

Declaring / Changing Your Major

2008-2009 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.

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 International Studies major or Social Work major, students must enter the college as a pre-major and successfully complete prerequisite courses. Students with 45 or more hours may not transfer in as undeclared or “undecided.”

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

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. The College of Business reserves the right to limit transfer admission as necessary. There are 2 conditions under which students may transfer into the College of Business:

- 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 152 or 153).
- 2) Your cumulative GPA is no less than 2.75, and you have a 3.0 or higher in ECON 103, ECON 104, MATH 163A, and ENG 151 (or 152 or 153).

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 4 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, “*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 the 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. The course will be added by the College of Business Student Services to the student’s schedule in the quarter they are admitted to the CoB.

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

All students wishing to transfer into 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). 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, fill out a form, and submit their most recent DARS.
- b. **School of Communication Studies:** Anita C. James, Lasher Hall 204, 593-4842 (schedule appointment through staff assistant). Students must have a 2.75 accumulative GPA or higher. First-year students may apply by 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. It is strongly recommended to meet with Professor James before applying. Students must apply online at <http://www.coms.ohiou.edu/techteam/ugradtransapp.php>.

- c. **E.W. Scripps School of Journalism:** Robert Stewart, Scripps Hall 105, 740-593-2601. 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 year 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.

- 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 first Monday in March. 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 March 1 for fall admission. 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; and portfolio of work.) 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.

- e. **School of Visual Communication:** Terry Eiler, 301E Seigfred Hall, 593-4895. A very limited number of transfer openings are available in each major sequence each academic year. The School of Visual Communication will accept transfer applications once a quarter only if openings are available. Please call the school to determine the current status of transfer openings.

Transfer applicants must have a 3.0 GPA (or higher) at the time of transfer. Additionally, applicants must have completed VICO 120 or VICO 140 with a grade of C or better, must have completed Journalism 133 with a grade of C or better prior to application, and must submit an application packet. Deadline for transfer application materials: Noon the third Friday of the quarter.

Before submitting an application packet, an informational meeting with the assistant director is required. Schedule a transfer informational meeting by calling the school office at: 593-4898.

Each applicant must submit to the school a packet by noon of the third Friday of each quarter that includes the following: 1) most recent DARS report reflecting grades from your most recent quarter, 2) written statement explaining reasons for applying for transfer to the School of Visual Communication and indicating your desired major sequence. Academic goals should be included in this statement of purpose, 3) resume, 4) three letters of recommendation (two should be from university professors), 5) a portfolio.

Students who meet the transfer criteria, are applying to a sequence with openings, and are selected by the faculty for a final interview will be contacted by the school.

Students transferring with over 90 hours of credit will find it difficult to complete the school's curriculum in two years. You must be enrolled for one academic year (three consecutive quarters) or the final 48 hours in the school to earn this degree from Ohio University.

College of Education – McCracken Hall 124, 740-593-4400, <http://www.coe.ohiou.edu/>

1. Students interested in transferring to 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: Early Childhood, Special Education. 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. Students who seek admission into Special Education Block 2 courses are subject to additional selective admission criteria beyond the college requirements. Enrollment in Special Education programs is limited. 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.ohio.edu/education/dept/te/dept-te-seisp.cfm>.

Russ College of Engineering and Technology – 159 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 Industrial Technology 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.

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, Seigfred Hall, 740-593-4288. While the School of Art welcomes students transferring from other programs, not all students can be accepted due to limits in space and resources. Admission is selective, not guaranteed. 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.

- 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.
- 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.
- 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.

College of Health and Human Services – 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, early childhood, exercise physiology, family and consumer science education, interior architecture, nursing, physical education, retail merchandising, and sport management. Students may enter the selective majors as pre-majors while completing the prerequisite courses.

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 15 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 do so no later than their freshman year of study. They should contact the Honors Tutorial College office for guidance (phone: 740-593-2723).

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.

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

The Bachelor of Specialized Studies allows students the opportunity to design an area of concentration, which stands as the equivalent of an established major. The program permits students to combine curricula to create a unique field of study. To enter the BSS program, students must have an accumulative GPA of 2.0 or higher, complete an application, and attend a BSS Information Meeting before meeting with a member of the University College advising staff. BSS Information Meetings are offered once/week in the fall, winter, spring and summer quarters.

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

University College also offers associate's degrees, which are 2-year degrees, in Arts and Humanities, Social Sciences, Science, and Individualized Studies.