

Editorial Style Guide for Ohio University Marketing and Creative Projects

This guide has been designed to help you prepare manuscript copy for **marketing, promotional, and creative projects** produced by University Communications and Marketing for Ohio University, its colleges, academic schools and departments, administrative units, and other affiliated entities.

- This guide provides an overview with examples of punctuation and usage according to University style for marketing, promotional, and creative projects as well as a list of official degree titles granted by Ohio University. For questions not covered, please consult *The Chicago Manual of Style* or the college edition of *Webster's New World Dictionary*.
- This guide is used for Ohio University marketing, promotional, and creative projects. For questions concerning formatting of news releases and articles in *Compass*, please refer to the *Compass Writers Guide* or *AP Stylebook*.

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Punctuation

1. Periods

1.1 With abbreviations

Use periods when abbreviating academic degrees.

EXAMPLE:

Dr. Bond received her B.A., M.A., and Ph.D. from the University of Pennsylvania.

And with lowercase abbreviations:

EXAMPLE:

The workshop will be held from 9 a.m. to 4 p.m.

Periods are not used with acronyms, which are uppercase.

EXAMPLES:

WOUB, OPIE, CBA, ROTC, ISFS
(See also section 12. "Abbreviations")

1.2 With run-in heads

Use a period when the heading is at the beginning of a paragraph:

EXAMPLE:

Graduate Survey Requirement. Each candidate will complete at least one graduate survey course.

1.3 With lists

Listed information conveyed in sentence form should be punctuated with periods.

EXAMPLE:

To participate in commencement:

1. You will need to apply for graduation by the March 1st deadline.
2. You will need to arrange to rent or purchase a graduation gown.

2. Commas

2.1 With a series

Use a comma before the words “and” and “or” in a series of three or more

EXAMPLE:

The program is available to sophomores, juniors, and seniors.

EXAMPLE:

The keynote speaker at this year’s Spring Literary Festival, Mr. Smith noted that he dedicated his latest book to his parents, Cuba Gooding Jr., and Michelle Obama.

Note: Using the final comma makes it clear to the reader that the book is dedicated to Cuba Gooding Jr. and Michelle Obama in addition to the author’s parents. (Without the final comma separating the elements, the reader may be left with the impression that Cuba Gooding Jr. and Michelle Obama are the author’s parents.)

EXAMPLE:

Students must take three courses each in the areas of history, English, and classics and world religions.

Note: Without the comma separating "English" from "classics and world religions," the course groupings are not clear. Is "classics" part of the English major or the world religions major? Using the serial comma consistently makes it clear that courses in classics are grouped with and part of the world religions major.

2.2 With numbers

Place a comma after digits signifying thousands: 1,150 students; except when reference is made to an SAT score or temperature: 3200 degrees.

2.3 With quotations

Follow a statement that introduces a direct quotation of one or more paragraphs with a comma. But use a colon after "as follows."

EXAMPLES:

Dorothy Parker's epitaph reads, "Pardon my dust."

Dorothy Parker's epitaph reads as follows: "Pardon my dust."

2.4 With introductory words

Introductory words such as "to wit," "namely," "i.e.," "e.g.," and "viz" should be immediately preceded and followed by a comma.

EXAMPLE:

International students are required to submit proof of identity, e.g., a passport, immunization record, a visa, or some other form of identification.

2.5 With dates

When writing a date, place a comma between the day, if given, and the year, but do not place a comma between the month and year when the day is not mentioned.

EXAMPLE:

November 1945

2.6 With academic quarters and terms

The comma is omitted when citing academic quarters or terms.

EXAMPLES:
spring 1992
fall 2012

2.7 With telephone numbers

Area codes and other codes for telephone numbers are to be set off from the phone number with a period.

EXAMPLES:
740.593.2200
800.265.3756

3. Hyphens

3.1 Hyphenating compound words

Use a hyphen in compound adjectives that come before the words they modify.

EXAMPLES:
full-time student
grade-point average
upper-division course
part-time faculty
out-of-state tuition

Do not hyphenate words such as:
African American
Latin American
Native American

3.2 Hyphenation with prefixes

Words beginning with "non," "anti," "sub," "co," and "pre" usually can be combined without a hyphen.

EXAMPLES:
nontraditional, nondenominational, coeducational, antinuclear,
substandard, premedicine, prephysical therapy, precollege

Use the nonhyphenated spelling if either spelling is acceptable, but consistency within the document should be a guiding concern.

Exceptions

Hyphenate words when a prefix causes confusion in reading the word that follows.

EXAMPLES:

pre-enroll, not preenroll

re-enroll, not reenroll

pre-engineering, not preengineering

co-op, not coop

non-alumni, not nonalumni

4. Quotation Marks

4.1 Used with other punctuation

Quotation marks should be placed outside a period or comma, but inside a colon or semicolon. They should also be set inside exclamation points and interrogation marks that are not part of the quotation.

EXAMPLES:

The chapter "A Review of Production Standards," which provides an in-depth analysis of these events, has been updated for the most recent edition of the book.

The production company had only two reservations about *The Bionic Hamster*: the cost and the time needed to complete the special effects.

What did you think of the last episode of "Seinfeld"?

4.2 Quotes within quotes

Use single quotation marks for quotations printed within other quotations.

EXAMPLE:

The speaker replied, "I follow Emerson's dictum, 'A foolish consistency is the petty hobgoblin of small minds,' to its logical extreme."

4.3 Block quotations

If several paragraphs are to be quoted, use quotation marks at the beginning of each paragraph, but at the end of the last paragraph only.

5. Apostrophes

5.1 With dates

In making the plural of dates, do not use an apostrophe before the "s."

EXAMPLES:

in the early 1800s

in the '60s and '70s

5.2 With class year

Use the apostrophe to punctuate years of college classes.

EXAMPLE:

Class of '92

5.3 With degrees

Associate's, bachelor's, and master's degrees, when used generically, should be written with an "'s."

EXAMPLES:

master's degrees, not masters' degrees

associate's degree, not associate degree

5.4 With possessives

The possessive case of singular nouns is formed by adding "'s"; the possessive of plural nouns by adding an apostrophe only.

EXAMPLES:

the horse's mouth, the puppies' tails; the children's books

The general rule above also covers singular nouns and proper names ending in "s" (with the exception of "Jesus" and "Moses," which add just the apostrophe):

EXAMPLES:

Burns's poetry

McDavis's speech

Dickens's novels

5.5 With possessives in titles

The apostrophe is dropped from possessives when they become part of official designations or titles.

EXAMPLES:

Founders Day

Sibs Weekend

Moms Weekend

Dads Weekend

Parents Weekend

Ohio University Visitors Center

Dean of Students Office

Founders Citation

An exception to this style is "women's studies," which retains its apostrophe.

6. Dashes

An *em dash* (long dash —) can be used to help provide emphasis or set off additional explanation.

They look forward to seeing their class year etched in brick—representing their shared commitment to the University's values—when they return to campus in the future.

The influence of key figures in Ohio University's beginnings—including Cutler, Putnam, and Lindley—is still felt on campus today.

An *en dash* (medium-sized dash –) is used to connect continuing or inclusive numbers, such as dates, times, or reference/page

numbers. (Alternately, a hyphen may be substituted in the examples below if done consistently throughout the document.)

EXAMPLES:

1992–1998

10 a.m.–5 p.m.

pp. 9–17

Usage

7. Capitalization

7.1 Academic positions or professional titles

Capitalize a position or title only when used before a person's name. Lowercase titles in all other instances.

EXAMPLES:

Titles preceding names:

President Ann Schultz

Dean Joseph Abrams

Admissions Director Harriet Arnold

Assistant Vice President Larry Howell

Professor William Bylund

Titles following names:

Harold Freeman, director of the School of Theater

Alice Jamison, director of the Office of Admissions

Barry Dennison, president of Ohio University

Evan Diaz, registrar of Ohio University

Titles without names:

For further information, contact the dean, College of Health and Human Services.

The president of the University spoke at the Multicultural Scholars Day presentation.

Serving on the planning committee were an assistant professor of biology, a vice president for academic affairs, and the ombudsman of the University.

7.2 Titles of Ohio University and units within

Uppercase informal references to the University, but lowercase all other divisions within.

EXAMPLES:

Ohio University (subsequent reference, the University)

Ohio University Board of Trustees (subsequent reference, the board)

Ohio University Alumni Association (subsequent reference, the association)

Ohio University regional campuses, e.g., Lancaster campus (subsequent reference: the campus)

Academic colleges: College of Education (subsequent reference: the college)

Lowercase titles of departments, schools, centers, and institutes when used informally.

School of Dance (subsequent/informal reference: the school)

Department of Biological Sciences (subsequent reference: the department)

Center for International Studies (subsequent reference: the center)

Regional campuses

Preferred formal usage:

Ohio University Chillicothe Campus

Ohio University Eastern Campus

Ohio University Lancaster Campus

Ohio University Southern Campus

Ohio University Zanesville Campus

Alternate usage:

Ohio University-Chillicothe
Ohio University-Eastern
Ohio University-Lancaster
Ohio University-Southern
Ohio University-Zanesville

Colleges

College of Arts and Sciences
College of Business
College of Fine Arts
College of Health Sciences and Professions
Honors Tutorial College
Patton College of Education and Human Services
Russ College of Engineering and Technology
Scripps College of Communication
University College
Graduate College
College of Osteopathic Medicine

Schools

E.W. Scripps School of Journalism
School of Film
School of Telecommunications

Departments

Department of Chemical Engineering (lowercase when used informally: the chemical engineering department)
Department of English (informally: the English department)
Department of History (informally: the history department)

Programs

Molecular and Cellular Biology Program (subsequent reference: the program)
Ohio Program of Intensive English
Rural Gerontology Program

Offices

Office of Career Services
Office of Legal Affairs
Office of Judiciaries

Registrar's Office
Housing Office

Organizations

Public Relations Student Society of America
Gamma Delta Phi
Pan-Hellenic Council

Publications

Outlook
The Post
Ohio University Faculty Handbook
Ohio University Summer Sessions Bulletin
Cutler Scholars Yearbook

Committees or councils

Faculty Senate
Council on Higher Education

Agencies

Language Laboratory
University Printing Resources Center

Boards

Board of Regents
Board of Education

Lowercase fragmentary or informal references such as the admissions office, the board, the school, the catalog, the senate, the program, and informal references to offices or departments:

EXAMPLES:

Formal: Gary Leavis, director of the Office of Admissions, will give the presentation.

Informal: Gary Leavis, director of admissions, is pleased to announce an increase in enrollment.

The director of judiciaries will render a final decision.

The board meets on the first Saturday of April.

The school has adopted the University's selective admissions guidelines.

7.3 Titles of campus activities

Capitalize formal titles of campus activities.

EXAMPLES:

Homecoming

International Week

Parents Weekend

Student Research and Creative Activity Expo

7.4 Titles of grants and awards

Capitalize formal titles of grants, scholarships, and awards.

EXAMPLES:

Gateway Scholarship

Award for Academic Excellence

7.5 Titles of courses

Capitalize all formal course titles.

EXAMPLES:

Freshman Composition: Writing and Rhetoric

Introduction to Sociology

Do not capitalize informal course titles.

EXAMPLES:

freshman composition

sociology class

7.6 Majors, minors, and areas

When used in text, lowercase all of the following, with the exception of proper nouns like French and English.

Majors: art major, biology major, French major

Minors: business administration minor

Emphases: major in engineering with an emphasis in manufacturing engineering

Options or areas of concentration: area of concentration in early childhood education

Areas of study are also lowercase when used as part of degree titles, unless those areas are an official part of the degree itself; then they are uppercase (please refer to the "Official Degree Titles" section):

EXAMPLES:

Dr. Malkovich received a Master of Science in biology from Penn State.

Students in this program earn a Bachelor of Science in Health (B.S.H.) degree.

7.7 Student classification

Lowercase "freshman," "sophomore," "junior," and "senior" when referring to student classification.

EXAMPLES:

All freshmen must fulfill the freshman-level composition requirement.

Managerial accounting should be taken during the junior year.

7.8 Greek organizations

Capitalize the names of fraternities, sororities, and honoraries, but not the words fraternity, sorority, honorary, honor society, or chapter.

EXAMPLES:

Ohio University chapter of Phi Beta Kappa honor society

7.9 Academic terms

Academic terms are lowercase.

EXAMPLES:

spring semester

fall 1989

7.10 Headlines

Whether using “up” or “down” style, maintain a consistent pattern of usage within the document.

EXAMPLES:

“UP” STYLE: Freshman Enrollment Increases

“DOWN” STYLE: Freshman enrollment increases

7.11 Geographic designations

Lowercase geographical designations, unless designation is part of an official title.

EXAMPLES (INFORMAL/GEOGRAPHIC LOCATION):

the city of Athens

southeastern Ohio

upstate New York

state of Ohio

EXAMPLES (OFFICIAL TITLES):

State of Ohio Department of Natural Resources

Southeastern Ohio Food Bank

7.12 With abbreviations

Lowercase the following abbreviations: a.m., p.m.

Uppercase using no periods, abbreviations of official titles.

EXAMPLES:

International Student and Faculty Services (ISFS)

Ohio Program for Intensive English (OPIE)

7.13 Web-related items

the website

the Internet

the e-mail message (e-mail is lowercase unless it is placed at the beginning of a sentence)

8. Names and Titles

8.1 Referring to Ohio University

- Use "Ohio University" as the formal title of the institution.
- In subsequent references, "the University" may be used. (Uppercase "U" to differentiate it from other universities)
- OHIO (all caps) also may be used to refer to Ohio University and differentiate it from the name of the state.

8.2 Faculty rank

The levels of faculty rank are as follows:

professor of
 associate professor of
 assistant professor of
 instructor in
 lecturer in

8.3 Use of a person's name in publications

In your first reference, refer to individuals in text by first and last name and title, if applicable. Subsequent references are by title and last name only.

EXAMPLES:

Ohio University President Roderick J. McDavis addressed the incoming class of 2012. President McDavis's speech was well received.

Whenever possible, use a position or title instead of a name in recruiting or promotional publications.

EXAMPLES:

For further information contact the director, Office of Career Services.

Send your application to the director of the Office of Admissions before the March 1 deadline.

8.4 Titles of works cited

Italicize or underline the following titles of works to indicate italics:

Books (*Managing Today and Tomorrow*)

Periodicals (*OHIO Alumni, New York Times*)
Pamphlets (*Living on Campus, External Student Booklet*)
Reports (*Toward the Third Century of Excellence*)
Poetry collections or long poems published separately (*The Waste Land* by T.S. Eliot)
Plays (*The Glass Menagerie*)
Movies (*Birth of a Nation*)
Art works (Charles DeMuth's *I Saw the Number Five*)
Long musical compositions (Tchaikovsky's *The Nutcracker*)

Enclose the following titles of works in quotations:

Divisions of long works, as in parts, chapters, or sections (the "Student Code of Conduct" section of the *Student Handbook*)
Short poems (William Matthew's "Dog")
Short musical compositions (Mozart's "Alleluia")
Articles ("I'd Rather Be Black than Female" by Shirley Chisholm)
Stories ("I Want to Know Why" by Sherwood Anderson)
Radio programs ("Car Talk" on NPR)
Television programs ("60 Minutes")
Unpublished lectures, papers, and documents

9. Technology-related terms (web, Internet, etc.)

The word "Internet" is capitalized.
The word "web" is lowercase.
The terms "website" is one word.
The word "e-mail" is hyphenated.
The word "online" does not have a hyphen.

10. Contact Information

10.1 Addresses

Campus addresses should have the room number **following** the building name.

EXAMPLES:

RTVC Building 302
Chubb Hall 201

A mailing address would appear as:

Undergraduate Admissions
Chubb Hall 120
1 Ohio University
Athens OH 45701

10.2 Telephone numbers

Telephone and fax numbers should be listed with periods separating the elements:

Tel: 800.555.1000
Fax: 740.555.1992

11. Degrees

A list of formal degree titles appears in the "Official Degree Titles" section. Please note that the area in which the degree is granted is capitalized only when it is included as an official part of the degree title.

EXAMPLES:

Tom was working toward a Bachelor of Science in chemistry.
Judy completed a Master of Arts in Hearing and Speech Sciences in June.

Lowercase informal titles of degrees.

EXAMPLES:

Bob received his master's degree after seven years of part-time study.
Glenn is planning to complete his doctoral degree in five years.

(Also see 1.1 "Periods with abbreviations," 5.3 "Apostrophes with degrees," 12.5 "Abbreviations, degrees")

12. Abbreviations

12.1 Complimentary titles

Abbreviate the following titles when they precede a name:

EXAMPLES:

Dr., Mr., Mrs., Ms., the Rev., Fr., and all military titles.

12.2 Time reference

Abbreviate time zones as follows:

EXAMPLES:

Mountain Standard Time—MST

Eastern Daylight Time—EDT

Abbreviate ante meridian and post meridian as a.m. and p.m.

12.3 Ampersand and percent sign

Use the ampersand (&) only when space is extremely limited (such as a headline) or when it is an official part of a corporate or proper name, e.g., Simon & Schuster. Otherwise, spell out the word "and" wherever possible.

Use the percent sign (%) only where space is extremely limited (such as in tables or headlines). Otherwise, spell out the word "percent" wherever possible.

12.4 Geographical references

Abbreviate terms such as "avenue," "boulevard," "road," "drive," and "street" only when space dictates.

However, abbreviate the word "Saint" when used as part of a city's name.

EXAMPLES:

St. Louis, St. Paul, St. Petersburg

12.5 Degrees

Use the following abbreviations for these degrees:

Bachelor of Arts	B.A.
Bachelor of Science	B.S.
Master of Science	M.S.
Master of Arts	M.A.
Doctor of Philosophy	Ph.D.
Doctor of Osteopathy	D.O.
Honorary Doctorate	HON

See the final section of this guide for a complete list of official degree titles and their abbreviations.

12.6 Course titles

Abbreviate the department name of a course when it is followed by the course number. (See list of abbreviations in the *Ohio University Undergraduate Catalog*.)

EXAMPLES:

ACCT 101

ENG 305J

12.7 Grade-point average

The abbreviation for grade-point average has traditionally been expressed with periods.

EXAMPLES:

3.7 g.p.a.

4.0 g.p.a.

Alternate usage: "GPA" (capital letters, no periods) is permissible, especially in tabular material, if used consistently throughout the document.

12.8 Names of states and countries

Use the two-letter abbreviation (found in the zip code directory) of a state when including it in a mailing address. Omit the comma between the city and the state abbreviation. Spell out the state when using it in text, setting it off with commas.

EXAMPLES:

Office of Summer Sessions

Cutler Hall 101

1 Ohio University

Athens OH 45701-2979

EXAMPLES:

The pieces were produced in Lancaster, Ohio, and shipped to California.

When abbreviating "United States," use periods.

EXAMPLES:

U.S.

U.S.A.

13. Numbers

13.1 Numerals

The common rule is to spell out numbers under 10 and use figures for the numbers 10 and over (including ordinal numbers such as 22nd), except when a number begins a sentence—then spell it out. Whenever possible, however, standardize to figures when the text includes several numbers. The following examples illustrate typical uses:

EXAMPLES:

Overall student enrollment stands at 26 percent, up 2 percent over the past year, and 4 percent over the year before.

The orientation lasted 12 hours, 8 minutes, and 45 seconds.

Seven students and 12 faculty members attended the workshop in Dayton.

Students who schedule fewer than 11 credit hours (12 for financial aid recipients) will be considered part-time students.

13.2 Grade-point average

Grade-point averages are normally expressed to one decimal place.

EXAMPLES:

3.7 g.p.a.

4.0 g.p.a.

Alternate usage: "GPA" is permissible, especially in tabular material, if used consistently throughout the document.

13.3 Time of day

Express time on the hour without zeroes, e.g., 8 a.m. Times other than on the hour are expressed normally.

EXAMPLES:

9 a.m.

7:45 a.m.

2:30 p.m.

13.4 Sums of money

When used in text, delete “.00”; in tables, use “.00.”

Write dollar amounts in figures, unless they begin a sentence, then spell out in full.

EXAMPLES:

There will be a \$25 application fee.

Seventy-five dollars will be charged for admission.

13.5 Numbers in lists

When including numbers in textual lists, enclose the number in parentheses.

EXAMPLE:

Admission is based on: (1) high school performance, (2) aptitude test scores, (3) recommendation of high school, and (4) special talent, ability, or achievement.

14. Word Usage

Use the following words and spelling in promotional copy submitted to University Communications and Marketing:

advisor, not adviser

coursework, not course work

e-mail, not email

Internet, not internet

online, not on-line

Precollege, not Pre-college

theater, not theatre
regional campus, not branch campus
upperclass, not upper-class

15. Nondiscriminatory Language

Ohio University supports the policy of avoiding language that contains discriminatory connotations. Replace the following terms with suggested alternatives when possible:

chairman—chair, chairperson, department chair
ombudsman—ombuds
best man for the job—best candidate
man-made—synthetic, manufactured
foreman—supervisor
businessmen—business personnel
manpower—personnel
mankind—humankind
craftsman—artisan
husband/wife—partner, spouse

To avoid the “student-he/she” dilemma, we suggest you directly address the student (“you”) whenever possible, and, when not possible, that you use plural references (students/they).

16. Institutional Equity Statement

The following statement is used on the majority of our publications:

Ohio University is an equal access/equal opportunity affirmative action institution.

For more information about Ohio University’s policies prohibiting discrimination and harassment: www.ohio.edu/equity or call 740.593.2620.

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The longer description below may be required on applications and other legal documents:

Ohio University Notice of Nondiscrimination:

Ohio University does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity or expression, age, or military veteran status in its employment practices or in the provision of educational programs and services. The following person has been designated to handle inquiries regarding the University's nondiscrimination policies, to receive discrimination/harassment complaints from members of the University community, and to monitor the institution's compliance with state and federal nondiscrimination laws and regulations:

Laura L. Myers, J.D., M.A., C.A.A.P.
Interim Director, Office for Institutional Equity
Title IX Coordinator, ADA/504 Coordinator
Crewson House 101
1 Ohio University
Athens OH 45701
740.593.2620
equity@ohio.edu

For more information about Ohio University's policies prohibiting discrimination and harassment, and for a description of Ohio University's grievance procedures, please visit the web page for the Office for Institutional Equity at www.ohio.edu/equity.

Ohio University is an equal access/equal opportunity affirmative action institution.

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17. Official Degree Titles

NOTE:

When citing the full title of a degree, the area of study is capitalized only when it is used as part of the official degree title.

Academic reorganization (in particular within the newly named College of Health Sciences and Professions and the Patton College of Education and Human Services) may lead to some degrees listed below being administered by a different Ohio University college in the future.

College of Arts and Sciences

B.A. (or A.B.) Bachelor of Arts
B.S. Bachelor of Science
M.A. Master of Arts
M.P.A. Master of Public Administration
M.S. Master of Science
M.S.S. Master of Social Science
Ph.D. Doctor of Philosophy

College of Business

B.B.A. Bachelor of Business Administration
M.B.A. Master of Business Administration

College of Fine Arts

B.F.A. Bachelor of Fine Arts
B.Mus. Bachelor of Music
M.A. Master of Arts
M.F.A. Master of Fine Arts
M.M. Master of Music
Ph.D. Doctor of Philosophy

College of Health Sciences and Professions

B.S.E.H. Bachelor of Science in Environmental Health
B.S.H. Bachelor of Science in Health
B.S.H.C.S. Bachelor of Science in Human and Consumer Sciences
B.S.H.S.S. Bachelor of Science in Hearing and Speech Sciences
B.S.I.H. Bachelor of Science in Industrial Hygiene
B.S.N. Bachelor of Science in Nursing
B.S.P.E. Bachelor of Science in Physical Education
B.S.P.T. Bachelor of Science in Physical Therapy
B.S.R.S. Bachelor of Science in Recreational Studies
B.S.Sp.S. Bachelor of Science in Sports Sciences
M.A.H.S.S. Master of Arts in Hearing and Speech Sciences
M.H.A. Master of Health Administration
M.S.A. Master of Sports Administration

M.S.N. Master of Science in Nursing
M.S.H.C.S. Master of Science in Human and Consumer Sciences
M.S.P.E. Master of Science in Physical Education
M.S.P.Ex.: Master of Science in Physiology of Exercise
Ph.D. Doctor of Philosophy

Honors Tutorial College

A.B. Bachelor of Arts
B.S. Bachelor of Science
B.B.A. Bachelor of Business Administration
B.F.A. Bachelor of Fine Arts
B.S.C. Bachelor of Science in Communication
B.S.J. Bachelor of Science in Journalism

Patton College of Education and Human Services

B.S.Ed. Bachelor of Science in Education
M.A. Master of Arts
M.Ed. Master of Education
Ph.D. Doctor of Philosophy

Russ College of Engineering and Technology

B.S.A.S. Bachelor of Science in Airway Science
B.S.Ch.E. Bachelor of Science in Chemical Engineering
B.S.C.E. Bachelor of Science in Civil Engineering
B.S.E.E. Bachelor of Science in Electrical Engineering
B.S.I.S.E. Bachelor of Science in Industrial and Systems
Engineering
B.S.I.T. Bachelor of Science in Industrial Technology
B.S.M.E. Bachelor of Science in Mechanical Engineering
M.S. Master of Science
Ph.D. Doctor of Philosophy

Scripps College of Communication

B.S.C. Bachelor of Science in Communication
B.S.J. Bachelor of Science in Journalism
B.S.V.C. Bachelor of Science in Visual Communication
M.A. Master of Arts
M.S. Master of Science
Ph.D. Doctor of Philosophy

University College

A.A. Associate in Arts
A.A.B. Associate in Applied Business
A.A.S. Associate in Applied Science
A.I.S. Associate in Individualized Studies
A.S. Associate in Science
B.C.J. Bachelor of Criminal Justice
B.S.S. Bachelor of Specialized Studies

College of Osteopathic Medicine

D.O. Doctor of Osteopathy

Center for International Studies

M.A. Master of Arts