Welcome

We are pleased to respond to your interest in Ohio University, an institution accredited by the Higher Learning Commission. Since 1974, Ohio University has been dedicated to working with incarcerated students and their families to provide college-level courses in a print-based format that is accessible in most prison facilities. All academic correspondence happens through the mail, including academic advising, invoicing, shipping course materials, coordinating lessons, and grading.

Through Ohio University Correctional Education, students have three options for study:

- **Degree-seeking student:** The student earns college credit for courses completed toward a degree.
- **Nondegree student:** The student earns college credit, but he or she does not participate in a degree plan.
- **Legal education courses:** The student receives no college credit. A certificate is awarded upon course completion.

Courses

Degree-seeking and nondegree students may choose to earn college credit through print-based courses, which include a structured format of lessons and exams with minimal instruction. There is also an option to complete course credit by examinations, which involve no instructor guidance. From the date of enrollment, students have eight months to complete a print-based course. For a course credit by examination, the student has six months from the date of enrollment to take the examination.

Examinations

Most courses require exams that must be supervised (proctored) by an individual approved by our office. Prior to applying for admission, a student should check with the facility’s education department to determine if a testing proctor is available. Potential proctors include principals, vocational instructors, or other administrative staff members. eCampus staff will need to approve the student's proctor. All exams must be taken in the facility where the student resides, and all exams will be mailed directly to the proctor at the facility address. It is the student’s responsibility to locate a proctor. If a proctor is not available at the facility, the student should not apply for admission.

Academic Advisor

An academic advisor is assigned to degree and nondegree incarcerated students. The advisor serves as the student’s personal connection to the University. After the student is admitted, the advisor will send the student a detailed welcome packet.

Continuing Studies After Release

Ohio University students who have been convicted of a felony must complete a review process. This process is deferred for students participating through the Correctional Education program during the period of incarceration only. Correctional Education students who wish to enroll in a new course after being released must submit a re-enrollment form to the Office of the University Registrar and complete the required felony review process through the Office of Legal Affairs. This review process will determine a student’s post-release enrollment options, including on-campus, online, and/or print-based enrollment. In some cases, a Correctional Education student may be prohibited from continuing enrollment at OHIO after release. More information about this policy is available on the Correctional Education application for admission.

After release, students WILL be permitted to continue and complete any existing enrollments without going through the felony review process, nor submitting a re-enrollment form. Existing enrollments will not be billed an additional tuition/fee assessment. Students who enroll in a new course after being released will be assessed current tuition and fees for print-based, course credit by examination, or online courses. Current tuition rates are available from the Office of the Bursar.

Questions

If you have any changes or challenges related to your participation as an eCampus student, write to your advisor to ask for assistance. If you do not know who your advisor is or you have not been admitted yet, contact our office with any questions.

Write to:
OHIO Correctional Education
Haning Hall 102
1 Ohio University
Athens OH 45701

Call:
800.444.2420 (toll-free)
740.593.2910

Email:
correctional@ohio.edu
Degrees and Certificates

Many students choose initially to pursue an associate’s degree, as completed courses count toward earning the associate’s degree as well as a bachelor’s degree program, if students decide to continue their studies. Students must meet all residency requirements for degrees; however, this does not mean they must come to campus to earn resident credit. Courses completed through Ohio University (as opposed to transfer credits) will combine to meet the requirements.

Associate’s Degrees

Most of the associate’s degrees require a minimum of 60 credit hours; at least 20 of the total credit hours earned toward the degree must be Ohio University credits. The exception is the Associate in Applied Business, business management technology major, which requires a minimum of 63 credit hours, with at least 18 credit hours earned while enrolled at Ohio University. A minimum 2.0 accumulative GPA is required to graduate.

Associate in Arts

The Associate in Arts degree is available in the Arts and Humanities Emphasis or the Social Sciences Emphasis. The Arts and Humanities Emphasis includes the areas of English, humanities, and the arts. The Arts and Humanities Emphasis requires 20 credit hours in arts and humanities; 10 credit hours in natural science, applied science, and quantitative skills; 10 credit hours in social sciences; and 20 credit hours of elective courses. The Social Sciences Emphasis includes the areas of business, history, psychology, political science, and sociology. The Social Sciences Emphasis requires 20 credit hours in social sciences; 10 credit hours in natural science, applied science, and quantitative skills; 10 credit hours in arts and humanities; and 20 credit hours of elective courses.

Associate in Science

The Associate in Science degree includes the areas of biology, chemistry, geology, mathematics, and physics. The Associate in Science degree requires 20 credit hours in natural science, applied science, and quantitative skills; 10 credit hours in arts and humanities; 10 credit hours in social sciences; and 20 credit hours of elective courses.

Associate in Applied Business — Business Management Technology Major

Courses offered take a management approach to the functional areas of business operations, including human resource management, marketing, operations, supervision, planning, and distribution. The student’s academic advisor will make course recommendations to help the student fulfill requirements. This degree requires students to use computer-based software to complete the required courses. Students who don’t have access to the software will not be able to complete this degree.

Associate in Individualized Studies

This degree allows the student to design a program of study to meet particular goals. Only currently enrolled degree-seeking students may apply, and the application must be completed with the student’s academic advisor. The application must outline your intended course of study and a proposed area of concentration, which should consist of at least two subject areas. Applications are accepted according to the following deadlines: November 1 (fall semester), April 1 (spring semester), and August 1 (summer semester).

Bachelor’s Degrees

The Bachelor of Technical and Applied Studies and the Bachelor of Specialized Studies are the two bachelor’s degrees available to incarcerated students. A minimum of 120 credit hours and a 2.0 accumulative GPA are required to graduate.

Bachelor of Technical and Applied Studies

This degree is intended for students who already have earned an associate’s degree or equivalent from a regionally accredited community college, regional campus, technical college, or university. A minimum of 24 hours from the associate’s degree must be in a technical field. The courses teach leadership and communication skills that build on the student’s technical education. Among the skills developed through this course of study, students will learn how to develop a research project.

Bachelor of Specialized Studies

This program allows students to create a faculty-approved, individualized, multidisciplinary degree program tailored to their individual interests and needs. In conjunction with faculty and staff, students design an area of concentration that stands as the equivalent of a pre-established major. This degree is appropriate if you would like to combine courses from different academic departments to create a unique major or if you have interests and career goals not met by a current Ohio University major. Currently registered, degree-seeking students may apply to the Bachelor of Specialized Studies as early as the semester in which they anticipate reaching sophomore rank (at least 30 semester hours earned) and attaining a 2.0 or higher cumulative GPA.

Legal Education Courses

Ohio University works with The Center for Legal Studies (CLS) to bring you quality legal training available in a text-based, noncredit format. The following courses are available: paralegal certificate, advanced paralegal certificate, alternative dispute resolution, legal investigation, legal secretary, and victim advocacy. To receive a Certificate of Completion, students must complete assignments and examinations, which are mailed to the instructor at The Center for Legal Studies for grading. The legal education courses do not require an Ohio University application form or application fee. See the legal education course registration form (included with these materials), which includes information about the cost of these courses.

Correctional Education
### Courses

Admitted students will receive course information in the advisor’s welcome packet.

### Print-Based Courses (PBC)
- **ASTR 1000** – Survey of Astronomy
- **ATCH 1030** – Financial Accounting Procedures
- **ATCH 1040** – Managerial Accounting Procedures
- **BIOS 1030** – Human Biology I: Basic Principles
- **BIOS 3840** – Bioethics: Bioethical Problems in Biology and Medicine
- **BMT 1010** – Business and Its Environment
- **BMT 1100** – Introduction to Management
- **BMT 1150** – Foundations of Quality and Continuous Improvement
- **BMT 1400** – Concepts of Marketing
- **BMT 1500** – Elements of Supervision
- **BMT 1700** – Small Business Operations
- **BMT 2000** – Introduction to Business Computing
- **BMT 2100** – Managing Finance in Business
- **BMT 2500** – Practical Personnel Procedures
- **BMT 2600** – Business Report Writing
- **BMT 2850** – Government and Business
- **BMT 2880** – Computer Applications for Management
- **BUSL 2000** – Law and Society
- **ECON 1030** – Principles of Microeconomics
- **ECON 1040** – Principles of Macroeconomics
- **ECON 3200** – Labor Economics
- **ECON 3600** – Money and Banking
- **ENG 1510** – Writing and Rhetoric I
- **ENG 2010** – Critical Analysis of Fiction and Non-Fiction Prose
- **ENG 2020** – Critical Analysis of Poetry and Drama
- **ENG 3080J** – Writing and Rhetoric II
- **ENG 3210** – American Literature to 1865
- **ENG 3220** – American Literature: 1865-1918
- **ENG 3250** – Women and Literature
- **ENG 3610** – Creative Writing: Fiction
- **ENG 3620** – Creative Writing: Poetry
- **EVT 1000** – Introduction to Environmental Engineering Technology
- **EVT 1100** – Environmental Eng. Instrumentation and Computation
- **EVT 1200** – Introduction to Environmental Chemistry
- **EVT 1250** – Hazwoper
- **EVT 2000** – Site Investigation: Sampling and Monitoring Labs
- **EVT 2100** – Introduction to Health Physics
- **EVT 2200** – Fluid Mechanics
- **EVT 2500** – Analysis of Environmental Pollutants
- **EVT 2900** – Alternative Energy Systems and Applications
- **GEOG 1200** – Human Geography
- **GEOG 2400** – Environmental Geography
- **HIST 2460** – The Rise of Modern Asia
- **HIST 3290** – Ancient Greece
- **PSY 1010** – General Psychology
- **PHYS 2110** – Statistics for the Behavioral Sciences
- **PSY 2420** – Educational Psychology
- **PSY 2510** – Social Psychology
- **PSY 2720** – Psychology of Personality
- **PSY 3410** – Behavior Genetics and Individual Differences
- **PSY 3420** – Psychology of Adulthood and Aging
- **PSY 3510** – Motivation
- **SOC 1000** – Introduction to Sociology
- **SOC 1100** – Social Psychology of Justice
- **SOC 2600** – Criminal Justice
- **SOC 2610** – Deviant Behavior
- **SOC 3000** – Development of Sociological Theory
- **SOC 3290** – Race and Ethnic Relations
- **SOC 3500** – Elementary Research Techniques
- **SOC 3600** – Criminology
- **SOC 3630** – Juvenile Delinquency
- **SOC 3660** – Punishment and Society
- **T3 4710** – Sport Aesthetics
- **T3 4720** – Clothing and Culture
- **UC 1100** – Learning Strategies
- **UC 2030** – Credit for Work Experience: Portfolio Development

### Course Credit by Examination (CCE)
- **ASTR 1000** – Survey of Astronomy
- **BIOS 3840** – Bioethics: Bioethical Problems in Biology and Medicine
- **ENG 2010** – Critical Analysis of Fiction and Non-Fiction Prose
- **ENG 3230** – American Literature: 1918 to Present
- **FR 1110** – Elementary French I
- **FR 1120** – Elementary French II
- **FR 2110** – Intermediate French I
- **FR 2120** – Intermediate French II
- **HIST 3290** – Ancient Near East: Egypt, Mesopotamia, and the Levant
- **ITAL 1110** – Elementary Italian I
- **ITAL 1120** – Elementary Italian II
- **ITAL 2100** – Intermediate Italian I
- **ITAL 2120** – Intermediate Italian II
- **MATH 1200** – College Algebra
- **MATH 1300** – Pre-Calculus
- **MATH 1330** – Survey of Calculus
- **MATH 2302** – Calculus II
- **MKT 2020** – Marketing Principles
- **MUS 1200** – Exploring Musical Styles
- **NUTR 1000** – Introduction to Nutrition
- **PHIL 1010** – Fundamentals of Philosophy
- **PHIL 1200** – Principles of Reasoning
- **PHIL 1300** – Introduction to Ethics
- **PHYS 2001** – Introduction to Physics
- **POLS 1010** – Politics in the United States
- **PSC 1010** – Physical World
- **PSC 1050** – Color, Light, and Sound
- **PSC 1060** – General Psychology
- **PSY 1010** – General Psychology
- **PSY 2110** – Statistics for the Behavioral Sciences
- **PSY 2420** – Educational Psychology
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Tuition and Financial Aid

Tuition and Fees
OHIO Correctional Education students will pay the following price for tuition and materials:

Ohio resident: $340 per credit hour
Non-Ohio resident: $343 per credit hour

This rate applies to ALL print-based courses and course credit by examinations for OHIO Correctional Education students. The price includes the tuition, instructional materials, course guides, shipping costs, and all materials for each course. Students will be given supplies (paper, pencil or pen, and envelopes), a calculator (if applicable to the course selected), and a dictionary and thesaurus (with the first enrollment). Students must pay for replacement course materials separately. For legal education course costs, see the enclosure.

A Student Info System/Network Fee is added to course fees. The current rate is $3.00 per credit hour, not to exceed $33.00 for a multiple-course registration. This is a University-wide fee that applies to all students taking Ohio University courses and to all Ohio University course registrations, whether campus-based or distance learning.

The tuition and fees above are valid through the 2018–2019 academic calendar, which includes all courses with a start date of September 1, 2018, through August 1, 2019. All prices are subject to change by approval of the Ohio University Board of Trustees.

Course Payment
Students or sponsors should NOT pay any course registration, tuition, or fees until receiving a billing invoice. Courses selected must be approved by your academic advisor, after which an invoice is sent to the student and the student’s defined billing contact listed on the course registration form.

Financial Aid
There is no financial aid available for students incarcerated in state or federal facilities. The federal legislation precludes incarcerated students from qualifying for Federal Direct Loans. Students residing in state or federal correctional facilities are ineligible to receive Pell Grant Funding or a Federal Supplemental Educational Opportunity Grant. In limited circumstances, students in local, county, or juvenile justice facilities may be eligible for a partial Federal Pell Grant if they remain in such a facility at the time they are enrolled in courses.

Some students have sought aid for tuition costs from civic, charitable, church, or professional organizations. A group may be willing to offer some financial assistance, even if on a limited basis. Locating aid is not easy. Please be sure solicitation of aid is permitted by your correctional institution.

Veterans Affairs Education Benefits
Students with Veterans Affairs (VA) education benefits (either for themselves or as a dependent) who have been admitted to the University as a degree-seeking student may apply to claim their benefits.

Because the VA does not consider print-based students to be full-time students, the benefit award normally will cover only the cost of tuition and fees (instructional materials) associated with the course enrollment. VA benefits cannot be applied to course credit by examinations.

If a student has been notified of eligibility to receive VA education benefits, they should send a copy of the Certificate of Eligibility to Ohio University, which shows approval for VA benefits, to:

Veterans Coordinator
Baker University Center, Suite 350
1 Ohio University
Athens OH 45701

If VA education benefits have not been awarded, students may request a VA benefit application form from the veterans coordinator at the address above.

Students receiving pre-9/11 benefits will be invoiced the full tuition upon their advisor’s approval of their registration. Payment must be received in full before the course registration will be processed. Students will be expected to reimburse themselves upon receiving money from the VA.

Students approved to receive post-9/11 benefits will be registered for advisor-approved courses once the Certificate of Eligibility is received. Ohio University will receive payment from the VA.

It is the responsibility of the student to verify each month to the VA that they are still enrolled in the courses. Failure to report your enrollment status will cause your VA benefits to stop. Contact the Department of Veterans Affairs regional office:

Department of Veterans Affairs
VA Regional Office
P.O. Box 66830
St. Louis MO 63166-6830
1.888.GI.BILL.1 (1.888.442.4551)
Admission Information

Degree-Seeking Students
Students begin the admission process by completing an application. In order for any previous coursework to be considered for credit, a student must have degree-seeking status before the course credit will be transferred. Degree-seeking status in no way commits a student to earning a degree; it allows previous course credits to be evaluated for placement or requisite consideration.

Students who want to pursue a degree during or after release are encouraged to apply as degree-seeking students to receive specific advice regarding courses and degree planning. Students who have earned college-level credit prior to incarceration must indicate this on their admission application and submit official transcripts from all previously attended institutions to:

Undergraduate Admissions
Chubb Hall 120
1 Ohio University
Athens OH 45701

Students who have earned fewer than 20 semester hours or 30 quarter hours of college credit must submit an official copy of their high school or GED transcript. Students who earned a GED while incarcerated in their current facility may ask their education department to send a duplicate copy of the GED transcript to Undergraduate Admissions with a cover letter on institutional letterhead indicating it is a true copy. The transcript and letter must be mailed by the educational staff. We cannot accept transcripts downloaded from the internet. No course waivers are available, and no unofficial transcripts will be evaluated.

Nondegree Students
Students who wish to take courses for personal enrichment may apply for nondegree-seeking status. The courses completed will earn college credit; however, no evaluations of previous college credit will be conducted, and no degree-planning advice is available.

Nondegree students must submit copies of previous college, high school, or GED transcripts to Undergraduate Admissions, but the copies may be unofficial documents. Nondegree students may only enroll in courses that have no requisite restrictions since no transcript evaluations will take place.

Nondegree students may change to degree-seeking status by completing a new application and submitting official transcripts to Undergraduate Admissions. Students will not “lose” credit completed during their nondegree status.

Credit by Examination
Subject to approval by the appropriate academic department in each case, Ohio University will allow credit for satisfactory performance on the College Level Examination Program (CLEP) subject matter examinations, provided the student takes the examination before formally enrolling in the University. The University does not award credit for scores achieved on the CLEP general examinations. Check with Undergraduate Admissions for current CLEP policies.

Credit for Armed Forces Courses
Some courses provided by the armed forces may earn college credit. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, is used to determine what credit might be granted. An official military course transcript is required in order to conduct an official evaluation.

Prior Learning Assessment Credit
The Prior Learning Assessment program respects and honors learning that is gained through work, volunteer, or other life experiences. Course credit is awarded to students who create portfolios to demonstrate they have learned the same materials through experience that other students learn in the classroom. The learning must match actual courses at Ohio University. After the student is admitted, contact the eCampus prior learning assessment coordinator for more information.

Admission Process
A student must submit an application, the application fee, and transcripts to be considered for admission. After all materials have been processed by Undergraduate Admissions, the student will receive information offering or denying admission. The student should allow a minimum of six to eight weeks for this process to be completed.

Admitted students will receive a welcome packet from their academic advisor that includes information about courses, policies, and general program information. Degree-seeking students will receive details about degree requirements and the status of transfer credit. The welcome packet also will include instructions about completing the course registration form. This form should only be submitted after reviewing the advisor’s recommendations for the initial enrollment. After the student submits the form and it has been approved, an invoice will be sent to the student and the student’s defined billing contact listed on the course registration form. If the registration is denied, the student will be notified.

Payment will be accepted only after the invoice has been generated. Partial payments will be accepted; however, no materials will be shipped until the invoice is paid in full. Once the invoice is paid in full, the student will be enrolled in the course(s). Please allow at least four weeks for materials to be delivered to the student after payment is made.
Steps to Apply

1. Complete and send in the admission application (included with these materials) with the $25 application fee. Payment must be received at the time the application is submitted. Checks and money orders should be made payable to Ohio University. If paying by check, the check should be identified with the student’s name and corrections ID number.

2. If desired, complete and submit the enclosed Consent to Release Education Records form to permit individuals to contact our office on behalf of the student. Information related to a student's record will not be released to anyone other than the student without a completed Consent to Release Education Records form.

3. Submit official transcripts from previous college, high school, or GED institutions. Degree-seeking students are required to submit unopened official transcripts sent directly from the previous school. Nondegree students must submit copies of previous coursework, which may be unofficial copies. Our staff cannot request a transcript for a student.

Send the above items to: Undergraduate Admissions, Chubb Hall 120, 1 Ohio University, Athens OH 45701. All admission-related correspondence must be sent to the Undergraduate Admissions address. Submissions to the wrong office will delay processing. If you have questions about Ohio University Correctional Education, use one of the methods below:

Write to:
OHIO Correctional Education
Haning Hall 102
1 Ohio University
Athens OH 45701

Call:
800.444.2420 (toll-free)
740.593.2910

Email:
correctional@ohio.edu

Correctional Education information enclosed
We look forward to serving your educational needs!