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OUC  
This handbook was developed by  
Ohio University Chillicothe Student Services  
101 University Drive  
Chillicothe, OH 45601  
740.774.7200  
www.chillicothe.ohiou.edu  
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Ohio University prohibits discrimination 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.
Dear Student,

As dean of the Chillicothe Campus, I welcome you to campus and appreciate that you have chosen Ohio University – Chillicothe (OUC) to further your education. At OUC, we are focused on helping students achieve their educational and career goals, along with providing a fulfilling college experience.

We take a student-focused approach in all that we do, and accordingly, we take the success of our students seriously. This personalized approach to education distinguishes the Chillicothe Campus as a place where students can realize their potential as part of a learning community. OUC students often remark about the willingness of faculty members to meet with them after class and how professors take a vested interest in their success. We pride ourselves on this type of personalized attention.

In addition to excellent faculty and staff members who are committed to your success, OUC maintains modern educational facilities to enhance your learning, as well as a variety of extracurricular programs and organizations to help you enjoy a complete college experience while a student on our campus. I encourage you to take advantage of these extracurricular activities for the enrichment of your experience on the OUC campus.

Whether you are straight out of high school or you have been out of the classroom for a few years, you will find a supportive environment and the opportunity to interact with other students from similar circumstances. In fact, with its mix of traditional and non-traditional students, classroom discussions at OUC are especially spirited as students offer a range of viewpoints and sharing of their experiences.

In closing, I wish you the best as a student on the OUC campus, and I hope your experiences on the campus will be positive and memorable for a lifetime. As the first regional campus in the state, founded in 1946, OUC has established a legacy as a leader in higher education. Our motto is ‘Serving our students and serving our region.’ More than just a slogan, it’s a commitment to offering the type of educational experience that helps you achieve your goals and fulfill your dreams.

Sincerely,

Martin Tuck, Ph.D.
Dean, Ohio University - Chillicothe
College Survival Tips

• See your advisor before you register for classes. See your advisor again if you make any course changes. It might also be beneficial to seek information from the course instructor prior to selecting a course.

• Read your University Catalog, especially anything concerning your major.

• The Mastering the University Experience and college reading courses can build your confidence level and provide you with the skills to be more successful.

• If you are working twenty or more hours per week, you should consider a part-time course load.

• Attend all classes, be on time, and plan on studying two hours for every hour in class.

• Schedule non-emergency dental, medical, legal, financial, and counseling appointments during non-class times. If necessary, develop an alternate means of transportation.

• If you are concerned with any aspects of a course, consult with your instructor at the earliest opportunity. Problems can often be resolved easily.

• College will expose you to fellow students and instructors with different socio-economic backgrounds, ethnic mixes, and a variety of ideas. Take this opportunity to enrich your life experiences.

• College will afford you a greater personal responsibility for allocating time. Be particularly careful to stay current with your reading and assignments during the first few weeks. You may not be reminded about deadlines for tests, papers, and reports. Plan your time effectively so that you meet the appropriate deadlines.

• Use appropriate classroom behavior. For example, turn cell phone ringers off; don’t surf the internet; don’t text or email others; limit personal conversations while in class; and do not use language that may hurt or offend others.
Frequently Asked Questions

What are the Undergraduate Degree opportunities available at OUC?
The Associate Degrees and Bachelor’s Degrees that are offered at the OUC campus are as follows:

**Associate Degrees**
- Associate of Arts
- Associate of Science
- Business Management Technology
- Child Development
- Computer Science Technology
- Environmental Engineering Technology
- Human Services Technology
- Individualized Studies
- Law Enforcement Technology
- Nursing
- Office Technology

**Bachelor’s Degrees**
- Applied Management
- Criminal Justice (*must have associate degree in law enforcement or human services*)
- Communication Studies
- Health Services Administration
- Early Childhood Education
- Human Biology
- Middle Childhood Education
- Nursing
- Social Work
- Specialized Studies
- Technical and Applied Studies

What is a DARS Report?
The DARS (Degree Audit Reporting System) Report is an academic check sheet and record marking your progress toward a particular degree program. Students can pick up DARS reports through the Registration Office in Bennett Hall and the Hilltopper Advising Center or find them online.

How do I contact my instructor other than during class time?
Check the course syllabus for office location, email address, and phone number of your instructor. The Information Desk staff in Bennett Hall can help you locate an instructor’s office or possibly provide you with a phone number. Instructors generally post office hours beside their office door. Ask the receptionist on how to locate a part-time faculty member who may not have an on-campus office or is located on another campus.

How do I find out who my academic advisor is? Can I change my advisor?
Your academic advisor is assigned during the third week of classes and is based on your current major. Your advisor’s name is available on your Student Center. You will also see your advisor’s name on your DARS report. Consult with the Hilltopper Advising Center if you want to change your major, your advisor’s name does not appear on your DARS report, or you want to change your academic advisor.

How can I request that a specific course be offered at OUC?
The Associate Dean has the responsibility for arranging the semester schedule of classes. A petition stating the course requested and time preferred may be submitted to the Associate Dean. It is important to have as many potential enrollees sign as possible. Ideally, petitions should be submitted two to three semesters prior to when you would like to see the course offered.
What should I do if I am having trouble with a course?
A good place to start is to talk with the instructor of the course. The instructor will be able to provide you with a reasonable evaluation of your performance to date and give you steps you can take to improve your standing. These steps could be as simple as arranging to have a tutor or a visit to the Student Success Center or as drastic as dropping the course. Another good source of information is your academic advisor.

Are there any provisions for Independent Study at OUC?
At times, because of circumstances beyond your control, you may not be able to register and attend regularly scheduled classes. Ohio University offers courses for which you can receive academic credit through Independent Study or course credit by examination. For more information about Independent Study or course credit by examination, pick up a booklet at the Admissions & Registration Office located in Bennett Hall or go online to www.ohio.edu and click on lifelong learning.

Can I take courses at more than one campus of Ohio University?
Yes. One of the appealing features of Ohio University is that students can be registered at more than one campus at a time. This multi-campus registration system provides students the opportunity to register for courses which their home campus is unable to offer. If you are registered at two campuses, e.g. Chillicothe and Lancaster, you will be paying the same fees as those who are registered solely on either campus. **NOTE: If you register for a course on a regional campus and for courses on the Athens campus, you may be required to pay full Athens campus fees.**

Am I able to repeat a course and what happens after I have repeated that course?
You are permitted to repeat a course to improve your grade. After the course is repeated, the Registrar will remove the first grade, substitute the second grade, and recalculate the grade point average. However, the first grade cannot be removed from your official transcript. Most classes can be repeated twice without special permission. See your advisor for details.
Student Services

Academic Advising  740.774.7731
Bennett Hall, Rm. 270
The Ohio University Chillicothe Hilltopper Advising Center is located in Room 270, Bennett Hall. We are your central resource for academic advising on campus. The Hilltopper Advising Center can help you with: selecting courses or changing your schedule, exploring and declaring, or changing a major, degree planning and goal setting, getting a DARS report, a "what-if" DARS, and how to read it, questions regarding academic majors/programs and minors, courses, professors, etc., academic issues or concerns.

Additionally, we can assist you with: study tips and college success strategies, campus resources, provide informational websites, offer advice and encouragement.

Special events to watch for:
“How to Choose a Major” workshops - Get help with determining your best career match. Take the Self Directed Search, a nationally recognized assessment and get immediate feedback from our advisors. Workshops are hosted in the fall and spring semesters. Determining your career path and establishing a goal is a big contributor to academic success. Watch for email and campus announcements.

OUC Majors Fair - This is our biggest event of the year. You have the chance to visit with representatives from OUC and Main campus majors at one time, in one location. Learn about majors we have to offer, minors, courses, and special programs that are available to you. Visit with representatives from Career Services, Study Abroad and more. Access what-if DARS on site for immediate feedback from major representatives. Watch for email and campus announcements.

Advising Roadshow - Our advisors go on the road! We take time to visit with students where they meet, in the Stevenson Center. Advisors are available throughout the semester in a more casual setting to discuss academic related issues, but also just to chat. Each week, we have a theme or topic to get the conversation started. We look forward to getting to know you better, so that we can be that cheerleader and provide the support you need for academic success. Watch for email and campus announcements.

We do more than just help you pick classes. We help you make informed, reasoned decisions that affect your college success. We are here to help!

Accessibility Services  740.774.7253
Bennett Hall
Students with documented learning and/or physical disabilities can receive accommodations and other special services to assist in the success of their academic career. Students are urged to visit Student Accessibility Services to determine if they qualify for special accommodations.
Admissions 740.774.7241
Bennett Hall
The admission of new students is the primary responsibility of the Admissions Office. Additional services listed below are offered for current students:

Transfer Credits: The Admissions Office at OUC processes official transcripts from other colleges, universities, and the military. The final evaluation of credits will be done by the individual college on the Athens campus, which houses the student's major.

Re-enrolling Students: A re-enrollment application needs to be completed at the admissions office by any student who did not attend for at least one fall or spring semester.

Bursar 740.774.7241
Bennett Hall
Ohio University Chillicothe provides bursar or payment services in Bennett Hall for tuition and fees. Students can make payments on their MyOhio Student Portal, by mail, or in person. In person payments can be accepted between the hours of 8:00am and 4:30pm, Monday-Friday. Students and guests also pay for any fees related to testing or background checks.

Career Services 740.774.7733
Bennett Hall
Career Services provides resources to aid students in identifying and developing a career. Assistance is provided to determine strengths, interests, and suitable occupations. Other services include resume and interview preparation, networking know how, and job bank and internship opportunities.

Education Abroad 740.774.7229
Bennett Hall
Student interested in education abroad opportunities may contact the OUC Office of Global Opportunities representative for more information or contact the Athens Office of Global Opportunities.

Financial Aid/Scholarships 740.774.7289
Bennett Hall
The Financial Aid Office uses grants, scholarships, loans, and campus employment, either singly or in combination, as a means to assist you in financing your education. In addition, printed resources can provide you with detailed information on the available aid programs, budgeting, application process, eligibility requirements, and student responsibilities. You can pick up any of these at the Financial Aid Office.

Housing Assistance 740.774.7721
Bennett Hall
As a commuter campus, OUC does not provide any on-campus residential facilities. However, the Recruitment Office can provide information concerning rental units available in the surrounding area. The Recruitment Office does not review or approve residential facilities or rental agreements; it simply serves as a clearinghouse for information that can be helpful in the search for housing.
Placement Testing 740.774.7754 Bennett Hall
Placement tests are required for all new students and transfer students who have not met the University’s Tier I requirements or who have not taken the ACT test. The tests are given at no charge to incoming students to determine placement in the proper English, math and reading courses. Appointments must be made at least 24 hours in advance. Students can make an appointment online, call, or visit the Testing Center.

Registration 740.774.7241 Bennett Hall
The registrar provides a variety of services to students, faculty, and staff. These services include the following:

Current-Semester Services
• Administers, coordinates, and conducts registration.
• Reports students and course data to other Ohio University departments/campuses.
• Administers fee-assessment in accordance with Ohio University policies.
• Collects and processes final grades.

Student Record Services
• Maintains student and historical enrollment information.
• Certifies enrollments, demographic information, and statistical data.
• Responds to faculty, staff, and public inquires concerning campus and individual student information.
• Maintains campus academic course inventory.
• Maintains encumbrance records and enforces related policies.

Student Activities 740.774.7229 Bennett Hall
The Student Activities Office is responsible for the development, promotion, and management of extra-curricular and co-curricular on-campus programs and student leadership opportunities which complement and enhance each student’s academic experience and personal development. This office formulates and recommends policies that apply to the development and management of such groups and serves as a liaison between the University administration and the student organization’s advisors and officers. A calendar of events is available online. Any individual wishing to organize a club must develop a constitution and have it approved by the university. Procedural information for establishing an organization is available in the Student Organizations section of this booklet.

Veteran Affairs 740.774.7241 Bennett Hall
GI Bill education benefits can be used at OUC. Students should apply for benefits online at the Veterans and Military Student Services Center website.
Campus Activities

Graduation Recognition
A special recognition day is held at the end of the spring semester each year. This ceremony is to recognize students who have graduated during the past summer, fall, and spring semesters. More information about graduation including the link to register for graduation is available online.

Health & Wellness Center
740.774.7760
The Health & Wellness Center includes a cardio exercise room, free weight room, and a Selectorized Cybex weight room. Fitness classes are also available to members. A paid membership is required to use the Wellness Center.
Building hours are:
Monday – Thursday........ 8 am – 8 pm
Friday..................................... 8 am – 7 pm
Saturday................................. 9 am – noon
Sunday................................... CLOSED

Intercollegiate Athletics
740.774.7206
Shoemaker Center
OUC competes in the Ohio Regional Campus Conference. Athletics at OUC are viewed at the club level, which means teams are fielded based on the number of people who want to participate. OUC competes in seven different sports which include:
- Women’s Volleyball
- Women’s Basketball
- Men’s Basketball
- Men’s Baseball
- Golf
- Tennis
- Women’s Fast Pitch Softball
OUC also has a cheerleading team at all men’s basketball games.
Students are admitted free to all regular season athletic events at OUC and Ohio University Athens upon presentation of a valid Ohio University ID card.

Shoemaker Center
Shoemaker Center, the recreational center on campus, features a full-sized basketball/volleyball court as well as seating for roughly 2,500 fans in the arena. In addition, it includes a 1/11 mile indoor run/walk track with a carpeted surface. Locker rooms are available.
## Other Support Services

**Bookstore**  
740.774.7780  
**Bennett Hall, Ground Floor**  
Textbooks and other supplies for OUC students are for sale in the Bobcat Depot Bookstore. Ohio University clothing, gifts, and other novelty items are also available. Store hours vary from semester to semester. Please check the hours posted outside the bookstore.

**Health Insurance**  
740.774.7241  
**Bennett Hall**  
Accident, sickness, and major medical insurance are available for OUC students and their dependents. For insurance information visit the Bursar website.

**Student Success Center**  
740.774.7779  
**Inside Quinn Library-Stevenson Center**  
The Student Success Center can be found adjacent to the Quinn Library, located in the Stevenson Center. The Student Success Center helps promote student learning through the following programs:

- Math Center
- Writing Center
- Technology Center
- Appointment-based Academic Tutoring
- Supplemental Instruction (SI)
- Summer Refresher Modules

Call 740.774.7779 or visit the Student Success Center for more information, to set up an appointment, or to drop in for walk-in tutoring on a first-come, first-serve basis.

Student Success Center Hours:
Monday – Thursday .......... 9 am – 8 pm  
Friday .................................. 12-4 pm  
Saturday – Sunday .......... CLOSED

**Library**  
**Stevenson Center**  
740.774.7201  
The Quinn Library, located in the Stevenson Center, provides information services to students, faculty, and the community. The library holds nearly 75,000 books and magazines, but more importantly, it serves as a portal to information resources statewide. Ohio University Chillicothe is a member of Ohio LINK, a statewide consortium of institutions of higher learning. The consortium provides excellent research databases, and students may check out books from any of the member institutions. Students may also check out books from any of the campuses of Ohio University. For OUC students, books owned by any of the Ohio University campuses may, in most cases, be checked out for the duration of the semester and can be renewed online. There are fines for overdue books. A photo ID is required for checking out materials. All of the library's electronic resources can be accessed online through its website. Faculty will often place class materials on reserve at the library for student use.

**Office of Continuing Education & Workforce Development**  
740.774.7226 & 740.774.7230  
**Shoemaker Center, Room 213**  
The Ohio University Chillicothe Office of Continuing Education & Workforce Development addresses the specialized and unique training needs of business and industry in Ross, Pickaway, and Pike Counties. In addition to customized training for business and industry, the Office of Continuing Education offers a wide variety of open-to-the-public, non-credit and credit workshops.
Ohio University Learning Network (OULN) 740.774.7212 & 740.774.6079

Bennett Hall Rooms 111 and 112

The Ohio University Learning Network (OULN) is an interactive video conferencing system providing high definition, interactive learning classrooms, which link all campuses of Ohio University. There are two classrooms on the Chillicothe campus. These two CISCO Telepresence classrooms offer a wide range of classes taught by faculty across the Ohio University system. These rooms are also used for video conferencing and meetings inside/outside Ohio University. For questions regarding training, technical support, or schedule an operator for a meeting, please contact the Ohio University Chillicothe Computer Help Desk at 740.774.7212 or 740.774.6079.

Student Identification Card

740.774.7241

All University students are required to possess a valid student identification (ID) card. These student ID cards are issued free of charge to you by the Office of Admissions and Registration located in Bennett Hall. With a valid ID card, you are able to attend OUC and OU athletic events free, check out library materials, and obtain discounts from the Hilltop Café and from many local merchants in the Chillicothe area. Replacement student ID cards can be issued for a fee of $10.00.

Technology Services

740.774.7212

Learning Commons-Stevenson Center

OUC currently has almost eight hundred computers on campus managed by Information Technology Services. Over five hundred of those computers are in computer labs or public spaces. We have ten instructional labs, two open computer labs, public access stations in the Learning Commons, Library, Bennett Hall, and other areas across the OUC campus, as well as and semiprivate group collaboration rooms, which are open unless otherwise reserved. Reservations for these semiprivate group collaboration rooms can be made by phone or in person by contacting the Computer Help Desk.

Our classrooms, labs, public spaces and offices are equipped with computer equipment. Most computers at OUC run Windows 7 or Windows 8. These Computers have the following software installed: Adobe Flash Player; Adobe Acrobat Reader; Audacity; Microsoft Office 2013; Open Office; Cute PDF; Cyberlink DVD; Google Chrome; iFanView; Microsoft Photostory; Windows Moviemaker; Microsoft Silverlight; Windows Media Player; Mozilla FireFox; Internet Explorer; Java; Picasa; QuickTime; VLC Media Player; Real Player Lite; Roxio CD Creator; Sophos Managed Antivirus; SPSS (Installed in certain computer labs, Stevenson 19, and The Learning Commons private study rooms).

There are also many Macintosh computers on campus running OSX 10.10. These Computers have the following software installed: Adobe Flash Player; Adobe Acrobat Reader; Adobe CS6; Microsoft Office 2011; Open Office; Google Chrome; Microsoft Silverlight; Windows Media Player; Mozilla FireFox; iPhoto; Safari; Java; Picasa; QuickTime; VLC Media Player, and Sophos Managed Antivirus.

Each of the dedicated Macintosh and PC computer labs have specialized software installed to support the technologies taught in them.
Student Organizations

Joining a student organization will provide you with a variety of experiences such as making new friends and developing leadership skills which will make your stay at Ohio University Chillicothe more enjoyable. Membership in most organizations is open to all interested students; There are organizations based on academic department and special interest. For more information about the following organizations, or to develop a new organization please contact the Coordinator of Student Activities at 774-7229.

New Organizations
To become a recognized student organization at OUC, you must first submit a registration form as well as constitution containing the mission/purpose of the club, names and length of terms of the club officers, approximate number of members, plus the written consent of a member of the faculty or administration to serve as the group’s advisor. This material is to be given to the Coordinator of Student Activities.

The club will receive official University recognition after the constitution gains approval of the Coordinator of Student Activities and the Dean.

Information for Organizations
Information, policies, procedures, and guidelines for student organizations can be found in the Ohio University Chillicothe Student Organization Guide available from the Coordinator of Student Activities. All recognized organizations are responsible for the information contained in the guide. Along with the regulations of being a student organization, the Student Organization Guide outlines the benefits and responsibilities of the organization’s president, treasurer, and advisor. Current student organizations can be found online. Additional information regarding Ohio University’s student organization policies and procedures can be found on the main campus webpage.

To maintain registered status with the university, each group must re-register with the Coordinator of Student Activities each year. As part of the re-registration process, the group must present to the office a list of officers, the name of the advisor, a membership list, and the current constitution of the group.
Conduct of Student Organizations
When a student organization is charged with a violation of the Student Code of Conduct, the Coordinator of Student Activities consults with the Student Conduct Review Board before determining whether the entire organization or specific individuals should be referred to the student misconduct process on the Chillicothe campus or the Office of Community Standards and Student Responsibility on the main campus.

Student organizations found to be in violation of the Student Code of Conduct will be subject to maximum disciplinary sanction following the appropriate process. A disciplinary sanction, which is less than a disciplinary expulsion, may place specific restrictions and additional requirements on a student organization. These conditions will vary with each case and may result in:

- The restriction or suspension of the use of facilities and services of the University.
- The suspension of the privilege to sponsor fundraising activities.
- The suspension of participation in University activities.
- The loss of funds allocated by the University, and
- The restitution for any damages.
Campus Information

Alcoholic Beverages/Illlicit Drugs
The unlawful possession, sale, or use of alcoholic beverages and illicit drugs on campus is prohibited. This policy was pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989. Both students and employees are expected to abide by this policy. The following sanctions could be enforced if employees and/or students are found to be in violation of this policy:
• Referral for prosecution.
• Expulsion or termination of employment.
• Referral to proper personnel dealing with violations of the Student Code of Conduct.

Weather Emergencies
The Chillicothe Emergency Warning Horn indicates a tornado warning (a tornado has been sighted) is in effect. Take shelter in either in Bennett Hall basement corridors or the Shoemaker Gymnasium.

Adverse Weather
740.774.7272
During the winter months, class cancellations are occasionally unavoidable. If inclement weather occurs, please listen to local radio and television stations (i.e. WKKJ & 1490 AM radio, NBC Television Channel 4) for announcements about cancellations or closing. You may also look online. During a Level 3 weather emergency, all university activities such as classes, extra-curricular activities, and day to day operations are cancelled.

Only the OUC Campus Dean (or his/her designated representative has the authority to declare an emergency and close the campus. Emergency closings announced by other agencies such as Ohio governmental offices, sheriffs, local city and county officials, etcetera, do not apply to Ohio University employees and employees are expected to report to work. In the case of inclement weather preventing travel employees are expected to call their supervisor. A weather condition which prevents an employee from reporting to work may not be used for an excused absence if the university continues to operate. Employees will be expected to use personal leave or vacation time for those occasions when they must miss scheduled work. Please note: emergency service and other outside agencies cannot advise Ohio University employees as to employment rights or responsibilities.

Bicycle, Skateboard, Inline Skates
The use of bicycles, skateboards, and inline skates are prohibited on Ohio University property.

Smoking/Smokeless Tobacco
Smoking is only permitted on in the designated area outside the Stevenson Center. Smoking is not permitted in any building or in any other area on the grounds of Ohio University Chillicothe.
Note: Smoking is not permitted anywhere on the grounds of the Child Development Center.

First Aid
For life threatening emergencies, call 911 from a campus telephone, push the emergency button on the telephones located in each parking lot, or dial 911 from the telephone located at the northeast corner of Stevenson Center.
Fire Emergencies
Fire alarm pull boxes are located in all campus buildings. If you suspect a fire, pull a fire alarm at once. Whenever you hear three short blasts, exit the building as quickly as possible using the nearest exit. Once you are outside, please move away from the building. Do not use the elevator in a fire emergency.

Publicity, Posters, Bulletin Boards
You are encouraged to publicize information that enriches campus life and student learning experience. Posters are defined as a temporary sign, flyer, banner, or similar publicity material. Campus groups are defined as OUC/Ohio University offices, departments, and recognized students and University organizations. Outside group refers to all other groups and individuals. Sponsors refer to groups responsible for posting. All posters should include the name(s) of the group(s) sponsoring the publicized information. Student services and the physical plant staff are authorized to remove posters that do not meet the recommended guidelines.

Parking Guidelines
740.774.7200
In order to provide a pleasant and safe campus experience for those who visit Ohio University Chillicothe, the following policy must be adhered to by all who visit our campus. The policy pertains to parking on campus and is in effect at all times. Failure to follow this policy will result in fines and penalties that may include the towing of your vehicle.

Parking
Regardless of times listed, vehicles must be parked in a legal space. Parking is allowed only in designated legal spaces (weekends, after hours, etc.)
• No parking is allowed along any curb painted yellow – these are no parking zones.
• No parking is allowed on any sidewalk, lawn, and grass areas or any other areas of greenery.
• No double parking is allowed.
• Only Faculty and Staff may park in the Faculty and Staff lot behind the Stevenson Center

Handicapped Spaces
Handicapped spaces are reserved for people who have disabilities and properly display a State issued handicapped placard. Students who believe they have a disability can apply for a temporary or permanent handicap placard at the Bureau of Motor Vehicles.

Handwritten Notices
Parking Services does not recognize handwritten notes placed on vehicles for any reason. Such vehicles will be ticketed and/or towed.

Disabled Vehicles
All disabled vehicles must be reported to Parking Services immediately and moved within 48 hours. Abuse or falsification of information when reporting a disabled vehicle could result in being ticketed and/or towed.

Ticketing
All campus lots are monitored by Parking Services. Violators will receive one warning on their vehicle before being towed.
**Towing**
If a vehicle is found in violation or has received a previous warning, it may be towed or immobilized with a boot. If these warnings are not heeded, it may become necessary to tow or boot a vehicle. Illegally parked vehicles are also towed when a lot complaint is received and/or a lot is full from illegally parked vehicles. All vehicles illegally parked will be towed when a lot complaint is received.

**Additional Parking**
In cases where the main parking lot located in front of Bennett Hall becomes full, additional parking is located in an upper lot in front of Shoemaker Center. A pathway is maintained between this upper parking lot and the Bennett Hall lot.
Academic Information

Academic Advisor
Academic advisors are generally assigned based on the major that you want to pursue. You should see your program advisor frequently, as they are the expert in your field of study. Your advisor information will be listed in your Student Center. There is also a list of advisors on the Hilltopper Advising Center webpage that includes contact information. The advisors in the Hilltopper Advising Center are here to assist any student with the various majors and other questions they may have.

Information and resources exist on the Hilltopper Advising Center webpage including information for prospective, current, and transfer students. Veterans and students who wish to relocate to Ohio University’s main campus in Athens are also encouraged to visit the website for more information.

For more information, contact:
Hilltopper Advising Center
Bennett Hall 270
T: 740.774.7731

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

Advisor/Advisee Expectations
These expectations were established by the University Academic Advising Council.

The Advisor Should:
1) Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration periods.
2) Be sensitive to the needs of a diversity of students.
3) Understand the mechanics and deadlines of enrolling students, such as scheduling by telephone or the web, adding and dropping classes, closed class options, special enrollment forms, and contacts in the Office of the Registrar or the college office.
4) Understand how to read a DARS checksheet and how to request DARS checksheets for exploring other majors and programs.
5) Understand university grading policies including probation and academic suspension.
6) Be familiar with the variety of university degree and program offerings, departmental and college requirements as well as university-wide general education requirements (as explained in the Ohio University Undergraduate Catalog).
7) Assist students in exploring
course and program offerings and career choices.
8) Know where to refer students with special needs or interests (e.g., Academic Advancement Center, Career Services, International Student and Faculty Services, Office of Institutional Equity, Student Financial Aid, Education Abroad, Ombudsman).
9) Help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.
10) Help students continually reassess their course of study in light of changing goals and overall academic performance.
11) Share information about opportunities in their major and intended career field (e.g., internships, practicums, volunteer, and service learning opportunities).
12) Seek reassignment for an advisee if necessary.

The Advisee Should:
1) Consult with the advisor at least once each quarter.
2) Make appointments for advising via phone, e-mail, or office hour sign-up sheets during mutually agreed-upon advising times.
3) Keep appointments promptly.
4) If unable to make a scheduled appointment, notify the advisor in advance.
5) Discuss academic and career-related needs and seek additional help from appropriate sources as suggested by the advisor.
6) Be prepared for the advising appointment by bringing appropriate materials and written questions and by having reviewed the DARS, checked catalog requirements, consulted the schedule book for the current quarter, and prepared a tentative schedule.
7) Seek assistance in decision making rather than expect the advisor to make decisions.
8) Follow through with appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
9) Evaluate advising sessions and give formal and informal feedback to the advisor.
10) Seek reassignment to another advisor if necessary.
11) Be aware of departmental major, college, and university-wide general education requirements.
12) Understand how to read and use a DARS checksheet.


Class Attendance
The weight given to class attendance in determining your grade is an academic matter; thus, all instructors are responsible for their own attendance policies. Although your instructor will state specific attendance requirements during the first week of classes each semester, the University does expect you to attend classes regularly. See the University Academic Catalog for specific information on absences.

If you miss the first two meetings of a class where the meetings are fewer than
Grading System Explanation

Grades
Instructors report the quality of a student's work in a course by using the following grading system: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Once grades are posted they are final and cannot be changed unless evidence of error can be presented. Detailed information about grading policies can be found in the Ohio University Catalog.

Grade Points
Grade points are assigned for each letter grade as follows and are used in GPA calculation:

- A: 4.00
- A-: 3.67
- B+: 3.33
- B: 3.00
- B-: 2.67
- C+: 2.33
- C: 2.00
- C-: 1.67
- D+: 1.33
- D: 1.00
- D-: 0.67
- F: 0.00

Other Grades Used in GPA Calculation

- **FN-Failure, Never Attended**
  This grade is given when the student does not officially drop a class for which he or she is officially registered but did not attend. FN counts as an F in the GPA. As with any other undergraduate grade in a nonrepeatable course, the FN may be replaced in the grade point average by the last grade earned if the course is retaken.

- **FS-Failure, Stopped Attending**
  This grade is given when the student stops attending but does not officially drop a course for which he or she officially registered and attended at least once. It counts as an F in the GPA. In addition, the last date of attendance indicated is recorded on the student's academic record. As with any other undergraduate grade in a nonrepeatable course, the FS may be replaced in the grade point average by the last grade earned if the course is retaken.

Grades Not Used in GPA Calculation

Along with the above letter grades, other grade symbols exist that are not included in GPA calculation but are included in hours earned. These symbols are as follows:

- **CR-Credit**
  A report of credit may be made for certain preapproved courses. Credit is to be used primarily for graduate-level courses. Regardless of the level, using a CR grade for a specific course requires prior approval of the University Curriculum Council. Some colleges may limit the number of CRs applied to major and degree requirements.

- **P-Pass**
  Conversion of grades A through D- under the pass/fail option. The pass/fail option is designed to encourage students to explore areas of study which they might otherwise hesitate to enter. To be eligible, the student must have a GPA of 2.5 or better for his or her latest term of full-time enrollment, or have an 80 minutes or the first meeting of a class where the meeting is 80 minutes or longer, the instructor has the option of not admitting you to the class, whether or not you are registered for it. If you miss the first two meetings (or first meeting if 80 minutes or longer), check with your instructor to verify your status in the class. If you have not been admitted, you will need to drop the class by accessing My OHIO Student Center.

*Note: If the instructor does not admit you to the class, you still must drop the class from your schedule by accessing My OHIO Student Center. 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 semester.*
accumulative GPA of 2.0 or better. First–term freshmen automatically qualify. The pass/fail grading option is subject to the following restrictions: 1) No course taken pass/fail may be used to fulfill any graduation requirement (college, school, or department) other than the total hours requirement. For example, courses taken pass/fail cannot be used to meet distribution requirements, minor or certificate requirements, requirements of courses above a specified level, a specific course established as a major requirement, or any other such requirements in the student’s program. Colleges may refuse permission to use the pass/fail option for courses that are eligible to meet any such requirements that have not already been met by the student; if they do grant permission in such a case, the student will have to meet that requirement with some other course. Such courses taken pass/fail prior to the student’s entering the program cannot apply to program requirements other than total hours for graduation. 2) The student may take no more than one class per term or session by pass/fail. 3) The student may complete no more than 12 semester hours under this option. 4) The instructor is not to know who elects his or her course on the pass/fail option. A letter grade will be turned in and then converted to a P or F on the student’s academic record by the University Registrar. The original letter grade cannot be retrieved. To initiate the pass/fail option, the student should register for the class by accessing My OHIO Student Center, and then contact his or her college or regional campus student services office (no later than the Friday of the second week of the semester or the Friday of the first week of a session) to request that a class be taken pass/fail. Pass/fail requests by regional campus students are reviewed by the student’s college student services office on the Athens campus, and may be denied if an inappropriate choice has been made.

Pass/fail applications cannot be processed through My OHIO Student Center.

Additionally, students may receive a grade that is not used in GPA calculation and is not included in hours earned. These symbols are as follows

- **AU-Audit**
  Indicates formal participation in a class, but not for credit or a regular grade. The student who registers for an audit is expected to attend and participate in the class according to the instructor’s policy. Failing to do so can result in removal of the Audit from the record. (If this action results in a change of fees, the University policy on refund of registration fees will apply.) Audited classes are calculated in the tuition fees.

- **I-Incomplete**
  Receiving an “I” means that the student has not completed the work required for a regular grade. The student must have the instructor’s permission to receive the Incomplete. The student must complete the work within the first two weeks of his or her next semester of enrollment or two years from the end of the term in which the grade of “I” was given, whichever comes first, or the “I” converts automatically to an “F.” The instructor may at his or her discretion submit a change of grade request to the Office of the University Registrar. When the student applies for graduation, any Incompletes on the record will be calculated as “F” grades for the purpose of determining eligibility for graduation and will be converted to “F” upon graduation.

- **NR-No Report**
  This grade is assigned when: 1) The instructor does not report the grade; 2) The instructor reports the grade too late for semester grade processing; or 3) The instructor reports an ineligible grade for the grade eligibility code of the course.

- **WP - Withdrawal Passing**
  This grade designates classes dropped
after the Friday of the second week of the semester (Friday of the first week of a session). (Prior to Fall Semester 2012-13, this grade designated classes dropped after the 15th day.) It indicates that the student was passing at the time of withdrawal.

**WF-Withdrawal Failing**
This grade designates classes dropped after the Friday of the second week of the semester (Friday of the first week of a session). (Prior to Fall Semester 2012-13, this grade designated classes dropped after the 15th day.) It indicates that the student was failing at the time of withdrawal.

**Grade Point Average (GPA)**
GPA is the basis for determining a student's scholastic standing. It is calculated in the following manner: Total number of grade points earned (the sum of multiplication of grade points listed above and the credit hours for the class) divided by the total number of credit hours attempted. GPA is calculated by semester and by accumulative hours.

**Dean's List**
The Dean’s List, compiled at the end of each semester, includes the names of all students whose GPA for the semester is at least 3.5 for a minimum of 15 semester hours of credit earned, including at least 12 hours attempted for letter grades that are used to calculate GPA.

**Academic Misconduct/Dishonesty**
All forms of academic misconduct are prohibited by the Student Code of Conduct. Academic misconduct refers to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam

ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, submitting the same assignment in different courses without consent of the instructor. If you are at all in doubt as to what constitutes academic misconduct/dishonesty, ask your instructor or visit the Academic Misconduct webpage.

If you are found to be involved in academic misconduct, your instructor has the option of lowering your grade, giving you a failing grade on the project or in the course, and/or referring you to the OUC Student Conduct Review Board or the Office of Community Standards and Student Responsibility. Possible sanctions for Academic Misconduct are a reprimand, probation, suspension, or expulsion.

In cases of perceived academic misconduct, a faculty member has the authority to administer a failing grade for the assignment or for the course. If an instructor who has accused you of plagiarism lowers your course grade, you may appeal this grade by following the grade appeals procedures.
Academic Probation and Drop Regulations
The university requires students to maintain an overall grade point average (GPA) of 2.0. If a student’s GPA falls below 2.0, that student will be placed on academic probation.

Students will be allowed to continue at the university as long as a 2.0 term GPA or greater is earned or if an accumulative GPA is equal to or greater than the minimum defined for total hours earned:

<table>
<thead>
<tr>
<th>Total Hours Earned</th>
<th>Minimum Accumulative GPA to be Continued on Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 29.99</td>
<td>1.6</td>
</tr>
<tr>
<td>30.00 – 59.99</td>
<td>1.8</td>
</tr>
<tr>
<td>60 – 89.99</td>
<td>1.9</td>
</tr>
<tr>
<td>90+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If neither term or minimum accumulative GPA is achieved, student will be dismissed from the university. To be removed from probation, the student’s overall GPA needs to be raised to a 2.0

Reinstatement
Students who have been dropped from the university may petition for reinstatement through the Coordinator of Student Support. Under normal conditions, a petition for reinstatement will not be considered until a year has passed since the student has been dropped. A student who is dropped for a second time may be reinstated only after two (2) years has passed and only under extraordinary circumstances.

As a condition for reinstatement, the Coordinator of Student Support, in consultation with the student’s academic college, can suggest steps to be taken by the student. These steps could be in the form of courses taken at another institution, through correspondence study, or course credit by examination. However, such steps will not constitute sufficient grounds for waiving or shortening the reinstatement waiting period.

Grade Appeals (Regional Campuses)
The instructor assigned to a class has full responsibility for grading, subject to the appeal process described in this section. A student may appeal a grade through the course division coordinator (Group I & Group II Faculty) or the Associate Dean (Group III or Adjunct Faculty), and then to the Campus Dean, provided that a concerted effort was made by the student to resolve the matter with the instructor. The burden of proof for a grade change is on the student, except in those cases involving charges of academic misconduct. If the Campus Dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the Campus Dean concludes that sufficient grounds do exist for an appeal, he or she shall appoint a faculty committee of five members, including the division coordinator to consider the case. If a majority on the committee decides that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the registrar to change the grade. The decision of the committee is not subject to further appeal.

In appeal cases in which the division coordinator is the instructor, the Campus Dean is authorized to appoint an alternative member from the same
revised the student’s right to privacy consistent with the Family Rights and Privacy Act of 1974.

Students’ records at Ohio University are held in trust by the university. Except with the prior written consent of the student, or as otherwise stated in the Student Records Policy, no information in any student’s education record file may be released to individuals or organizations requesting them. Students reserve the right to inspect and review the contents of their education records and to challenge the contents of their records through a formal hearing. A complete copy of Ohio University’s Student Records Policy can be found in the Ohio University Catalog.

College Standards
Along with the university minimum standards, some colleges maintain higher standards of performance in professional courses or other required work within the college. A student dropped by a college because of failure to meet such additional standards, but who is not subject to dismissal from the university, is still eligible for admission to other programs in the university. Otherwise, a student dropped by a college is considered to be dropped by the university and cannot apply for admission to another college without first being reinstated.

Student Records
The Admissions and Registration office, located in Bennett Hall, maintains unofficial copies of students’ academic records and writes letters to verify enrollment. However, to receive an official copy of academic transcripts, a student must contact the Registrar’s office on the Athens campus. All policies concerning student records, are presented upon the principles of confidentiality and the student’s right to privacy consistent with the Family Rights and Privacy Act of 1974.

Grievance Procedure
In order to deal effectively with grievances, other than those regarding grades or those under the student code of conduct, students should contact the Director of Student Services for assistance in following the outline procedure below:
1) The student should meet directly with person(s) involved to see if the grievance can be resolved. If direct contact does not satisfactorily resolve the grievance, the student has the option to proceed in one of two ways. The student’s decision to proceed must be in writing to a Division Coordinator, Associate Dean, or Director of Student Services and be received within five working days, after the direct contact.
   a) If the grievance involves a Group III or Adjunct faculty member, the student should contact the Associate Dean. The Associate Dean has ten working days to notify the student, in writing, of results of the meeting with the person(s) involved.
   b) If the grievance involves a Group I or II or full-time faculty
member in a non-technical program (Social Sciences, Fine Arts/Humanities, or Math/Science), the student should contact the appropriate Division Coordinator. The Division Coordinator has ten working days to resolve the grievance in consultation with the student and person(s) involved.

c) If the grievance involves a staff member or administrator the student should contact the Director of Student Services. The Director of Student Services has ten working days to notify the student, in writing, of result of the meeting with the person(s) involved.

2) If the student is not satisfied with the direct contact or consultation outcomes, the student has five working days to present the case in writing to the Dean. The Dean has ten working days to attempt to resolve the grievance in consultation with the student and person(s) involved.

3) If the student is still unsatisfied at this point, the student has five working days to petition in writing the chairperson of the campus Judiciary committee to place the situation before the committee for any discussion and recommendation. The Judiciary Committee would have ten working days to make a ruling.
Student Code of Conduct

All Ohio University Chillicothe students are held to the same rights and responsibilities as those on any other Ohio University campus including the main campus in Athens. As such, OUC students must familiarize themselves with the expectations, policies, and procedures detailed in the Student Code of Conduct.

The university has a clear responsibility in the area of student conduct to protect and promote the pursuit of the Ohio University goals. In keeping with Ohio University’s commitment to the intellectual and personal growth of students within a learning-centered community, students and student organizations are expected to be responsible members of the community by complying with federal, state, and local laws, and in addition, must abide by the rules and regulations of the university.

The Ohio University Student Code of Conduct sets forth community expectations for Ohio University students and student organizations as well as those behaviors, occurring both on or off campus, which constitute unacceptable conduct for graduate and undergraduate students of the university. Students and student organizations are responsible for conducting themselves in accordance with the student code of conduct at all times. The university does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding students' behavior. All alleged violations of the student code of conduct may result in referral to the director of the Office of Community Standards and Student Responsibility.

The student code of conduct is rooted in the philosophy of educational discipline. The student conduct process is a learning experience that spans a continuum beginning with understanding community expectations, to being confronted for behaviors not in keeping with these expectations, through the formal adjudication of alleged violations, and, finally, through delivery and completion of sanctions as warranted. The university makes an effort to educate students and student organizations found in violation of the student code of conduct through a sanction while remaining at the university. However, when a student or student organization is assessed to be a danger to the university community or reputation of the university, or when a repetition of misconduct is likely to occur, the student or student organization will be treated the same as one who has failed academically and may be separated from the university.

Although the university will make every reasonable effort to make the published code of conduct available to students and student organizations, students and student organizations are equally responsible for becoming familiar with the expectations, policies, and procedures contained in the student code of conduct. Questions regarding the code of conduct can be addressed to:

The Office of Community Standards and Student Responsibility
T: (740) 593-2629
communitystandards@ohio.edu
or
the Coordinator of Student Activities in Bennett Hall on the Chillicothe campus.
Chillicothe Campus Student Concerns and Student Misconduct
Ohio University Chillicothe is committed to assuring that students are provided a safe space for educational purposes. Members of the campus community including students, staff, faculty, and guests are encouraged to report concerning or inappropriate student behaviors through the appropriate channels.

In the event that an individual observes concerning inappropriate behavior or believes that a student has violated the Student Code of Conduct that individual should complete a Student Issues form at the Information Desk in Bennett Hall or the Coordinator of Student Activities. Within one business day the Coordinator of Student Activities will create a file regarding the student in question and contact witness or victims for statements and evidence for or against the student in question. Once the investigation is complete the Coordinator of Student Activities will share a digital file with the Student Conduct Review Board consisting of the Coordinator of Student Activities, the Director of Student Services, the Associate Dean, the Director of Facilities, a faculty representative, and a student representative.

The Student Conduct Review Board will discuss the incident via email to determine the appropriate course of action. In some cases the student in question will be required to meet with the Coordinator of Student Activities and the Director of Student Services to discuss the student’s behavior. The student in question will receive an email documenting the situation and the Coordinator of Student Activities will maintain a file on the student. A second possibility is that the student’s behavior will warrant a meeting with the Student Conduct Review Board which will be organized by the Coordinator of Student Activities. During this meeting of concern, the student will have the opportunity to discuss his or her behaviors with the Board. The Board will determine if any further activity needs to occur such as further meetings with the Board or community service at OUC. The Coordinator of Student Activities will maintain a file on the student.

If a student behavior is severe and may indicate a violation of the Student Code of Conduct, the Student Conduct Review Board may decide to immediately escalate the situation to the Office of Community Standards and Student Responsibility. In that case, the Coordinator of Student Activities will refer the case to the Office of Community Standards and Student Responsibility. The Coordinator of Student Activities will then act as the point of contact between the two campuses and represent OUC when appropriate. While the Coordinator of Student Activities maintains a file on the student, the process will be completed on the Athens campus.
Ohio University Student Conduct Process
In the event that a student issue on the Chillicothe campus is escalated to the Office of Community Standards and Student Responsibility, the procedures set forth by that office will be followed to assure that the student in question receives due process. The Student Conduct Process is outlined on the website. It includes hearing guide for the accused and a hearing guide for the complainant. If an accused student is unhappy with the outcome of his or her case, he or she may file an appeal. This process is also detailed on the Community Standards and Student Responsibility website.