Non-Degree Verification Form
2014-2015

Student Name

Student PID (Pxxxxxxxxxx)

Student Signature

Date

Designated College Official’s Name
(See back of this form for your specific college official.)

Phone Number

Designated College Official’s Signature

Date

This form will not be processed without your designated college official’s signature. It may be
difficult for your college official to complete this form prior to your course registration.

The U.S. Department of Education regulates specific instances in which students who are considered non-
degree seeking might be considered eligible for federal student financial aid. Accurate and thorough
completion of this form is required in order for the Office of Student Financial Aid and Scholarships to
determine possible financial aid eligibility. All information provided is subject to audits both internally and
by the U.S. Department of Education. If you have questions, please contact our office.

Please mark those items that define the program of study the above-named student is pursuing.
Completion of this form is required in order for the student to be considered for financial aid.
Return this form to the above address, attention Melissa Van Meter.

_____ The student is taking courses that are required pre-requisites* for an eligible degree-seeking
program.
*Pre-requisites are those courses a student must complete before beginning an eligible degree-
seeking program. Pre-requisites are not courses taken before beginning an eligible degree-seeking
program that will count toward the completion of that program.

_____ The student is enrolled in a program approved by the State of Ohio and offered at Ohio University to
earn initial or continuing teaching credentials or renew a current teaching certification. Other
licensure programs, such as principal licensure, are not eligible for aid.

_____ The student has already been or will be admitted into an eligible degree-seeking program. The
updated program will be effective__________ semester. Please note the student will not be eligible
for financial aid until the PeopleSoft database is updated.

_____ The student does not meet either eligible non-degree criteria and will not be admitted to a degree-
seeking program. The student is aware that he or she is not eligible for financial aid as a non-degree
student.

Provide any comments that you, the student, have in regard to your academic program, such as your
educational goals or reasons for enrolling in courses during the 2014-2015 year.
Please contact the college official from your college or regional campus to complete this form.

**Athens Campus Designated College Officials**

<table>
<thead>
<tr>
<th>Arts and Sciences</th>
<th>Caryn Asleson, Asst Dean</th>
<th>Wilson Hall 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Michael Bila, Asst Dean</td>
<td>Copeland Hall 214D</td>
</tr>
<tr>
<td>Communication</td>
<td>Anita James, Asst Dean</td>
<td>RTVC Building 497B</td>
</tr>
<tr>
<td>Education</td>
<td>Maureen Coon, Asst Dean</td>
<td>McCracken Hall 124</td>
</tr>
<tr>
<td>Engineering</td>
<td>Jeffrey Giesey, Assoc Professor</td>
<td>Stocker Center 178</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Norma Humphreys, Asst Dean</td>
<td>Jennings House</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Katherine Tadlock, Director</td>
<td>RTC Building 2201</td>
</tr>
<tr>
<td>Health and Human Srvcs</td>
<td>Rebecca Zuspan, Stu Srvcs Coord</td>
<td>Grover Center W362</td>
</tr>
<tr>
<td>University College</td>
<td>Greg Lester, Asst Dean</td>
<td>Chubb Hall 140</td>
</tr>
</tbody>
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**Regional Campus Designated College Officials**

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<thead>
<tr>
<th>Chillicothe Campus</th>
<th>Ashlee Rauckhorst, Coordinator</th>
<th>Bennett Hall</th>
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</thead>
<tbody>
<tr>
<td>Eastern Campus</td>
<td>Kevin Chenoweth, Stu Srvcs Mgr</td>
<td>105 Shannon Hall</td>
</tr>
<tr>
<td>Southern/Proctorville Campus</td>
<td>Jacki Adkins, Stu Srvcs</td>
<td>Collins Center</td>
</tr>
<tr>
<td>Lancaster/Pickerington Campus</td>
<td>Pat Fox, Enrollment Manager</td>
<td>Brasee Hall</td>
</tr>
<tr>
<td>Zanesville Campus</td>
<td>Vicki Delucas, Fin Aid Coordinator</td>
<td>221 Elson Hall</td>
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**Non-Degree Pursuits Ineligible for Financial Aid**

These are some examples of non-degree student pursuits that are not eligible for financial aid. This list is not exhaustive. If you as a college official have questions regarding a student’s eligibility, please contact Melissa Van Meter at 740-593-9392 or via email at vanmetro@ohio.edu.

- Additional courses in previous major
- Adding a minor
- Reading endorsements
- Principal certification
- Alternative education certifications