed by the departmental graduate committee in both departments in which master's degrees will be earned. You must then submit the programs of study to the Office of Graduate Studies for final approval. Any admission status given in a second master's degree program must be regarded as provisional until the programs of study are received.

Doctoral Degrees

The doctoral degree is granted on the basis of evidence that you have achieved a high level of scholarship and proficiency in research rather than solely on the basis of successful completion of a prescribed amount of coursework. Your competence and ability to work independently and write creatively are established by qualifying and comprehensive examinations and the quality of a dissertation submitted as an account of your original research.

A minimum of 135 hours beyond the bachelor's degree must be completed for conferral of a doctoral degree.

Program of Study and Advisory Committee

The graduate committee of your department will assign an advisor and an advisory committee who must approve the proposed program of study for the degree. Graduate work completed at another university will be considered by the departmental graduate committee and your advisory committee in the development of your program of study. The guidelines for transfer of credit outlined in the previous section apply, with the exception of the maximum number of hours, which is waived for students pursuing doctoral degrees.

Typically, when the dissertation proposal is nearing approval, the departmental graduate committee will forward to the office of the dean of the college in which you are enrolled a recommendation for appointment of a dean's representative, together with the names of other dissertation committee members and the title of your dissertation. Committee membership

guidelines are set by each college. The committee must consist of at least three members representing the range of content in your program of study, in addition to the representative from the dean's office.

Comprehensive Examination

When coursework is virtually completed, and upon the recommendation of the advisory committee, you take a comprehensive examination to establish your mastery of the fields of specialization and readiness for advanced research. The results of the examination must be reported within one week to the office of the dean of the college in which you are enrolled on a form provided by the dean's office.

A copy of this form should be sent to the Office of Graduate Studies to be included in your academic file.

Scholarly Discipline Requirement

The doctoral degree by definition is research oriented, and each department determines the auxiliary research competencies needed by doctoral candidates. Competence is determined by standards and methods established by the individual department. If you expect to demonstrate proficiency in one of the scholarly disciplines in which examinations are arranged by your dean's office (e.g., statistics, computer science, or foreign language), you must file an appropriate intent form. This form is available from and should be filed with the office of the dean of the college in which you are enrolled. You must be registered for a minimum of two hours in the quarter in which you take the examination.

The French, German, Russian, and Spanish proficiency examinations of the Educational Testing Service are given at Ohio University several times during the year. Information and application forms are available at the Department of Modern Languages, Gordy Hall 283.

Academic Residency Requirement

Normally, at least three academic quarters of the doctoral program are in continuous residence on the Athens campus in an institutional full-time status (registration for 9 graduate credits). If you receive Ohio University stipend support, you are considered to have instructional full-time status

by registering for a minimum of 12 graduate credits for an assistantship, or a minimum of 15 graduate credits for Recruitment scholarship/stipend, fellowship, or tuition scholarship only.

The continuous residence requirement applies to the period of graduate study following the completion of the master's degree or the completion of at least 45 graduate credits.

Admission to Candidacy

Admission to candidacy is achieved after you have completed the following steps: (1) formation of the dissertation committee (including the dean's representative), which may be the same as your advisory committee; (2) approval of the research proposal by this committee; (3) successful completion of the comprehensive examination; and (4) satisfaction of all required scholarly disciplines.

Doctoral committee membership is determined by college policy. Check with the dean's office for specific information.

Forms indicating completion of the above steps are available from and filed in the office of the dean of the college in which you are enrolled. You are not permitted to schedule the oral examination of the dissertation until you have met all requirements for admission to candidacy.

A copy of your admission-to-candidacy letter should be sent to the Office of Graduate Studies for inclusion in your official file.

Dissertation

A dissertation, the scholarly account of research in the new area of knowledge, is submitted by each candidate (see "Restricted Publications of Theses or Dissertations"). Each department prescribes the specific style manual to be followed by its students. A pamphlet, "Format for the Presentation of Theses and Dissertations," is available in the deans' offices. This pamphlet contains regulations regarding type, margins, quality of paper, abstract, and other aspects, as well as detailed directions for submitting the finished dissertation to the office of the dean of the college in which you are enrolled. You must obtain from your dean's office

the current "Format" and the list of quarterly deadlines for graduation.

After the dissertation has been approved by your dissertation committee, dissertation director, and dean, two copies are forwarded to Alden Library. In addition, one copy is retained in your department, and another is submitted to University Microfilms International for microfilming and entry into *Dissertation Abstracts International*. Upon the return of the copy from University Microfilms International, both copies are bound and cataloged; one copy is placed in Archives and the other in the stacks. The dissertation is considered a public document and made available to the public in the same manner as any other document cataloged within the University library.

A copy of the dissertation abstract should be sent to the Office of Graduate Studies for inclusion in your official file.

Doctoral students have the option of submitting their dissertation in an electronic rather than paper copy format. A pamphlet titled "Guidelines for Preparation of Electronic Theses and Dissertations" describes this option. The pamphlet is available in the Office of Graduate Studies (McKee House). Students wishing to explore this option should contact the Office of Graduate Studies. Dissertations submitted electronically are available through OhioLink. A single paper copy is bound and placed in the library.

Copyright

Dissertations can be copyrighted at the time the manuscripts are sent to University Microfilms International. Arrangements can be made through the library for this service. Under current copyright procedures, microfilming by University Microfilms International constitutes publication. You may lose the ability to obtain a copyright if your dissertation is not copyrighted at the time of submission to your dean's office. For further information, contact the University Libraries administrative office in Alden Library 512.

Oral Dissertation Examination

An oral dissertation examination is required of all doctoral candidates. The examining committee is composed

of your entire dissertation committee (including the representative of the dean of the college in which you are enrolled) unless otherwise specified by the associate provost for graduate studies. You must present final copies of the dissertation to members of the examining committee at least two weeks before the date of your oral examination to allow adequate time for review. The final arrangements for the examination must be completed through the office of the dean of the college in which you are enrolled at least 10 days prior to the examination. Details of the examination, including time and place, are sent by the dean's office to you and the examiners.

The Office of Graduate Studies should be notified of the date that you passed the oral examination for inclusion in your official file.

Time Limit

You must complete the doctoral program of study within seven calendar years of the date of its initiation as determined by the department and recorded in the Office of Graduate Studies.

If you do not complete requirements for the degree within the given period, you may be permitted to continue in graduate study only if exceptional circumstances are associated with the delay in progress.

The dean of your college may grant a one-time, one-quarter extension for the quarter immediately following the final quarter in which your degree requirements were to have been completed. If circumstances require an extension beyond the one-quarter dean's extension, you must apply for readmission to the program. The application for readmission must be reviewed by the graduate committee of the program and the dean of the college. Criteria for readmission should be the currency of your (1) knowledge of the required work, (2) research literature, and (3) research methods and techniques. The program may require additional coursework, retaking the oral/written comprehensive examination, changing or updating the dissertation, or fulfilling any degree requirements that have been added

since the initiation of your program. If you are approved for readmission, the specifications for readmission must be presented to you in writing with a copy placed on file in the Office of Graduate Studies.

Restricted Publication of Theses or Dissertations

The University does not accept theses or dissertations containing material developed as part of a research project if the thesis or dissertation is restricted from publication. Publication, for this purpose, includes the cataloging and placement of the approved manuscript in the Ohio University Libraries and, for dissertations, microfilming by University Microfilms International. (University Microfilms International does allow authors to restrict the distribution of dissertations and theses.)

Upon written request to your dean's office, you may delay publication up to a maximum of 12 months if, in the judgment of the office, the data upon which your thesis or dissertation is based are proprietary and not available in the public domain. You must submit the request for delay with the formal approval of your advisor at least one academic quarter before the normal date of publication of the thesis or dissertation.

A thesis or dissertation completed at Ohio University is withheld from the public only if it has been approved for delayed publication following the procedures outlined above or if a question of plagiarism, libelous or abusive statements, or falsification or misrepresentation of data is raised, in which case the manuscript is withheld until the issue has been resolved.

For further information, consult Ohio University Policy and Procedure #19.051.

Students submitting theses or dissertations electronically may restrict electronic access to the documents for up to five years. This provision is made available to ensure individuals the opportunity to publish the thesis or dissertation work. For additional information about this option, students should contact the Office of Graduate Studies.

Registration

Details concerning registration procedures are given in each quarter's *Schedule of Classes*, which is available approximately two weeks before the beginning of priority registration each quarter on the Registrar's Web site at <http://www.ohio.edu/registrar/> or you may pick up a printed copy at the Office of the University Registrar (Chubb Hall).

If you are a graduate student with admission status who has not registered for a quarter or more (except summer), you need to obtain a new registration access code (RAC), following the procedure detailed in the quarterly *Schedule of Classes*. Former students whose admission status has expired through time limits must apply for a time extension, or reapply for admission. Students whose admission status has expired due to graduation must apply to a new degree or non-degree program.

You must be registered at the graduate level in any quarter in which you receive any service from the University or use its facilities. You must also be registered in the quarter in which you will graduate. Master's students must be registered for at least one graduate credit hour, and doctoral students for at least two. Any exceptions to registration hour requirements must be approved by the office of the dean of the college in which you are enrolled.

If you are currently attending the University, you may register for a subsequent quarter.

Identification Card

When you register, you will be given information about obtaining an identification card, issued by Communication Network Services (CNS). This card, which is automatically validated when you register, gives you access to campus services including the meal plan, 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.

CNS charges a card replacement fee under these circumstances:

1 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.)

2 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://technology.ohio.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
- Network 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.

Full-Time Status

A graduate student enrolling for nine or more credits is assessed full-time fees. Students with graduate contracts are required to register for a minimum of 12 or 15 graduate hours, as described elsewhere in this catalog.

Veterans Educational Benefits

To receive full veterans benefits, you must register for at least nine quarter hours of graduate work. For more information about veterans benefits, contact the Veterans Coordinator, Registrar Staff Offices, Chubb Hall 108, 740.593.4186.

Auditing

To audit a course, follow the registration procedures outlined in the quarterly *Schedule of Classes*. The academic fees for auditing a course are the same as the fees for taking a course for credit. Since auditing is a grading option, you can change from audit to credit or credit to audit only by dropping the course and re-adding it with the correct grading option. You can make this change only during the first 15 calendar days of the quarter or the active registration period for the appropriate summer session. Refer to the *Schedule of Classes* for specific dates.

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

Courses taken for audit do not fulfill registration requirements for graduate appointments.

Cancellation of Registration

Your advisor or graduate chair, with the approval of the dean, may request that Graduate Studies cancel your registration because of poor academic performance, failure to meet course prerequisites, falsified signatures, failure to provide final transcripts, or other violations of University policy.

Change Procedures

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 Office of the University 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), 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), 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 Office of Graduate Studies can help you present an appeal to the [review panel](#).

*NOTE: This policy is to be implemented for degree-seeking graduate students in the following way: during the time between registration and the end of the fifth week, you must inform your instructor and department graduate committee chair of your intent to drop a course. After the fifth week of the quarter and before the last class day of the quarter, you may petition your department graduate committee chair in writing to request a drop under special circumstances. If the department graduate committee chair approves the request, a copy of the special petition will go to the dean of your college for approval. Poor academic performance is not sufficient grounds for dropping a course. Graduate students who are not formally part of a graduate program are covered by the drop policy as it applies to undergraduates.

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.

You may not be reinstated until the Office of Graduate Studies has received written clearance from the Student Health Service.

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 outpatient 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.

Change in Program Requirements

As a degree candidate, you must either (a) meet the requirements set forth in the *Graduate Catalog* at the time of your initial registration in a graduate degree program, or (b) should you choose to follow the requirements of a later catalog, meet those requirements in their entirety. In the event of program changes, departments are expected to make appropriate adjustments to allow you to fulfill the requirements of the initial program of study. If an extension of time beyond one quarter is granted, you are generally expected to meet all requirements of the program at the time of the extension request. Requests for such extensions must incorporate a detailed explanation of the means employed to meet modifications in requirements enacted since your entry. This information is considered by the graduate committee and the dean of the college as part of the approval process. (This paragraph does not apply to students in the College of Osteopathic Medicine.)

Change of 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 "Update My Address" (Oak ID and password are required to use this service). In addition, you may also update this information by e-mailing address@ohio.edu (be sure to include your Person 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.

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 listed in the quarterly *Schedule of Classes*.

Leave of Absence Policy

Students enrolled in a degree program who do not expect to make progress toward their degree for a period of time due to personal, medical, or professional reasons may request a leave of absence from a degree program. Students on an approved leave of absence may not make significant use of university resources and services or engage in significant consultation with the faculty.

To request a leave of absence, a student shall submit to the departmental graduate chair or director of graduate studies a written request stating the reason for the leave and expected duration of the leave. All foreseeable leaves of absence must be requested prior to leaving the campus. Each program or department will establish a process for reviewing and approving leaves of absence requests. Departments should also have in place

a plan to address any incompletes at the time leave is undertaken. Approved leaves will be documented for the student in writing, with a copy forwarded to the college office and the Office of Graduate Studies for recording in the student's file.

It is the responsibility of the student to resolve all issues pertaining to financial support, federal financial aid, and any outstanding debt to the University prior to a leave of absence. Prior to the completion of the leave of absence, the student must notify the departmental graduate chair or director of graduate studies so that the reentry process can be initiated.

To be eligible for a leave of absence, a graduate student must not have received an extension of the time limit for the degree. A leave of absence will not extend the time limit for completion of a degree (six calendar years for master's degrees of less than 60 hours; seven calendar years for master's degrees of 60 or more hours and doctoral degrees).

A student who does not return and register in the degree program at the conclusion of an approved leave of absence is considered dropped from the program.

International students in F-1 or J-1 nonimmigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before retraining to campus to ensure compliance with current SEVIS regulations and visa restrictions.

Requesting a leave of absence will ensure that your academic program is aware of your plans, and will assist in ensuring that loose ends which could pose future problems are taken care of. It also provides confirmation for third parties of your status as a student on an approved leave.

Withdrawal from the University

Apply for withdrawal on a withdrawal form obtained from the Office of Graduate Studies. When the request for withdrawal has been approved by the associate provost for graduate studies,

the order is referred to the Office of the University Registrar, which grants an official withdrawal after it has been determined that all obligations to the University have been met. A refund of registration fees is made according to regulations. Refer to the current Schedule of Classes for timelines and a full description of the Refund of Registration Fee Policy.

If you withdraw after the 15th calendar day of any quarter, you will receive a WP/WF grade in each course. If you fail to complete the work of a course and do not complete an authorized withdrawal, you will have an F reported for the course.

If you have withdrawn from the University for medical reasons, you may not be reinstated until the Office of Graduate Studies has received a written clearance from the Student Health Service.

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.cfm>, phone the Registrar's Office, 740.593.4206, or send e-mail to 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.cfm> 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.

Academic Misconduct

All forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to dishonesty in assignments or examinations (cheating); presenting the ideas or the writing of someone else as your own (plagiarism); or knowingly 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 knowledge and consent of your professors; or submitting 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 by the Office of University Judiciaries—will be taken against you.

In cases of academic misconduct, a faculty member has the authority to grant 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, 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, Beckley Building, Suite D, telephone 740.593.2629.

Intellectual Property Policy

The University intellectual property policy is defined by Ohio University Policy and Procedure 17.001. In accordance with state law (Section 3345.44, Ohio Revised Code), patentable inventions created by Ohio University faculty, staff, and students are the property of the University if the work was supported by University funds or performed in University-controlled facilities. Computer software and databases are the property of the University if created as part of University-assigned duties. The policy provides for a generous sharing of any royalties among the inventors and the relevant University units, departments, and colleges. Students are encouraged to read the complete policy and procedures on the Web—at <http://www.ohio.edu/policy/17-001.html>—or contact the Technology Transfer Office, 20 E. Circle Drive, Suite 190, telephone 740.593.1818.

Research Using Human Subjects

The investigator in any research involving human subjects at Ohio University is expected to conduct any and all such experiments in compliance with Ohio University Policy and Procedure 19.052.

In summary, this policy applies to research investigations involving human subjects conducted by faculty, staff, or students at or under the auspices of Ohio University. Studies that require review include everything from clinical trials to surveys, interviews, and observation.

The purpose of the policy is to protect the rights and personal privacy of individuals, to assure a favorable climate for the conduct of scientific inquiry, and to protect the interests of Ohio University. Ohio University's policy on research involving human subjects is in compliance with the requirements set forth in the National Research Act (P.L. 93-348) and the regulations on public welfare set forth in Part 46 of Title 45 of the Code of Federal Regulations (45 CFR 46).

For details concerning the scope and purpose of this policy and for infor-

mation concerning procedures, see the *Ohio University Policy and Procedures Manual* or contact the Office of Research and Sponsored Programs.

Graduation and Annual Commencement Exercise

You must apply for graduation through the Registrar's Office and pay the graduation fee by the date indicated in the University calendar. You may apply online at <http://www.ohio.edu/registrar/>. If you fail to meet graduation requirements in that quarter, you must reapply for graduation and pay the graduation reapplication fee by the date indicated in the University calendar for the quarter in which you will meet graduation requirements. Questions about applying for graduation may be sent to graduation@ohio.edu. You must submit all work to be applied toward meeting degree requirements no later than the last day of classes of the quarter in which you expect to graduate. Additional deadlines to be met by students writing theses or dissertations are available in the office of the dean of the college in which you are enrolled.

The annual commencement is held at the close of spring quarter in June. Master's and doctoral degree recipients from the preceding winter, fall, and summer quarters are invited to attend, along with spring quarter candidates. Doctoral candidates must be approved for graduation by their college dean before they may participate.

Academic attire with appropriate hoods is worn by candidates at the commencement exercises. Make arrangements for purchasing academic attire through the Office of University Events.

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.

Services for Students

Office of Graduate Studies

The Office of Graduate Studies assists students with the University processes of admission, registration, and graduate appointment contracts, and electronic theses and dissertations, and is a source of information on matters affecting graduate students. Personnel in this office are available for consultation and assistance on matters of interest to graduate students. All official graduate files are kept in this office.

Career Services

The Office of Career Services offers assistance in making career decisions, exploring career options, and conducting effective job searches. Services include:

Individual advising on career decision-making and job search strategies;

Seminars on career decision making, résumé preparation, interview techniques, and other career-related topics;

A Mock Interview Program that allows you to practice and improve your interview performance;

Career fairs that bring a wide variety of employers to campus to discuss career and job opportunities;

A Career Resource Center containing a wealth of career information: career guides, employer directories, graduate school guides, admissions test bulletins, summer job and internship listings, employer literature, and professional job vacancies.

In addition to the above services, which are free to all students, the office also offers the Online Job Search Program for students who will graduate in the current academic year. This program consists of three special services: computerized résumé referrals, Bobcat 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 submitting required materials.

The Career Services Web site—<http://www.ohio.edu/careers/>—can provide general career information and

connect you with a range of other job-hunting resources on the Internet.

You are encouraged to contact Career Services, Lindley Hall 185, telephone 740.593.2909, for assistance in all career-related matters.

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.

Counseling and Psychological Services

Counseling and Psychological services are available to graduate and undergraduate students on an individual and group basis for educational, career, and personal adjustment concerns. Confidential consultations are provided by a staff of counselors, psychologists, and trainees.

If you are facing personal problems of any kind (emotional, social, marital, substance abuse, stress, etc.), you can receive help in understanding and resolving those difficulties. Workshops on a variety of topics, designed to support the educational, social, and personal growth of students, are frequently offered. If you are concerned about a friend or family member, you can consult with a mental health professional about your worries.

If you are having academic difficulties, you can receive help in understanding and resolving your concerns so that you can 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 you can identify more appropriate and satisfying directions.

To make an appointment, contact the receptionist on the third floor of Hudson Health Center or call 740.593.1616 between 8 a.m. and noon or 1 p.m. and 5 p.m. Monday through Friday.

Cultural Events and Entertainment

University students have the opportunity to see theatrical productions produced by the Ohio University School of Theater during the academic year. In addition, the Ohio Valley Summer Theater stages two productions during the summer.

The School of Music offers recitals and concerts by students, faculty, and visiting artists, and the School of Music Opera Workshop produces an annual opera.

The Performing Arts Series comprises 10 to 14 national and international programs that include symphony orchestras, Broadway theater, dance, recitalists, choral, and ethnic programs.

A variety of art exhibitions are available in the University's Kennedy Museum of American Art. Additional exhibitions, including work by the School of Art faculty and students, are displayed in the Seigfred Hall and Trisolini Galleries.

Pop concerts by contemporary entertainers are sponsored by student organizations on campus. First-run movies, foreign films, experimental movies, and classic films are shown throughout the year.

The University invites distinguished speakers and artists to appear in recital or to lecture informally on campus through the Schools of Theater, Music, and Dance; the Kennedy Lecture Series, Frontiers in Science Lecture Series, and Student Lectures.

The University's public radio stations, WOUB-AM and -FM, and public television station, WOUB-TV, provide entertaining and educational programming for the University and community.

Disability Services

The Office for Institutional Equity is committed to assuring equality of opportunity and full participation at Ohio University for persons with disabilities. 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/>

Graduate Council

The Graduate Council reviews, coordinates, and serves as an advocate for graduate education at Ohio University. The council has both advisory and policy-recommending responsibilities for graduate education. The council initiates, reviews, and recommends University-wide policy and new directions for graduate education.

The Graduate Council recommends to the University Curriculum Council the initiation, implementation, and elimination of graduate programs and degrees at Ohio University. Other recommendations by the council go through the provost to the president for final approval.

Graduate Council selects the annual finalists for the Named Graduate Fellowships, and reviews and nominates graduate students for selected regional and national competitions.

The composition of the Graduate Council represents both departments that grant doctoral degrees and those offering only master's degrees.

Graduate Student Senate

The Graduate Student Senate is composed of student representatives from each graduate academic department. It represents the graduate student body in the University community and provides a forum in which graduate students can discuss issues related to their concerns about both academic and nonacademic aspects of the community.

The Graduate Student Senate is recognized by the University as the representative graduate student organization, and is therefore responsible for recommending graduate students for positions on University standing committees. The senate also awards the Outstanding Graduate Faculty Award, the Outstanding Graduate Student Award, and the Graduate Student Senate John Houk Memorial Research Grants for graduate student research. Other Graduate Student Senate activities include workshops on such topics as grant writing and library resource system identification and use, and yearly research activities on the quality of graduate life and education.

The Graduate Student Senate meets on a regular basis. All meetings are announced and open to the public.

For more information or a copy of the Graduate Student Senate constitution, contact the president of Graduate Student Senate, Ohio University, Athens OH 45701-2979, telephone 740.593.1899. The Web address is <http://www.ohio.edu/~gsl/>

Health Service

The Student Health Service is located in Hudson Health Center on the North Green. As an enrolled student, you have access to medical care in the ambulatory care clinic on a walk-in basis Monday through Friday. Your eligibility for services does not depend on purchasing student health insurance.

Serving you in the outpatient clinic are a pharmacy, a medical laboratory, x-ray facilities, and a physical therapy department. The staff includes physicians, registered nurses, physical therapists, pharmacists, and registered

laboratory and x-ray technicians. A medical record is maintained.

If you are an international student, you 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. Check the current *Schedule of Classes* for time and place.

Health Insurance

Ohio University requires students to maintain a health insurance plan. Domestic students taking seven or more hours and international students taking one or more hours will automatically be billed for insurance. The major medical plan offered by the University is designed to supplement the care provided by the Student Health Service. Graduate students participating in an internship or co-op program, or completing a master's thesis or doctoral dissertation, may also be eligible.

The plan, subject to the benefits and exclusions of the policy, 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, the policy includes repatriation, medical evacuation, and accidental death benefits.

If you are married or a single parent, you may purchase the University accident and sickness plan for your spouse and dependent children. For more information regarding student insurance, you can call the Student Health Service at 740.597.1816.

Information Center

A complete information service in the lobby of Baker University Center answers questions regarding University services, programs, campus events, and facilities. For information, call 740.593.4000.

The Information Center has Ohio University brochures, the *Campus Directory*, academic and social calendars, and researches questions

when information is not immediately available. In addition, it provides check cashing services.

For University personnel and student telephone numbers during the day, call the switchboard 740.593.1000.

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, national origin, sexual orientation, gender, status as a disabled veteran or veteran of the Vietnam era, or disability. Also, there shall be no discrimination because of age except in compliance with age requirements of retirement plans or state and federal laws and guidelines.

Furthermore, the University conducts a vigorous affirmative action program in order to promote equal employment opportunities and to ensure nondiscrimination in all educational programs and activities.

It is a goal of Ohio University to increase the representation of underrepresented students in all of its graduate programs, and to that end, specific efforts are being made by individual academic departments to recruit minority graduate students. Special opportunities for minority and/or female students have been created through grant funds in several areas, including telecommunications, osteopathic medicine, electrical engineering, psychology, and health careers.

For more information about special opportunities, contact the graduate chair in the specific department or the dean's office in the appropriate college.

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, disability, religion, 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.

International Students

Information on graduate admission is available from the Office of Graduate Student Services, McKee House.

Financial Aid

Assistantships are available from academic departments. Students should contact departments directly. 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 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 this 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.

Libraries

The University Libraries support research, teaching, and learning at Ohio University, providing print and electronic collections, and serving as an information resource center for students and faculty. The Vernon Roger Alden Library, located on the College Green, is the central library facility on the Athens campus.

Staff. The Alden Library staff consists of 102 trained and experienced individuals, most of whom are assigned to providing assistance and consultation to library users in person and online. Librarians utilize two computer labs in Alden Library for a variety of orientation and instructional programs to help students understand the variety of information resources available from the Libraries.

Collections. The Libraries' collections include more than 2 million printed volumes, over 12,000 e-books, and subscriptions to about 28,000 journals and magazines, including 6,000 in electronic format. In addition, the collections of maps, microforms, photographs, videos, CDs, and other non-print items number nearly 3 million.

Services. The Libraries' participation in OhioLINK, the online network of 84 academic libraries in Ohio, provides convenient requesting and quick delivery of library materials statewide. Through OCLC, an international network, and other national and global agreements, materials in more distant research collections are readily available to University students and faculty for research and study. Document delivery and current awareness services are also available to assist in study and research.

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 intersession, the Learning Commons is open 24 hours Sunday through Thursday and until midnight on Fridays and Saturdays.

The Library also houses Archives and Special Collections, Center for International Collections, Fine Arts Library, Government Documents, Health Sciences Library, and the Media Library. The Music/Dance Library, and integral component of University Libraries, is housed in Glidden Hall (The School of Music and a periodical reading room for the Department of Mathematics is maintained in Morton Hall. Lesser-used library material is stored off-site at the Southeast Ohio Regional Library Depository (Alden Library Annex), which delivers requested material to Alden Library twice daily. Each of the Ohio University regional campuses also has a library.

Instructional Media and Technology Services (IMTS)

IMTS, located on the second floor of the library, provides audiovisual equipment and services to the entire University community. IMTS lends more than 14,000 instructional video and DVD titles. Graphic production services, including research poster displays, digital AV and Web materials, 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/>

Motor Vehicles/Registration

Parking 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. Parking services also handles distribution of garage permit sales, as well.

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 740.597.1909.

University Ombuds

The Ombuds serves as an advocate for fairness while assisting students and other members of the University community in resolving problems. The Ombuds works as a change agent when issues or concerns repeatedly emerge, and serves as a resource on University policies and procedures.

Further duties include assisting individuals in accomplishing the expeditious settlement of their problems: intervening in the bureaucratic process on behalf of individuals when that process unnecessarily or unfairly impinges upon them, and using broad investigatory powers through direct and ready access to all University officials of instruction and administration. Complaints and grievances brought to the office are handled with confidentiality. Finally, the Ombuds reports valid complaints directly to the president when no remedy has been found elsewhere in the University.

The University Ombuds Office is located at Crewson House 200, telephone 740.593.2627.

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 during 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.

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 multi-purpose 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/>.

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 8 a.m. to 5 p.m. Monday–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.

Research Compliance

The office helps faculty, staff, and students conduct responsible research in today's regulatory environment. Research Compliance is the central point of contact for researchers seeking assistance with research regulation issues. All human subjects research must receive approval or a signed letter of exemption prior to initiation of work. The Institutional Review Board (IRB) approves human subjects research. All use of live, vertebrate animals in research and teaching must receive approval from the Institutional Animal Care and Use Committee (IACUC) prior to initiation of work. The office provides training opportunities on research compliance topics.

Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) assists faculty, staff and students in interpreting guidelines, preparing proposals, negotiating terms and conditions, and obtaining awards for external support of research, scholarship, creative activities, theses, dissertations, fellowships, and other projects. ORSP provides online subscriptions to funding source databases. Access is available to all members of the University community. ORSP can facilitate electronic proposal submission. Graduate students may be appointed to externally-supported faculty-directed projects as Graduate Research Assistants and when eligible receive a stipend and tuition scholarship.

Residence Services

Residence Hall Residence Services

Many graduate students find on-campus living to be a convenient and comfortable option. Residence hall options for graduate students include buildings designated for graduate students and students over 21 years of age; air conditioned facilities; and facilities with in-room computers and printers. Predominant room styles include doubles and singles, and there

are a few triples and quads. Most residence hall space designated for graduate students is on South Green.

Residence hall housing is secured by returning the housing acceptance agreement to Ohio University Residence Services. Priority for residence hall assignments is established by the date the agreement is returned. Assignments are made in the order the agreements are received; those received earlier are assigned first.

The Residence Services agreement is binding for the entire academic year (fall, winter, and spring quarters), unless you graduate or otherwise leave the University. Once the academic year begins, it is highly unlikely that a continuing student will be released from the contractual obligation that is assumed when the agreement is returned.

Dining Services

Five basic meal plans are offered to help meet a variety of needs. You do not have to live on campus to participate in one of the meal plans, but may purchase any of the plans as an off-campus student. The 10-meal plan is the least expensive and is for light eaters or those who anticipate eating most of their meals off campus. The 14-meal plan allows you to select any 14 meals during a seven-day period and is a good choice if you tend to spend your weekends away from campus or prefer two meals a day. The 20-meal plan allows you to eat all meals served during a seven-day period. The most economical of the meal plans, it is preferred by those who eat almost exclusively on campus, athletes, and hearty eaters. The Super 20 is for those who want 20 meals a week and don't want to forfeit the value of a meal that they may miss or skip. Both the Super 20 and Super 14 allow you to use missed meal credits, either by taking a friend to the dining hall or by getting items from one of the snack bars, convenience, or walk-up window. This plan may be shared with another student. For the 10-, 14- and 20-meal plans, weekly missed meals are forfeited; the plans are not transferable. All University food service contracts are binding for the entire academic year for on-campus students. Off-campus

students may purchase a quarterly meal plan contract.

University Apartments

Ohio University apartments are rented primarily to married students, students with children, and single graduate students. The Wolfe Street Apartments are located on the southeast corner of the main campus, near the Ping Recreation Center. Fifty units are available in a two-story brick building: 38 one-bedroom units, 8 bedroom/nurseries, and 4 efficiencies. Outdoor parking facilities, coin-operated laundries, and a fenced playground are located in the complex.

Wolfe Street apartments are furnished. Furnishings in the apartments do not include linens, bedding, dishes, lamps, or rugs. All apartments are equipped with an electric range, refrigerator, and miniblinds. All utilities are included in the monthly rent, including monthly television cable service and ethernet access. A telephone outlet is provided in each unit. Tenants are responsible for paying for phone service. Air conditioners are permitted with an additional installation and electricity surcharge fee providing that there is sufficient electrical capacity. All guidelines established by the University regarding air conditioner usage must be followed.

Interim Housing

The University tries to provide graduate students with housing at a nominal cost during the breaks between the fall and winter quarters and the winter and spring quarters, when residence halls are closed. Interim housing will likely involve a temporary change of residence.

For a period of about 40 days—from Thanksgiving through New Year's Day—Ohio University is not in session. You should plan to have sufficient funds to cover living expenses for this period. Dining Service is not available on campus during this time.

If you have questions about the residence halls or want information concerning University apartments, contact Residence Service, Chubb Hall 60, Athens OH 45701, telephone 740.593.4090, e-mail housing@ohio.edu, <http://www.ohio.edu/housing/>