

Declaring / Changing Your Major

2010-2011 Transfer Requirements for OHIO Colleges

Transfer requirements are subject to change. Contact the appropriate college or school office for the most up-to-date information.

If your major program is listed as undecided and you wish to declare a major, or if you would like to change your major, you will need to visit the college in which the major is offered to see if you meet entry requirements.

College of Arts and Sciences – 1st floor, Wilson Hall, 740-593-2845, <http://www.cas.ohiou.edu/>

Students interested in entering the College of Arts and Sciences must have a 2.00 cumulative GPA and may apply during the first two weeks of each quarter. To enter the Social Work major, students must enter the college as pre-majors and successfully complete prerequisite courses. Students with 45 or more hours may not transfer in as undeclared or “undecided.” *k.d._10*

College of Business – Copeland Hall 214, 740-593-2000, <http://www.cob.ohiou.edu/>

Students earning a **Bachelor of Business Administration** (BBA) degree include the following majors: Accounting, Business Economics, Business Prelaw, Finance, General Business, International Business, Management and Strategic leadership, Management Information Systems, Marketing, and Undecided Business.

The College of Business allows a limited number of students from other Ohio University academic colleges to apply for transfer into the College of Business for the purpose of earning a BBA. The College of Business reserves the right to limit transfer admission as necessary. There are two conditions under which students may transfer into the College of Business for the BBA majors above:

- 1) Your cumulative GPA is no less than 3.0 and you have successfully completed ECON 103, ECON 104, MATH 163A, and ENG 151 or 151A and any two courses from any combination of the following areas: PSY (except not 120 or 221), HIST, SOC, PHIL, POLS. International students must submit documentation that confirms they have achieved a paper-based TOEFL score of at least 550 or an internet-based TOEFL of at least 79. NOTE: All of the above classes except the math and economics classes must have been completed at either Ohio University or another college or university at which English is the language of instruction.
- 2) Your cumulative GPA is no less than 2.75, and you have a 3.0 or higher average in ECON 103, ECON 104, MATH 163A, and ENG 151 or 151A and any two courses from any combination of the following areas: PSY (except not 120 or 221), HIST, SOC, PHIL, POLS. International students must submit documentation that confirms they have achieved a paper-based TOEFL score of at least 550 or an internet-based TOEFL of at least 79. NOTE: All of the above classes except the math and economics classes must have been completed at either Ohio University or another college or university at which English is the language of instruction.

First year students may apply only during the month of May. On-line applications for freshmen are available during May at <http://www.cob.ohiou.edu/transferapplication>. The College of Business admissions committee reviews applications after grades are available at the close of spring quarter. All applicants will be notified of the final transfer decision by mail around July 15. The CoB reserves the right to limit transfer admission as necessary.

Sophomores and juniors may apply any quarter and may pick up a transfer application at 214 Copeland Hall any time during the quarter in which they are completing the six prerequisite courses above. Sophomores and juniors do not use the online application process; instead, they should pick up a transfer application. Final transfer decisions will be made each quarter ASAP after grades are available for that quarter. The CoB reserves the right to limit transfer admission as necessary.

Residency Requirement: You must be enrolled in the college before your senior year to allow for the CoB 48-hour residency requirement. You must earn at least 50 percent of the business credit hours required for the business degree at Ohio University. A one-credit course, BA 497, *“Introduction to the CoB for Transfer Students,”* is required for all transfer students as a substitute for BA 100A and BA 100B. The course must be taken in the student’s first quarter of CoB enrollment. It is a seminar course in which all instruction is given in one day with several assignments due by the end of the quarter. *m.b._10*

Students majoring in **Sport Management** earn a **Bachelor of Science in Sport Sciences** (B.S.Sp.S.). Students interested in the Sport Management program will enter Ohio University with a pre-major code of ND8840 (Pre-Sport Management).

To be admitted into the major, the students must apply and be accepted after successful completion of the following admission requirements: 1) “C” or better grade in ACCT 101, ECON 103, MATH 163A, SASM 201 and SASM 225; 2) ENG 151 or 151A; 3) COMS 101 or 103; 4) Cumulative GPA of at least 2.5.

Upon successful completion of the above requirements, to seek admission to the major, the Sport Management Program Application form is available from your faculty advisor. The completed form and a current DARS report must be submitted to the Chair of the Department of Sports Administration by the end of the **second week** of the quarter following completion of the admission requirements. *m.l._10*

College of Communication – RTVC Building 497, 740-593-4168, <http://www.scrippscollege.ohio.edu/>

All students wishing to transfer into a school in the college must meet the minimum standards indicated by the individual school. Completion of those requirements does not guarantee acceptance into one of the programs; students are admitted on a space available basis, up to the school's enrollment ceiling. A "C" or better is required in the core classes for each school (see *Undergraduate Catalog* for list). *e.d._10*

Admission requirements for each school are as follows:

- a. **J. Warren McClure School of Information and Telecommunication Systems:** Philip Campbell, Lindley Hall 282, 593-4907. Students must have a 2.5 cumulative GPA or higher. Students must meet with the school's director or associate director and fill out a form. *p.c._10*
- b. **School of Communication Studies:** Jerry Miller, Lasher Hall 202 (schedule appointment through staff assistant by telephoning 740-593-4842). It is strongly recommended that students review the school website (www.coms.ohiou.edu/undergraduate-program) and print a "What If" DARS. If there are unanswered questions, then schedule an appointment to meet with Dr. Miller. Students must have a 2.75 accumulative GPA or higher. First-year students may apply between Feb. 15–March 1 for fall admission if they will complete at least 48 hours with a 2.75 accumulative GPA or higher by the end of spring quarter. Students who have completed more than 48 hours must have a 2.75 accumulative GPA or higher when they apply and may apply either September 15–October 1 for winter admission or February 15–March 1 for spring admission. Students must apply online at <http://www.coms.ohiou.edu/transfer-application-form>. *a.j._10*
- c. **E.W. Scripps School of Journalism:** Hugh Martin, Scripps Hall 105A, 740-597-2199. The faculty of the E.W. Scripps School of Journalism is dedicated to quality instruction in preparing students for a career in the journalism disciplines. To provide this quality of instruction, the school's policy is to maintain an enrollment at a number that may be served effectively by its faculty. The following policy is a means by which the school can better maintain its academic quality.

Applicants must have a minimum accumulative grade point average of 3.0 overall or an average of 3.0 in the last three quarters to be considered for admission. Please note that a 3.0 qualifies a student only for consideration and does not guarantee admission. Applicants must have completed a minimum of 45 quarter hours (30 semester hours) by the time of application.

Students are encouraged to take journalism courses before applying for transfer. The school also encourages students to attend one of the transfer workshops offered by the school each fall, winter and spring quarter before applying. Information about the date and location of workshops is available in the school office.

Applications for transfer are accepted twice per academic year. The deadline of 5 p.m. October 1st (or the following Monday if on a weekend) is for admission for winter quarter. The deadline of 5 p.m. March 1st (or the following Monday if on a weekend) is for admission for the following fall quarter. Any application received after the October 1/March 1 (or the following Monday if on a weekend) deadlines will not be considered. To apply:

1. Fill out the application available at <http://www.scrippsjschool.org/about/admission.php>.
2. Submit a college transcript or DARS showing your most recent grades.
3. Include at least two letters of recommendation from references best able to comment on the applicant's journalistic abilities. Recommendation letters are an important part of the transfer committee's deliberations. Applicants who do not include at least two letters will not be considered. Please note: recommendation letters should not be from high school teachers.
4. Complete a 500 word written essay on the theme, "Why I want to be a journalism major."
5. The transfer committee recommends that applicants submit examples of journalism work not to exceed six samples. Samples of work cannot be returned.
6. The application must be typed, signed and dated.

Any application that is incomplete will not be considered. It is the responsibility of the applicant to make sure that his or her transfer packet is complete.

The school's transfer committee will evaluate applications and make recommendations to the Director and Associate Director. The school's Director and Associate Director will make final decisions on transfer admissions. Applicants will receive written notification of acceptance or denial. Students who are denied admission may re-apply during the next academic year. However, students may only apply once per academic year. Applications will not be carried over to the next year. Re-application is necessary. *r.s._10*

d. **School of Media Arts and Studies:** Jeff Redefer, 202D RTVC Building, 593-4870. A 3.0 cumulative GPA or above is required for consideration, and applications are accepted once per year by the fifth Friday in spring quarter. First-year students who will have completed at least 48 hours with a 3.0 accumulative GPA or higher by the end of spring quarter may apply by the fifth Friday in spring quarter for fall admission. Students are encouraged to attend one of the transfer workshops (offered each winter and spring quarter) before applying for transfer. In some exceptional cases (e.g. professional experience), a student may be considered with less than the required 3.0 GPA. In these cases the prospective student must submit the application as well as supporting documents (3 letters of recommendation, 2 from university professors and 1 from the professional community; a resume; submission of a portfolio of work is optional). Students transferring into MDIA must be enrolled for a minimum of one academic year (3 consecutive quarters) or their final 48 hours of earned credit in the school in order to graduate from this program. *j.r._10*

e. **School of Visual Communication:** Stan Alost, 301 Seigfred Hall, 597.1756. The following policy has been established by the School of Visual Communication as a means of selecting the best-qualified students for the program. The academic quality of the curriculum depends in part on maintaining enrollment at a number that may be effectively served by our faculty and our facilities. The school is dedicated to top-quality instruction, and this policy is one means to maintain that goal.

The School of Visual Communication will consider applicants twice a year, and only when openings are available. A very limited number of openings usually occur in each major sequence each academic year. Please call the school to determine the status of transfer openings.

Students transferring with over 90 hours of credit will find it difficult to complete the school's curriculum in two years.

To apply, you must:

1. Have a 3.0 or higher GPA at the time of transfer.
2. Attend a transfer information session held at 10AM on the 4th Friday of fall and winter quarter in 306 Seigfred Hall.
3. If there are openings in the sequence you are seeking, sign up in 301 Siegfred Hall during the 8th week for an interview time on the Friday morning of that week.
4. For the interview bring: a current copy of your DARS or transcript, a resume, three letters of recommendation, a statement of intent letter, and a portfolio.

Successful applicants will be enrolled conditionally, and then have two consecutive quarters to complete VICO 120 or VICO 140, and JOUR 133 with a grade of C or better before final admission.

Transfer sequence requirements for students inside the School of Visual Communication: Students with 45 to 90 earned credit hours may apply to transfer sequences within the school after meeting with their advisor and making a written request to the school's faculty. Faculty approval and available openings in the requested major sequence are required before students will be allowed to transfer sequences. *s.a._10*

College of Education and Human Services – <http://www.cehs.ohio.edu/>

a. **Human and Consumer Sciences Education:** E160 Grover Center, 740.593.2880.

1. Students interested in transferring to majors in Human and Consumer Sciences Education must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter.
2. The Retail Merchandising and Fashion Product Development major has a pre-major requirement that must be completed prior to admission into the major. Students may enter as pre-majors while completing the prerequisite courses. *a.p._10*

b. **Teacher Education:** 124 McCracken Hall, 740.593.4400.

1. Students interested in transferring to Teacher Education majors in the College of Education are required to have a 2.75 accumulative GPA and may apply during the first two weeks of each quarter.
2. Students who want to take 200-level education classes must be admitted into Professional Education by meeting the following requirements: 45 quarter hrs.; Praxis I (PPST/CBT) entrance test score or 21 or better on ACT or 990 or better on SAT; "C" or better grade in COMS 103, Tier I Math and English, EDTE 150, and PSY 101; 2.75 overall GPA; successful background check; TB test results; and a completed application for Professional Education. Applications are accepted each quarter.
3. Some majors have more selective requirements and/or do not accept applications each quarter.
 - a) **Early Childhood:** For Early Childhood, students must complete the following courses with a grade of C or higher: PSY 101, Tier I freshman composition, COMS 103, Science--one course with a lab (see page 30), Mathematics--2 courses-MATH 120 or above, HCCF 160, 160A, 170. Students who want Early Childhood should not take EDTE 150. Applications for Early Childhood are accepted once per year, and the deadline to apply is June 1. Applicants will be notified of the outcome of their applications by August 1.

b) **Special Education:** Enrollment in Special Education programs is limited. Students who seek admission into Special Education Block 2 courses are subject to additional selective admission criteria beyond the college requirements. The selective admission process includes review of the prospective student's application to Professional Education, academic record and autobiography. Before a student may register for Block 2 courses, a student must be admitted to SELECTIVE ADMISSIONS. The application form can be downloaded from: <http://www.cehs.ohio.edu/academics/te/> and click on Intervention Specialists and then Selective Admission and Retention Requirements. The form is at the bottom. *j.w._10*

c. **Recreation and Sport Pedagogy:** E160 Grover Center, 740.593.4656.

Students interested in transferring to majors in Recreation and Sport Pedagogy must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter. Physical Education has additional selective admission requirements. Students may enter as pre-majors while completing the prerequisite courses. *b.v._10*

College of Engineering and Technology – 178 Stocker, 740-593-1474,

<http://www.ohio.edu/engineering/index.cfm>

1. To transfer into an engineering program, you must have earned a C or better in a math course (113 or higher) and a science course (CHEM 121 or higher OR PHYS 251 or higher). Students transferring into Engineering Technology and Management or Aviation are not subject to these admission criteria.
2. You cannot transfer into any major in Russ College if you would be on academic probation after transferring into that major. The probation rules for the College are stricter than those for the University as a whole. In order to not be on probation, you must have a GPA of 2.0 or higher for all courses you've taken, for all courses you've taken in Russ College, and for all courses you've taken in your intended major. You must also have successfully completed all required courses in three attempts and have no required course that you have attempted twice without success.
3. Success means getting a C or C- in some courses. The specific courses that require a C or C- depend on your intended major. An attempt is defined as any time you are enrolled in a course long enough for it to appear on your DARS. Grades of WF and FS count as an attempt. *k.s._10*

College of Fine Arts – Jennings House, 740-593-1808, <http://www.finearts.ohio.edu/>

Students interested in transferring to majors in the College of Fine Arts must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter.

a. **School of Art:** Rosemarie Basile, Assistant Director, 528 Seigfred Hall, 740-593-4288. The School of Art welcomes students transferring from other programs. Admission is based on grade point average. Students transfer in as a BA in Art or Art History during the first two weeks of each quarter.

To apply as a BA in Art, you must have a 2.75 minimum accumulative GPA and a minimum of "B" in any art classes that you have completed. If you want Art, it is recommended that you complete at least 3 Foundations courses (from ART 110, 112 or 114, 113, 116, 117, 118 and 211) as well as 3 of the art history courses above before applying. To apply as a BA in Art History, you must have a 3.0 minimum accumulative GPA and a minimum of "B" in any art history classes that you have completed. If you want Art History, it is recommended that you complete AH 211, 212, 213 and 214 before applying.

Registration is open to all students for ART 110, AH 211, 212, 213 and 214. Because several programs on campus require the Foundation Studio courses, registration in those classes is restricted during Priority Registration (the first 3 weeks of registration) to students already in a major that requires those classes. After that point all remaining seats become available. Students are strongly encouraged to make an appointment with the Assistant Director for Student Services during Preregistration Advising in order to discuss the transfer process, the School of Art programs and requirements, and the possibility of pink-slipping into (getting a permission slip to register for) a Studio Foundations course. A student may not transfer in to the School of Art as a senior.

After completing 7 Studio Foundations courses, 3 of the above Art History classes, and 5 200-level program-specific courses, with the minimum GPA's above, a student may choose to apply to the BFA program by submitting a portfolio for review in the spring. Those opting not to apply and those not accepted into the BFA program may remain in the BA Art track.

The BFA programs all have two years of sequential coursework upon acceptance into the major. Students who transfer into the School of Art after the first year and intend to apply to a BFA program may find their course of study extended. *r.b._10*

Interior Architecture: Matt Ziff, W353 Grover Center, 740-593-2869. The Interior Architecture major requires students to begin as pre-majors and complete the Foundations Studio sequence, (or an equivalent set of courses for transfer students), and then submit a portfolio that contains the visual work done in these courses,

at the end of Summer Session I. The portfolio may also contain additional visual work that communicates the skills, knowledge, and attitude of the student. The program faculty review portfolios once each academic year, currently in mid-July. The portfolio review determines the 18 students admitted into the Interior Architecture professional major each year. If admitted into the major, what follows is a three year sequential studio and support course curriculum that cannot be shortened. Students transferring to Ohio University with previous interior design or equivalent academic course work may, at the discretion of the faculty, be placed farther ahead in the professional studio curriculum. *m.z._10*

- b. **School of Dance:** Madeleine Scott, 137 Putnam Hall, 593-1824. Acceptance to the BFA or BA degree programs and to the dance minor in choreography and performance is determined by audition. Please contact the school to arrange for an audition. *m.s._10*
- c. **School of Music:** Chris Hayes, Associate Director, Glidden Hall, 593-4244. Students intending to major in music must audition on their major instrument or voice as part of the admission process. An appointment for an audition and information concerning proficiency requirements may be secured by contacting the associate director. *c.h._10*
- d. **School of Theater:** Director, School of Theater, Kantner 307, 593-4818. Students must enroll as a general major and complete prerequisite courses before applying for acceptance into the intended major. *m.w._10*

College of Health Sciences and Professions – W370 Grover Ctr, 740-593-9334, <http://www.hhs.ohiou.edu/>

Students interested in transferring to majors in the College of Health and Human Services must have an accumulative GPA of 2.0 or higher and may apply during the first two weeks of each quarter. These majors have additional selective admission requirements: athletic training, exercise physiology, and nursing. Students may enter the selective majors as pre-majors while completing the prerequisite courses. *r.z._10*

Honors Tutorial College – 35 Park Place, 740-593-2723, <http://www.honors.ohio.edu/>

Transfer opportunities in the Honors Tutorial College are limited due to the academic requirements of the college and the tutorial nature of instruction.

- 1) Ohio University students beyond the freshman year will not be considered for transfer. Freshmen currently on the Ohio University campus must apply by December 1st to be considered for transfer into the college. Applications cannot be made on-line. Interested freshmen must contact the college office for guidance (phone: 740-593-2723 or honors.college@ohio.edu).
- 2) Off campus students who seek to transfer must apply early in their freshman year by the December 1st deadline along with other applicants. They should contact the Honors Tutorial College office for guidance (phone: 740-593-2723 or honors.college@ohio.edu).

The mission of the Honors Tutorial College is to serve the academic goals of students entering directly from high school. Therefore, non-traditional students are best served by applying to Ohio University's other undergraduate colleges. *j.h._10*

University College – Chubb Hall 140, 740-593-1935, <http://www.ohio.edu/univcollege/degree/index.cfm>

The Bachelor of Specialized Studies (BSS) permits students to combine curricula to create a unique field of study. Students design an area of concentration that stands as the equivalent of an established Ohio University major. To enter the BSS program, students must have earned at least 45 hours, have an accumulative GPA of 2.0 or higher, and complete an application. Students on the Athens campus should attend a BSS Information Session before meeting with a member of the University College advising staff. BSS information sessions are offered each quarter.

The Bachelor of Criminal Justice requires a completed associate's degree in law enforcement or a related area.

University College also offers associate's degrees (2-year degrees) in Arts and Humanities, Social Sciences, Science, and Individualized Studies. *c.r._10*