

Policies and Procedures for Print-Based Education

Print-Based Courses

Print-based courses are divided into lessons to guide your learning. Instructions are presented in a printed course guide, which may be supplemented by other materials. The submitted assignments at the end of each lesson allow you and the instructor to participate in a dialogue that may be conducted by postal mail, fax, or email. These courses usually require one or two supervised examinations. In some courses, you may be asked to complete a project or paper instead of examinations. You may enroll any time during the year, and you have **eight months** from the effective start date to complete a course.

Course Credit by Examination

If you are familiar with a particular subject or are able to master content without assistance, you may be able to earn credit through a single, comprehensive examination. After you receive the syllabus and obtain the textbook, you prepare for the examination without help from an instructor. Your grade on the examination becomes your grade for the course. As in print-based courses, you may enroll at any time, but you must take the examination within **six months** from the effective start date.

Independent Study Projects

For courses not listed in the course list, special arrangements sometimes can be made for individual courses called independent study projects. Important restrictions apply:

- Must be a course listed in the current [Ohio University Undergraduate Catalog](#)
- Cannot have a required laboratory component
- Must be approved by the academic department in which the course is offered
- An Ohio University faculty member must be willing to direct your work in the course

You and the instructor agree on the text and other materials to be used and what activities will be required to satisfy the course requirements. You may enroll at any time, and you are allowed **six months** to complete the project from the effective start date. Special course examinations also may be arranged.

Tuition and Fees

For the 2018-2019 academic year, tuition for print-based courses, course credit by examination, and independent study courses is \$240 per credit hour for Ohio residents and \$243 per credit hour for non-Ohio residents. Correctional Education students will pay \$340 per credit hour for Ohio residents and \$343 per credit hour for non-Ohio residents. The tuition for Correctional Education students includes instructional materials that other students are required to purchase separately. Tuition and fee information is available on the Office of the Bursar's [Tuition and Fees page](#). Expand the "eCampus Undergraduate Tuition" tab for more information.

All students are charged a Student Info System/Network Fee. The fee is used to fund improved access to and assistance with information technology. The fee is assessed at \$3.00 per credit hour, not to exceed \$33.00 for multiple courses taken in one registration. Some courses carry additional fees.

Course Start Date

The registration effective start date will always occur on the first day of a month. This is the first date 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. View [important add and drop deadlines](#).

Discontinued Courses

The unavailability of materials, books, or instructors sometimes makes it necessary to discontinue new enrollments in our courses. If a course you select is canceled after you submit your application but before you are enrolled, your tuition will either be refunded or, if requested, transferred free of charge to another course with an equal number of credits.



Paying for Courses

Invoices may be paid by check, money order, credit card, or online. 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.

Refund Policy

Students will be eligible for a tuition refund for dropped courses in accordance with standard University processes/timeframes. View [important add and drop deadlines](#). Any refund requests that fall outside of this standard timeframe will require students to submit a tuition appeal form for consideration of refund.

Exchanging Courses

Students are encouraged to carefully choose their courses and consider their advisor's suggestions. If a student finds that a course 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. The original start date remains for any exchanged course. Any extensions will be determined on an individual basis per the conditions for extensions listed later in this document.

Correctional Education students must return the textbook(s) for the course (not the other materials) to Ohio University's eCampus office with a letter stating the reason for the exchange and the code and name of the replacement course. No exchange will take place until the books have been received, which must be prior to the add/drop deadline. If the exchange occurs before the add/drop deadline, the student will not be charged a fee unless he or she fails to return the textbook from the first course.

Non-Correctional Education Students

Students enrolled in one course (including course credit by examination) are permitted to exchange courses, but they will be required to pay the difference between the costs of the materials, if applicable. Students will be required to pay for each lesson graded in the dropped course. No refunds are available.

Lesson Processing

Shortly after you enroll, you will receive a notification of enrollment. Students in print-based courses will receive a course guide containing all the required lessons in the course. Students in course credit by examination will be directed to a syllabus and textbook information. Students taking an independent study project course will make arrangements with the instructor.

Lessons will be submitted to eCampus by mail, fax, or email (depending on the course), where a record of their receipt is made. They are then forwarded to your instructor for evaluation, grading, and comments. The instructor will return the assignments to our office, and the grade is recorded before the lessons are sent back to you. The time required for grading is generally one to two weeks after the lesson is received in our office. During holiday and summer breaks, the time for grading may be extended.

Print-based courses have been designed to allow interaction with your instructor, and for you to receive feedback on your assignments. You will make the best progress if you set a regular schedule to work on lessons and submit assignments. To benefit from your instructor's comments, wait to submit a lesson until the previous one has been graded and returned to you. If you have a deadline for completing the course, request permission from the instructor to submit more than one lesson at a time, after Lesson 1 has been graded and returned to you.

Course Extensions

Print-Based Courses

Students have **eight months** from the effective start date to complete a print-based course. Correctional Education students will receive information about course extensions in the Correctional Education Welcome Packet.

To compensate for delays that may occur in shipping/receipt of materials/grading, extension requests may be granted for non-Correctional Education students as follows:

	Extension Length	Granted if Completed	Completed By	Fee
1 st	4 months	50% of course	End of original 8 months	\$50
2 nd	4 months	75% of course	End of first extension (12 months)	\$50

Extensions are not automatic and must be requested by mailing the extension request form, which is included in each course guide. Students may appeal the print-based course extension guidelines when extenuating circumstances are involved. All appeals will be considered on a case-by-case basis.

Minimum Time: You may proceed through your course at a rate that is mutually satisfactory to you and to your instructor. After you submit the first lesson, do not send another until the preceding one has been evaluated by the instructor and returned. Some students will wish to work at a faster rate. Since the rate must be largely determined by your ability to do the required work, you should inform your instructor of your desire to work at a faster rate in an early lesson. As soon as the instructor has had an opportunity to form an opinion about your ability, they will either permit or deny your request. In making a request, you should keep in mind that print-based courses are designed to allow a dialogue between students and instructors. Students who do not want such a dialogue or for students who have prior knowledge of a subject, opportunities are available to earn credit by examination. You should not expect to complete a print-based course in less than six months.

Course Credit by Examination

Students have six months from the effective start date to take the exam for course credit by examination. Extension requests may be granted as follows:

	Extension Length	If Requested Before	Fee
1 st	4 months	End of original 6 months	\$50

No additional extensions will be considered.

Independent Study Projects

You are allowed six months to complete the project.

Replacement Course Guides

If you are taking a print-based course, a \$20 fee plus the cost of shipping is charged for replacing a course guide.

Examinations

Most print-based courses require one or two supervised examinations, while course credit by examination requires only one exam. **If you reside near an Ohio University campus, you must take your examination at the nearest campus.** Others can arrange to have their examinations proctored at another accredited college or university or, if it is more convenient, at an accredited local high school. **Ohio University reserves the right to reject a proposed examination supervisor.** Detailed information about examination procedures will be included with your enrollment material.

Grades

Grades will be assigned for all 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 participate in their course (submit a lesson) will receive a grade of FN. Students who neither complete nor withdraw from their course will receive a grade of FS. Grades cannot be changed by arranging to complete additional work.

STUDENT ACTION	GRADE ASSIGNED	NOTES
Student completes coursework per instructions and policies	A-F (see chart below for value of each grade)	
Student formally requests withdrawal from course	WF (Withdrawn Failing) – This grade indicates the student was failing at the time of withdrawal. WP (Withdrawn Passing) – This grade indicates the student was passing at the time of withdrawal.	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.
Student enrolls in course but never submits a lesson	FN (Failure, never attended)	A grade of "FN" has the same value as an "F" in calculating GPA.
Student does not request a formal withdrawal but does not complete the course within the allotted timeframe, including granted extensions.	FS (Failure, stopped attending)	A grade of "FS" has the same value as an "F" in calculating GPA.

Chart of Letter Grade Values

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

Retaking a Course

With the approval of the instructor (and the academic dean if you are an Ohio University student), you are permitted to retake a course. When retaking a course, you must register and pay the course fees again. Ohio University regulations that apply to courses retaken in the classroom also apply to courses retaken through print-based methods.

Retaking an Examination for Course Credit by Examination Students

With approval of the instructor (and the academic dean if you are an Ohio University student), you are permitted to repeat an examination. However, you must wait six weeks before retaking the examination. In order to be eligible to repeat, you will have to register again and pay the required fee.

Special Examination Courses

If the course you need is not available as a print-based course, it may be possible to arrange to take the course as a special course credit by examination.

The eCampus office will try to make arrangements for a special examination in any course listed in the [Ohio University Undergraduate Catalog](#), except those with a required laboratory component, for students not in the Athens area. If you wish to have us try to arrange such a special examination, you must enroll in the usual manner.

Along with the enrollment application, you should submit a letter containing information concerning your previous related coursework, experience, training, special interest, and your reasons for enrolling in the course. Please allow sufficient time (four to six weeks) for arrangements to be made with the department and faculty member. The instructor will inform you what should be studied in preparation for the examination and the type of examination to be given. If our office is unable to arrange for your examination, your fee will be refunded in full.