Advising Expectations

The University Academic Advising Council has established the following guidelines for academic advising.

A student can expect the advisor to:

- Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration periods.
- Be sensitive to the needs of a diversity of students.
- Understand the mechanics and deadlines of enrolling students, such as adding and dropping classes, closed class options, special enrollment forms, and contacts in the Office of the University Registrar or the college office.
- Understand how to read a DARS report and how to request DARS reports for exploring other majors and programs.
- Understand University grading policies including probation and academic suspension.
- 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).
- Assist students in exploring course and program offerings and career choices.
- Know where to refer students with special needs or interests (e.g., Academic Advancement Center, Career and Leadership Development Center, International Student and Faculty Services, Student Financial Aid, Education Abroad, Ombudsman).
- Help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.
- Help students continually reassess their course of study in light of changing goals and overall academic performance.
- Share information about opportunities in their major and intended career field (e.g., internships, practicums, volunteer, and service learning opportunities).
- Seek reassignment for an advisee if necessary.

An advisor has the right to expect a student to:

- Consult with the advisor at least once each term.
- Make appointments for advising.
- Be on time for appointments.
- If unable to make a scheduled appointment, notify the advisor in advance.
- Discuss academic and career-related needs and seek additional help from appropriate sources as suggested by the advisor.
- Be prepared for the advising appointment by bringing appropriate materials and written questions and by having reviewed the DARS, checked catalog requirements, consulted the course offerings for the current term, and prepared a tentative schedule.
- Seek assistance in decision making rather than expect the advisor to make decisions.
- Follow through with appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
- Evaluate advising sessions and give formal and informal feedback to the advisor.
- Seek reassignment to another advisor if necessary.
- Be aware of departmental major, college, and University-wide General Education requirements.
- Understand how to read and use a DARS report.
Degree Audit Reporting System (DARS)

Your DARS report is the official tool for tracking your academic progress. DARS analyzes degree requirements for a major, minor, or certificate according to the catalog year in which you entered the program. DARS reports are the printed results of the analysis. The DARS report displays the courses from which you must select in order to complete degree requirements, and it shows how the completed courses apply toward those requirements. The DARS report provides a "snapshot" of where you stand relative to graduation.

A personalized DARS will be available to you by request after you enroll in your first course.

**How to Read a DARS**

Please see the sample DARS report included with this packet.
Transfer Credit Information

If you are transferring credit hours to Ohio University from another institution, a transfer credit report will show if your credits were accepted at Ohio University. This report may include some courses that have not been equated to Ohio University courses at the time credit was transferred. Your transfer credit report has been included with this packet for your convenience.

If you have taken more courses since those shown on the report, you must have official transcripts sent to the following address so they can be recorded on your student record. A new transcript should be sent following each new term of enrollment at any higher education institution other than Ohio University. Send official transcripts to:

Undergraduate Admissions
Chubb Hall 120
1 Ohio University
Athens OH 45701

Understanding Ohio University Equivalencies

The Ohio University equivalent course is listed on the right side of the transfer credit report. There are several possible evaluations:

1. Your course matches a specific OHIO course.
The OHIO department code and course number will be listed (e.g., PSY 1010).

2. Your course is in an area that is also taught by OHIO, but the content does not match a specific OHIO course.
An OHIO department code with an appropriate course level designation will be listed, but a specific course number will not be listed (e.g., PSY 2XXL, meaning this is a 2000-level psychology course with no specific match to an OHIO course). Note: If your course was a remedial/developmental course, the credit will not count toward graduation.

3. Your course is in an area not offered by OHIO.
The departmental code, TECE, meaning “technical elective,” will be listed along with a course level designation (e.g. TECE 1XXL). Each OHIO academic college counts only a certain amount of TECE credit toward graduation. Check with your academic college for more specific information.

General Transfer Credit Questions

1. I didn’t receive credit for a course. What happened?
First, review the following list of questions:

   a. What grade did you earn in the course?
   If the course was transferred from a private or out-of-state institution and your grade was below a C-, then the course will not transfer. If the course was transferred from an Ohio public university or community college and your grade was below a D-, then the course will not transfer.

   b. Was your course a developmental/remedial course?
   Courses that are not considered college level are usually indicated with course numbers below 100 or 1000 and do not transfer to OHIO.

   c. Was the institution you attended regionally accredited?
   OHIO only accepts transfer credit when the source institution is regionally accredited.

   If none of the above apply, please contact me so we can review your record.
2. **Do my grades transfer to Ohio University?**
   No, only your courses transfer. You will begin with a new GPA once you enroll at OHIO; however, some selective admission programs may take your previous grades into account when considering you for admission to their majors.

3. **I think the course evaluation is wrong. What should I do?**
   Contact me and explain your concerns. Occasionally, courses may be evaluated incorrectly due to a lack of sufficient information about the course or because the course content has changed. We will require a copy of the syllabus from the year you took the course for a re-evaluation. If you do not have this information, contact the academic department that offered the course at the institution you attended.

4. **What if I’m enrolled in a course at another college or university?**
   Have an official, unopened transcript sent to the address below as soon as your course is completed.

   Undergraduate Admissions
   Chubb Hall 120
   1 Ohio University
   Athens OH 45701
Degree Options

For your convenience, information about each degree option has been included on the next few pages. Many students choose to pursue an associate degree initially as completed courses count toward earning the associate degree and, later, 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 that they must come to campus to earn resident credit. Courses completed through Ohio University (as opposed to transfer credits) will combine to meet the residency requirements.

Associate Degrees

OHIO Correctional Education provides the opportunity to consider several associate degree options. Each option provides a different emphasis, and the degree requirements are different.

Associate in Arts

The Associate in Arts (A.A.) degree requires a minimum of 60 credit hours. At least 20 of the total credit hours earned toward the A.A. must be Ohio University credits. In addition, at least 50 percent of the coursework taken in the area of concentration for the A.A. degree programs must be completed through Ohio University. The student must earn at least a 2.0 grade point average (GPA) in both the area of concentration and overall to earn the degree.

Arts and Humanities Emphasis
The Arts and Humanities emphasis includes the areas of English, humanities, and the arts. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>20</td>
</tr>
<tr>
<td>Natural Science, Applied Science &amp; Quantitative Skills</td>
<td>10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td>Minimum credit hours required for graduation</td>
<td>60</td>
</tr>
</tbody>
</table>

Social Sciences Emphasis
The Social Sciences emphasis includes the areas of business, history, psychology, political science, and sociology. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>20</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Natural Science, Applied Science &amp; Quantitative Skills</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td>Minimum credit hours required for graduation</td>
<td>60</td>
</tr>
</tbody>
</table>
**Associate in Science**
The Associate in Science (A.S.) degree requires a minimum of 60 hours. At least 20 of the total credits earned toward the A.S. must be Ohio University credits. In addition, at least 50 percent of the coursework taken in the area of concentration for the A.S. degree programs must be completed through Ohio University. The student must earn at least a 2.0 GPA in both the area of concentration and overall to earn the degree. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science, Applied Science &amp; Quantitative Skills</td>
<td>20</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
<tr>
<td>Minimum credit hours required for graduation</td>
<td>60</td>
</tr>
</tbody>
</table>

**Associate in Applied Business – Business Management Technology Major**
The business management technology major requires a minimum of 63 credit hours with a 2.0 accumulative GPA upon graduation. The student must earn a minimum of 18 semester credit hours while enrolled at Ohio University. In addition, at least 50 percent of the coursework taken in the area of concentration for the Associate in Applied Business degree must be taken at Ohio University. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements.

Specific course requirements will be available when the student receives a DARS report, and the student’s academic advisor will make course recommendations to help the student fulfill the requirements. This degree requires students to use computer-based software in order to complete the courses required for the degree. Students who don’t have access to computer-based software will not be able to complete this degree.

**Associate in Individualized Studies**
Students who wish to pursue a two-year program of study in a field other than those available through one of the other associate degree options may design their own program of study to meet particular goals through the Associate in Individualized Studies (A.I.S.) degree program.

If an Associate in Arts or Associate in Science has been completed previously, you will not be permitted to complete the A.I.S. To submit an application for admission to the program, a student must currently be enrolled as a degree-seeking student. Students must complete the application with their academic advisor. Applications are accepted according to the following deadlines: November 1 (fall semester), April 1 (spring semester), and August 1 (summer semester). The student will receive a letter indicating the decision of the review committee, following the review of his or her application, at the end of the semester in which it was submitted.

Although there are no specific course or academic area requirements (other than Tier I freshman English and quantitative skills), the application must outline the intended course of study, and it must include a proposed area of concentration.

To graduate with an Associate in Individualized Studies degree, a student must earn a minimum of 60 semester hours, with at least 20 of those hours earned after admission to the A.I.S. program (degree residency requirement). The student must complete University Tier I freshman-level requirements in English composition and quantitative skills. The approved area of concentration must have coherence and educational purpose equivalent to an established degree program. The area of concentration requires a minimum of 20 credit hours, and at least 50 percent of the coursework for the area of concentration must be completed at Ohio University. The student must earn at least a 2.0 GPA in both the area of concentration and overall to earn the degree.
Bachelor’s Degree
The Bachelor of Technical and Applied Studies and the Bachelor of Specialized Studies are the only two bachelor’s degrees available to incarcerated students.

Bachelor of Technical and Applied Studies
The Bachelor of Technical and Applied Studies degree is intended for students who have already earned an associate degree or equivalent (90 or more quarter hours or 60 or more semester hours) from a regionally accredited community college, regional campus, technical college, or university. A minimum of 24 hours from the associate degree must be in a technical field.

The courses teach leadership and communication skills that build on the student’s technical education. In addition to the 36-38 hours of major requirements, the student should expect to spend approximately 18 hours meeting General Education requirements and requisites. Individual requirements may vary depending upon the student’s previous coursework. A minimum of 120 credit hours and a 2.0 accumulative GPA are required to graduate.

Bachelor of Specialized Studies
The Bachelor of Specialized Studies program provides the means by which a student may, with the help of an advisor and consultation with faculty, design his or her degree program. This degree may be ideal for students who want to combine academic programs in two different colleges or academic departments to create a unique field of study. To apply for this degree, a student must be currently registered as a degree-seeking student, have achieved sophomore or higher rank, and have earned an accumulative GPA of 2.0 or above.

To graduate with a Bachelor of Specialized Studies degree, an individual must:

- Earn 120 credit hours, of which at least 39 hours must be courses with catalog numbers at the 3000-level or above.
- Complete at least 30 credit hours (the degree residency requirement) after being admitted to the specialized studies program. This total excludes any transfer credit, transient credit, course credit by examination, independent study coursework, etc., for which the initial registration occurred prior to application to the specialized studies program.
- Complete 30-50 credit hours in the self-designed area of concentration approved by the Bachelor of Specialized Studies review committee. At least 50 percent of the coursework taken for the B.S.S. area of concentration must be completed at Ohio University.
- Complete the University General Education requirements.
- Complete the minimum of 32 hours of Ohio University coursework to satisfy the University residency requirement
- Earn at least a 2.0 GPA in both the area of concentration and overall.

Any change in the area of concentration courses requires the submission of a Course Substitution Form in advance of course enrollment. Course Substitution Forms are available from the student’s academic advisor.
Course Information

Enclosed is a list of available print-based course (PBC) and course credit by examination (CCE) options. Print-based courses include a structured format of lessons and exams with minimal instruction, and course credit by examination is a testing out version of a course, which involves no instructor guidance. Course credit by examination is best for students who already have an understanding of the subject matter or are able to self-teach without instructor assistance. From the date of effective enrollment, you will have eight months to complete a print-based course or six months in which to take the exam for course credit by examination.

Catalog Numbers
The catalog number indicates the student classification for which the course is primarily intended.

1000-2999 Undergraduate general program
3000-4999 Undergraduate advanced or specialized program

Credit Hours
Ohio University is on the semester credit hour system. The credit value in semester hours is included for each course on the following pages.

General Education Codes
Ohio University has instituted a three-tiered General Education requirement that all baccalaureate degree students (except those in Honors Tutorial College) must fulfill. Tier I course requirements build your quantitative and English composition skills; Tier II course requirements increase your breadth of knowledge; and the Tier III course requirement develops your ability to interrelate, synthesize, and integrate knowledge from different academic disciplines.

1E – Tier I English Composition
1M – Tier I Quantitative Skills
1J – Tier I Junior Composition
1JE – Tier I Junior Composition Equivalency
2AS – Tier II Applied Science and Mathematics
2CP – Tier II Cross-Cultural Perspectives
2FA – Tier II Fine Arts
2HL – Tier II Humanities and Literature
2NS – Tier II Natural Sciences
2SS – Tier II Social Sciences
T3 – Tier III or Tier III Equivalent

NOTE: These general education codes are not representative of the category requirements within an associate degree. Please refer to the associate degree info in the Degree Options section.

Requisites
Course requisites indicate minimum requirements for the course. Requisite courses cannot be waived. Students with previous college experience must have their previous courses evaluated by being degree status and submitting an official transcript. No exceptions.

Media and Notes
Be sure to view the Media and Notes sections for each course to get a complete picture of what is required for each course.
Course Policies

Registering for Courses

Students in degree-seeking programs choose courses based on the requirements of the degree they are pursuing, as listed on the DARS report provided by the academic advisor. Nondegree students may only enroll in courses that have no requisite restrictions since no transcript evaluations will take place. A nondegree student may have a transcript evaluated by request. In order to register for courses, a student must complete a paper copy of the course registration form (located in the back of this packet). You also may request a course registration form from your advisor. No telephone registrations are permitted.

The paper course registration form must be completed by the student. The education director from the incarcerated student’s facility will be required to provide the mailing address, delivery method, and a signature of authorization to enroll in the course. Often, correctional facilities have special instructions for prohibited materials, special addresses, package authorization forms, lists of materials, copies of paid invoices, etc.

It is the responsibility of each student to work with the education director from his or her facility to indicate any special instructions for the facility on each and every course registration form prior to submitting it to our office. Failure to do so may delay the receipt of the materials, and the student will incur additional fees. Forms without this information will be returned without processing. Do not send in any money at the time of registration.

The completed registration form should be mailed or faxed to OHIO Correctional Education for course approval. After the academic advisor approves the courses chosen, an invoice will be sent to the student and to the billing contact indicated by the student on the course registration form. If the courses are not approved, student will be notified by the advisor in writing, and new course recommendations will be included.

For print-based courses and course credit by examination, the registration effective start date will always occur on the first day of a month. This is the first date on which a student may submit a lesson for the course. The add, drop, and refund dates for the course will be based on the start and end dates of the course.

Ohio University is not responsible for any delays in materials that are caused by the facility’s refusal to accept the materials, the student moving to a new location or solitary confinement, or any other delays that occur at the facility.

Add/Drop Dates

Students will be able to request to “late” add or drop a print-based course according to standard University timeframes that are based on the length of the course, as follows:

<table>
<thead>
<tr>
<th>Effective date of course</th>
<th>Add or exchange course by:</th>
<th>*Drop course by:</th>
<th>*Withdrawal from all classes by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print-Based Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 1, 2018</td>
<td>May 2, 2018</td>
<td>October 13, 2018</td>
<td>November 29, 2018</td>
</tr>
<tr>
<td>May 1, 2018</td>
<td>June 2, 2018</td>
<td>November 13, 2018</td>
<td>December 30, 2018</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>July 3, 2018</td>
<td>December 14, 2018</td>
<td>January 30, 2019</td>
</tr>
<tr>
<td>July 1, 2018</td>
<td>August 1, 2018</td>
<td>January 11, 2019</td>
<td>February 27, 2019</td>
</tr>
<tr>
<td>August 1, 2018</td>
<td>September 2, 2018</td>
<td>February 13, 2019</td>
<td>March 30, 2019</td>
</tr>
<tr>
<td><strong>Course Credit by Exam Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 1, 2018</td>
<td>April 24, 2018</td>
<td>August 8, 2018</td>
<td>September 29, 2018</td>
</tr>
<tr>
<td>May 1, 2018</td>
<td>May 24, 2018</td>
<td>September 25, 2018</td>
<td>October 30, 2018</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>June 24, 2018</td>
<td>October 25, 2018</td>
<td>November 29, 2018</td>
</tr>
<tr>
<td>July 1, 2018</td>
<td>July 24, 2018</td>
<td>November 25, 2018</td>
<td>December 30, 2018</td>
</tr>
<tr>
<td>August 1, 2018</td>
<td>August 24, 2018</td>
<td>December 26, 2018</td>
<td>January 30, 2019</td>
</tr>
</tbody>
</table>

*Note: Course remains on student’s academic record with WP/WF (Withdrawn Passing/Withdrawn Failing) grade with no fee adjustment.
Exchanging Courses

Students are encouraged to carefully choose their courses and consider their advisor’s suggestions. If a student finds that a course has been chosen that is too difficult, he or she may be eligible to switch to a different course. This must be completed by the defined add/drop date for the effective start of the current course.

To exchange a course, the student must submit a new course registration form, with appropriate facility approval. Students will be required to pay for each lesson graded in the dropped course. No refunds are available.

The original course materials and textbook must be returned. If the original course materials are not returned within four weeks of receipt of the course registration form at the OHIO Correctional Education office, the student will be billed for the cost of the original instructional materials. Send the original course materials to the following address:

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

The original start date remains for any exchanged course. Any extensions will be determined on an individual basis per the conditions for extensions listed below.

Course Extensions

Print-Based Course Extensions
Students have eight months from the effective start date to complete a print-based course. To compensate for delays that may occur (in shipping, receipt of materials, grading, etc.), extension requests may be granted as follows:

<table>
<thead>
<tr>
<th>Extension Length</th>
<th>Granted if Completed</th>
<th>Completed By</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4 months</td>
<td>25% of course</td>
<td>End of original 8 months</td>
<td>Free</td>
</tr>
<tr>
<td>2nd 4 months</td>
<td>50% of course</td>
<td>End of 1st extension (12 months)</td>
<td>$50</td>
</tr>
<tr>
<td>3rd 4 months</td>
<td>75% of course</td>
<td>End of 2nd extension (16 months)</td>
<td>$50</td>
</tr>
</tbody>
</table>

Extensions are not automatic and must be requested by mailing an extension request form. The student will receive the form to request the first extension in a letter. The form to request subsequent extensions is in the course guide. Students who have completed no lessons within the first eight months of a course receive a grade of FN: failed, never attended.

Students may appeal the print-based course extension guidelines when extenuating circumstances are involved. Typically, circumstances related to the student’s incarceration, such as solitary confinement, moves, etc., are not considered extenuating. If an extenuating circumstance exists, the advisor must be notified within the first six months of enrollment. All appeals will be considered on a case-by-case basis.

Course Credit by Examination Extensions
Students have six months from the effective start date to take the exam for course credit by examination. Students may request one extension for a CCE; no additional extensions will be considered. Extension requests may be granted as follows:

<table>
<thead>
<tr>
<th>Extension Length</th>
<th>If Requested Before</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4 months</td>
<td>End of original 6 months</td>
<td>$50</td>
</tr>
</tbody>
</table>

Paying for Courses

Invoices may be paid by check, money order, or credit card. Please refer to the instructions on the invoice. If payment for tuition is received by the 21st day of the month, the student’s effective start date will be the first day of the next month. Payments received on the 22nd day of the month up until the last day of the month will cause the student’s effective start date to skip a month. For example if a payment was received between January 1-21, the student’s effective start date would be February 1. If the payment was received between January 22-31, the student’s effective start date would be March 1. No materials will be sent to the student until full payment is received. Please allow four weeks after payment for the materials to reach the student.
Refunds

Students will be eligible for a tuition refund in accordance with the standard University processes or timeframe. Students will be directed to submit a tuition appeal form for any requests that fall outside of the standard timeframe.

<table>
<thead>
<tr>
<th>Effective date of course</th>
<th>Last day to cancel registration (remove all courses &amp; fees)</th>
<th>Last day to remove class from academic record with possible fee adjustment</th>
<th>Last day to receive partial fee adjustment (80%) of registration fees for withdrawal from all courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2018</td>
<td>May 2, 2018</td>
<td>October 13, 2018</td>
<td>November 29, 2018</td>
</tr>
<tr>
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<td>August 1, 2018</td>
<td>September 2, 2018</td>
<td>February 13, 2019</td>
<td>March 30, 2019</td>
</tr>
</tbody>
</table>

Receiving Books and Materials

Whenever possible, books and materials are sent in one package, which will typically include the textbooks, course guides, paper, pens, folder, lesson cover forms, and pre-paid postage envelopes. Students are sent all supplies needed to complete a course. OHIO Correctional Education cannot provide or make substitutions for any additional materials beyond what is required for the courses.

Turning in Lessons

Lessons should be typewritten if possible, but legible, handwritten lessons on lined paper will be accepted. Due to the communication limitations of the student, all lessons should be mailed to OHIO Correctional Education, Haning Hall 102, 1 Ohio University, Athens OH 45701. When possible, students may fax lessons.

Once received in our office, the date of receipt is logged, and the lessons are forwarded to the instructor for grading. Graded lessons and exams are logged when received back from the instructor and then sent back to the student. We do not make copies. Students are encouraged to make copies of their lessons prior to sending them in case of mailing problems. The average time for a student to receive a graded lesson or exam is four weeks (not including the time to and from the professor); however, during holiday and summer breaks, the time for instructor grading may be extended.

Some instructors may permit multiple lessons to be submitted; however, each student is required to make the request to do so by writing to the instructor and enclosing it with one lesson.

All other communication between the student and instructor must be facilitated through the student's academic advisor. If the student has a question about a lesson or when he or she will receive a grade, the student should contact the academic advisor first. The advisor will contact the instructor on behalf of the student. Any parent, sibling, or advocate for the student also should direct questions to the academic advisor instead of contacting the student’s instructor.

Student Writing Center

Students who need assistance with writing assignments can send a written piece to the academic advisor to be submitted to the Student Writing Center. When submitting an assignment, include your first and last name, course name, instructor name, assignment due date (if applicable), any comments you’ve already received from peers or your instructor, and 2-3 questions/concerns/goals you would like to address. If possible, make a copy of your assignment.

Submissions should include a cover letter stating that the written piece is for the Student Writing Center (not the instructor), and they can be sent to your academic advisor. Once the Student Writing Center receives your submission, they intend to have the edited piece back in the mail to you within a week.
Proctors and Exams

Prior to registering for courses, students should check with their facility to determine if a testing proctor is available. Most courses require exams that must be supervised (proctored) by an individual approved by our office. It is the student’s responsibility to locate a proctor. Students are advised to contact their facility’s education department to inquire about proctor availability. Potential proctors may include principals, vocational instructors, or other administrative staff members. Our office will then approve the proctor selection. All exams must be taken in the facility where the student is housed, and all exams will be mailed directly to the proctor at the facility address.

Exams are generally mailed out within one week of the previous graded lesson being returned to the student. No exams will be mailed until all previous lessons have been graded in the course and the student submits the exam application.

Experiential Learning Program

Through the Experiential Learning Program (or portfolio-based assessment), credit is awarded for college-level experience gained through life or work experience. Students who wish to gain credit through this method must have learning through experience in life or work activities, and must have learning that matches actual courses at Ohio University. The learning must be documented in a portfolio.

The student follows a specific process to compile the portfolio, which will be reviewed by appropriate University faculty members and evaluated to determine if it is equal to learning that would occur in the classroom. The faculty members will decide if the portfolio is eligible for credit or not eligible, which means that a revision must be completed.

The student must enroll in and successfully complete UC 2030, the portfolio course, in order to have any portfolios evaluated. UC 2030 is available by permission only. OHIO Correctional Education students will receive supplemental materials in order to complete the course.

This option is not eligible for financial aid. Students should contact the coordinator of experiential learning at the address below to see if previous experience lends itself to this format. Students should send the coordinator their PID number and a comprehensive resume. Each request is evaluated on a case-by-case basis to determine if the option is appropriate to meet the student’s academic goals.

OHIO Correctional Education
Attn: Coordinator of Experiential Learning
Haning Hall 102
1 Ohio University
Athens OH 45701
Grades

Grades will be assigned for all print-based courses in accordance with University grading policies. A grade of “WP or WF” will ONLY be assigned when a student has formally requested a withdrawal from a course. Students who enroll and never submit a lesson will receive a grade of FN. Students who neither complete nor withdraw from their course will receive a grade of FS.

<table>
<thead>
<tr>
<th>STUDENT ACTION</th>
<th>GRADE ASSIGNED</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student completes coursework per instructions and policies</td>
<td>A-F (see chart below for value of each grade)</td>
<td></td>
</tr>
<tr>
<td>Student formally requests withdrawal from course</td>
<td>WF (Withdrawn Failing) – This grade indicates the student was failing at the time of withdrawal.</td>
<td>Assigned ONLY upon formal withdrawal and will not be automatically assigned. A grade of “WP” or “WF” does not impact a student’s grade point average (GPA) but will appear on the transcript. If the student has not completed any lessons and the withdrawal occurs before the add/drop deadline, the course won’t appear on the student’s record.</td>
</tr>
<tr>
<td></td>
<td>WP (Withdrawn Passing) – This grade indicates the student was passing at the time of withdrawal.</td>
<td></td>
</tr>
<tr>
<td>Student enrolls in course but never submits a lesson</td>
<td>FN (Failure, never attended)</td>
<td>A grade of “FN” has the same value as an “F” in calculating GPA.</td>
</tr>
<tr>
<td>Student does not request a formal withdrawal but does not complete the course within allotted timeframe, including granted extensions.</td>
<td>FS (Failure, stopped attending)</td>
<td>A grade of “FS” has the same value as an “F” in calculating GPA.</td>
</tr>
</tbody>
</table>

**Chart of Letter Grade Values**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>FN</td>
<td>0.00</td>
<td>Failure, Never Attended</td>
</tr>
<tr>
<td>FS</td>
<td>0.00</td>
<td>Failure, Stopped Attending</td>
</tr>
</tbody>
</table>

**Grade Appeals**

The instructor assigned to a class has full responsibility for grading, subject to the appeal process described below. A student may appeal a grade through the chairperson of the department or director of the school to the dean of the college, 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 dishonesty.

If the dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the dean concludes that sufficient grounds do exist for an appeal, the dean shall appoint a faculty committee of five members, including the chairperson of the department or director of the school in question, 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.

Complete information on the rights and responsibilities of students and faculty relative to grade appeals is available at the Office of the Ombudsman. If you need assistance, contact the Ombudsman by phone at 740.593.2627 or mail inquiries to Ombudsman, Baker University Center 501, 1 Ohio University, Athens OH 45701.
Tuition, Payment, and Financial Aid

Course 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 examination 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.

The tuition and fees above are valid through the 2016-2017 academic calendar, which includes all courses with a start date of September 1, 2016, through August 1, 2017. 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 Ohio University courses and to all Ohio University course registrations, whether campus-based or distance learning.

Payment

If another individual will be paying for your courses, you must indicate that on the course registration form in the section for “Person(s) or organization to be billed.” 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. Payment should not be made for any course registration, tuition, or fees until you receive a billing invoice. Invoices may be paid by check, money order, or credit card. Simply mail the bottom portion of the invoice with your payment or call the number listed on the invoice to pay by phone.

No materials will be sent to the student until full payment is received. Please allow four weeks after payment for the materials to reach the student.

Nonpayment and Financial Hold

It is your responsibility to drop all your courses if you do not plan to take them in the current term. Your classes will NOT be dropped for nonpayment of current term tuition and fees. Tuition and fees are due by the date indicated on your invoice. A late fee of 1.5 percent will apply to late payments.

If financial responsibilities have not been met, a student will be placed on financial hold. Students on financial hold are not eligible for registration for future terms and also are prevented from obtaining records, such as transcripts and grades.

Please direct any questions about payment to the Office of the Bursar at the following address:

Office of the Bursar
Chubb Hall 010
1 Ohio University
Athens OH 45701
Financial Aid

For students incarcerated in state or federal facilities, there is no financial aid available. The federal legislation precludes incarcerated students from qualifying for Federal Direct Loans, and incarcerated students 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.

The completion of the FAFSA (Free Application for Federal Student Aid) does not guarantee funding. Each university can decide if incarcerated students will be eligible to receive the funds.

Some students have sought aid for tuition costs from charitable, civic, church, or professional groups. Often, when a group understands the benefit of education for an incarcerated student, it will be willing to offer some financial assistance, even if on a limited basis. Locating aid is not easy. Please be sure your correctional institution permits solicitation of aid.

Grants to States for Workplace and Community Transition Training for Incarcerated Individuals

This program, also known as Incarcerated Individual State Grants, was set up to encourage incarcerated students to gain education and job skills. You must be under the age of 35 and within seven years of release or parole eligibility. Other restrictions apply. Check with the facility’s educational staff or your state’s department of corrections education to see if your state participates in this program.

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 examination.

If a student has been notified of eligibility to receive VA education benefits, then he or she 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 approval of their registration by the advisor. 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. If the approved VA benefits do not cover the full amount of tuition and fees, the student will be invoiced. A student must be paid in full to be registered for classes.

It is your responsibility to verify to VA each month you are still enrolled in courses. Failure to report your enrollment status will cause your VA benefits to stop. Send your verification to:

Department of Veterans Affairs
VA Regional Office
P.O. Box 66830
St. Louis MO 63166-6830
General Information

Continuing Studies After Release

All Ohio University students who have been convicted of a felony must complete a review process. This process is deferred for students participating through the OHIO Correctional Education program during the period of incarceration only. OHIO 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.

The student will be mailed a Legal Affairs Review Packet, which must be completed and returned to the University’s Office of Legal Affairs. Students will want to make sure the University has their current address, which can be updated through your academic advisor, in order to make sure the packet is mailed to the correct address.

The review process will determine a student’s post-release enrollment options, including on-campus, online, and/or print-based enrollment. Most OHIO Correctional Education students are able to continue enrollment through one or more of these options. However, eligibility for enrollment at Ohio University through the OHIO Correctional Education program does not guarantee eligibility for other forms of enrollment after incarceration. In some cases, a student may be prohibited from continuing enrollment at OHIO after release, which is based on the legal affairs committee’s decision and varies depending on the nature of the felony committed.

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 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.

Student Accessibility Services

Students with a documented disability are eligible to receive recommendations for accommodations. Students must self-identify and provide verification of their disability prior to course registration by contacting Student Accessibility Services by phone at 740.593.2620 or by mail at the following address: Student Accessibility Services, Baker University Center 348, 1 Ohio University, Athens OH 45701.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. Information regarding a student’s academic progress may be shared with individuals approved by the student in advance of the request for information. OHIO Correctional Education encourages students to consider the individuals who may be contacting our staff on their behalf. Students can submit their information on the Consent to Release Education Records form found in the back of this packet. A Power of Attorney document does not substitute for the release form.

The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Graduation

Students who qualify for graduation may apply using the graduation application form available from the academic advisor. Students are encouraged to begin the process prior to the completion of their final course(s). First, contact your academic advisor to have a preliminary graduation check conducted to determine eligibility. If you have met all the requirements on your DARS report and have an accumulative grade point average of 2.0 or higher, then you should request the graduation application from your advisor. The application fee is $50.

Graduation dates are determined by the University and occur periodically throughout the academic year. Diplomas will be mailed to the student from the Office of the University Registrar within eight weeks of the campus degree conferral date.
Requesting Transcripts

Transcripts are available by contacting the Office of the University Registrar at the following address:

Office of the University Registrar
Chubb Hall
1 Ohio University
Athens OH 45701-2979

To request a transcript, a student should write to the office and include the following information:

• Full name, typed or printed, with any former names
• Signature
• PID or Social Security Number
• Date of Birth
• Dates of enrollment
• Number of transcripts requested
• Address(es) where transcript(s) should be sent (exact address, not just name and city of college)
• Proper payment

There is a $6 fee for each transcript requested, and the fee must be mailed directly to the Office of the University Registrar. Only courses that have been completed at Ohio University will appear on the transcript. No notation of “Correctional Education” will appear on the student’s transcript.
Get Started

This document offers a step-by-step guide for the actions you need to take now to get started. If you have questions along the way, don’t hesitate to contact me.

STEP 1: Review a sample DARS report.

Review this report to see a sample representation of how a DARS report should be read. A personal DARS report will be available to you by request after you enroll in your first course. Refer back to the Degree Audit Reporting System (DARS) section for more information.

STEP 2: Review the course recommendations I made.

If you will recall, I recommended courses you should take your first term. Refer back to those recommendations.

STEP 3: Complete the course registration form.

Several copies of the registration form are included in the back of this packet. You will need to fill out one of those forms to indicate what courses you want to take and send it to our office at the following address:

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

STEP 4: Pay your tuition and fees.

After you submit a course registration form and it has been approved, you will receive an invoice for your tuition. Do not send any money for tuition or fees until you receive this invoice. Refer to the Tuition, Payment, and Financial Aid section for information on how to pay your tuition and fees. After you submit full payment, you will be enrolled in your course(s).

STEP 5: Wait for your materials to arrive.

After we receive full payment, your materials will be sent. Please allow four weeks after payment for the materials to reach you.

STEP 6: Begin your class!

After you receive the materials, you are ready to begin the course. Contact me if you have any questions.