



OHIO  
UNIVERSITY

**Eastern Campus  
Resource Book  
2020 - 2021**

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## **About Ohio University**

Established in 1804, Ohio University is the oldest institution of higher learning in the state of Ohio. Combine tradition and history with our strong academic reputation and you will not only get Ohio's first university, but what we like to consider Ohio's finest university.

Ohio University Eastern Campus is one of the five regional campuses within the Ohio University system. Established in 1957 as a way to make higher education accessible for students in more rural areas, the Eastern Campus has grown to provide several degree completion-programs.

## **Ohio University Mission Statement**

Ohio University holds as its central purpose the intellectual and personal development of its students. Distinguished by its rich history, diverse campus, international community, and beautiful Appalachian setting, Ohio University is also known as well for its outstanding faculty of accomplished teachers whose research and creative activity advance knowledge across many disciplines.

## **Ohio University Vision Statement**

Ohio University will be the nation's best transformative learning community where students realize their promise, faculty advance knowledge, staff achieve excellence, and alumni become global leaders.

## **Academic Issues**

**Academic Catalog:** The 2020-2021 academic catalog is available electronically at [www.catalogs.ohio.edu](http://www.catalogs.ohio.edu). It is the student's responsibility to know and follow current requirements and procedures at the departmental, College and University levels.

**Academic Misconduct:** A complete listing of all judiciary expectations can be found in the Student Code of Conduct link located at [www.ohio.edu/student-affairs/communitystandards](http://www.ohio.edu/student-affairs/communitystandards). All forms of academic misconduct are prohibited by the Code of Student Conduct. Academic misconduct refers to dishonesty in assignments or examinations (cheating); presenting the ideas or the writing of someone else as your own (plagiarism); or knowingly furnishing false information to the University by forgery, alteration, or misuse of university documents, records, or identification. Academic misconduct includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from your work; submitting an academic exercise (written work, printing, sculpture, computer program) that has been prepared totally or in part by another; acquiring improper knowledge of the contents of an exam; using unauthorized material during an exam; submitting the same paper in two different courses without the knowledge and consent of your professors; or submitting a forged grade change slip.

If you have committed any act of academic misconduct, as determined by the judgment of a faculty member or by the procedures of the Office of Community Standards and Student Responsibility, serious action will be taken against you. These actions may include failure of work undertaken, failure of the course, and/or formal disciplinary action, including suspension or expulsion by this office.

In cases of academic misconduct, a faculty member has the authority to grant a failing grade. If your course grade is lowered by an instructor who has accused you of plagiarism, you may appeal this grade first through the instructor, then the Division Coordinator, and then the dean of your college. If satisfaction is not achieved through this process, the dean will appoint a faculty committee of five members, including the Division Coordinator, to consider your case and render a decision. The decision of this committee is not subject to further appeal.

The faculty member has the discretion to refer your case to the Office of Community Standards and Student Responsibility. The Director of Judiciaries, the University Hearing Board, and the University Appeal Board have the authority to take formal action that includes but is not limited to suspension or expulsion from the university. To be clear, however, the Director of Judiciaries, the University Hearing Board, and the University Appeal Board have no authority to modify the grade given by a faculty member.

If you wish to appeal an action of the University, please see the student conduct process on the website.

**Advising** - Each semester students must meet with their assigned academic advisor and discuss scheduling classes for the next semester. An advising hold will only be released once the student meets with the academic advisor.

**Class Cancellation:** It may occasionally be necessary for OHIO Eastern to cancel classes due to inclement weather, water line breaks, power failures, etc. The University will list cancellations on local news stations and radio stations as well as record a message on the telephone answering service at 740-695-1720. Campus closures and alerts will also be sent out via SMS (text message) and posted on the OHIO Eastern website, <http://www.ohio.edu/eastern>.

**Class Absence:** Attendance policies are set for each course by the instructor. Refer to the course syllabus for individual professors' attendance policies. Even when attendance is not mandatory, attendance and class participation can only benefit the student.

**Degree Audit Reports (DARS):** This is a record of academic courses for each student which shows the student's progress toward his/her degree. Official DARS reports are available through your Student Center. Freshmen students will learn to read the DARS report in their UC 1000 class. Students can also seek assistance from an academic advisor for reading the report.

**Dropped from a Class:** If a student does not meet the pre-requisite for a particular class, the Registrar's Office has the authority to drop the student from the class. Pre-requisites for classes can be found in the OHIO Catalog. Students who are administratively dropped from a class will receive notification by e-mail.

**Grades:** Students can obtain their grades through the MyOhio student portal.

**Grievance:** Students should see the Division Coordinator, located in Room 305, to initiate a grievance process.

**Incompletes "I":** Students who do not complete course requirements in the allotted time may be given an extra amount of time to complete the work by the instructor. The student has two weeks into the next semester of enrollment to complete the work. If the "I" grade is not changed by the professor by the appropriate deadline, the grade will be automatically changed to an F and will be calculated into the student's grade point average.

**Lab Assistants:** Professors who teach laboratories select academically talented students to assist them in the laboratories. Students who are interested in becoming lab assistants are encouraged to talk to the professors directly.

**Ohio ID:** All students are assigned an Ohio ID that will be used to access various online functions including logging into your Student Center.

**Personal Identification Numbers (PID):** All students are assigned a PID number. This number will appear on your ID card and your DARS report.

**Repeating a Course:** Repeating a course is to complete a course more than one time for credit. This can only be done with repeatable courses that are designed to be taken more than once (e.g., ENG 1510, HLTH 2010).

**Re-taking a Course:** A regular course with a fixed content can be retaken to affect the student's GPA. Re-taking a course removes the hours and the effects of the earlier grades from the calculation of the GPA. However, all grades appear on the academic record. The last grade earned is the one used to calculate the GPA, even if it is lower than an earlier grade and only the last instance's credit hours are accepted toward any requirement for graduation. For more information refer to the OHIO Catalog.

## **Educational Services**

**Academic Advisors:** Academic Advisors are available to help students plan their degrees and prepare class schedules. Advisors are also available to check progress toward graduation requirements. Please schedule an appointment to see your advisor each semester. Contact information for your advisor can be found in the student center.

**Career Services:** Career Services provides services and resources to support professional growth and leadership skill development for students and alumni. Several opportunities are available in Career Services including career coaching, resume, and network building, developing leadership skills, participating in mock interviews, and attending career fair/job searches. Jamie Clark is the career coach for the Eastern Campus and can be reached at [clarkj10@ohio.edu](mailto:clarkj10@ohio.edu).

**Computer Services:** Computers are available to students in the computer lab, which is located in the center hallway of the second floor of Shannon Hall. The computer lab functions as an instructional lab and is open for general use. Other computer facilities on campus include the Library and Learning Commons. Student will only be allowed to print out papers in the Library. **The Computer Lab will be unavailable for the fall semester due to the COVID-19 restrictions.**

**eCampus:** Independent and Distance Learning Programs offer courses in a variety of delivery formats and course technologies so students can choose the one that best fits his or her needs and schedule. The four delivery

formats available are correspondence courses, web courses, course credit by examination and independent learning projects. Students interested in distance learning should visit [www.ohio.edu/ecampus/](http://www.ohio.edu/ecampus/).

**Accessibility Services:** Students with disabilities have a broad range of needs. From tutoring to testing accommodation, Student Services can assist and direct you to the services you need to participate fully in campus life at OHIO Eastern. Please contact Ms. Nina Henderson, Accessibility Coordinator, in the Student Services Office, at 740-699-2515 or [hendersn@ohio.edu](mailto:hendersn@ohio.edu).

**E-Mail:** Each OHIO Eastern student is provided with a university e-mail account. It is imperative that new students activate the account because important informational correspondence is provided by this means. Throughout the year students will receive grades, registration information, important college and major information, as well as financial aid notifications through the e-mail account. Students can call the Student Services Office for assistance.

**Finger Printing:** The Ohio BCI and the FBI background check is available in the Library. The BCI cost is \$30 and the FBI check is \$32 and both can be done for \$62.00 Appointments must be scheduled by calling Peter Lim at 740-699-2355. Results are mailed to the home address in 7 - 10 business days.

**Grades:** Grades are available approximately one week after the close of the semester. Students can access grades by using his/her student center. Students will need their MYOHIO information to access grades. Students with a financial hold on their account will not be able to access grades until payment is made in full.

**ID Card:** ID cards can be obtained in the Student Services Office, Room 101. ID cards contain the student's PID number and can be used as the student's Library and Learning Commons card and at University events. There is a replacement fee of \$10 for an ID card that is lost or stolen.

**Library Card:** OHIO Eastern uses the student ID card as a Library card. It must be presented each time books are checked out.

**Library:** The Library and Learning Commons provides many resources and services to help students have successful college careers: access to information in both physical and digital formats; research assistance; instruction in library resource use; computers, digital recorder, camcorder, copiers, printers, and scanners; quiet study areas; and, a group study room equipped with a computer and smart board (must reserve in advance to use). The Writing Center, Math Center, and Testing Center are also located here. Please check Website for hours of service.

**Testing Center:** The Testing Center provides a quiet, secure environment for proctored exams. We proctor exams for students with documented disabilities, students taking online/blended classes, or for make-up exams. Students who need to take a proctored exam can schedule an appointment by email: [cecil@ohio.edu](mailto:cecil@ohio.edu); by phone: 740-699-2519; or, in person at the Library circulation desk.

**Tutoring Services:** Remote tutoring is available via [TutorTrac \(opens in a new window\)\(opens in a new window\)](#) or by calling the Academic Achievement Center at 740.566.8888. Schedule an appointment with our peer tutors who have expertise in many Ohio University courses. Once you make an appointment, your tutor will send you an email including a link to your tutoring appointment, which will be a [Teams](#) meeting. You and your tutor will be able to use chat, audio and/or video features, share documents, and work together on the whiteboard.

**Writing Lab:** The Writing Lab provides assistance to all students who need aid with essays, term papers, resumes or cover letters. Hours of operation change each semester so please check in the Library and Learning Commons for current hours. Dr. Matthew Holman currently supervises the Writing Lab and can be reached at [holmanm@ohio.edu](mailto:holmanm@ohio.edu).

**Math Lab:** Student tutors are available for some math courses. Quick questions: Pop in during open hours, available through Microsoft Teams M-TH, from 12 - 1:00 PM and 6 – 7:00 PM [MATH OPEN](#). Individual appointment: Schedule an individualized appointment at [MATH APPT](#). All tutors can assist with MATH D003, D004, D005, 1200, and 1300. Tutoring is also available at select times for Math 1090, 1101/1102, 1350, 2301, and 2500. Other needs or questions: Contact Kimber Lang, OHIO Chillicothe Math Center Director ([langk@ohio.edu](mailto:langk@ohio.edu))

## **Financial Aid Policies and Procedures**

**Award Letters:** Continuing students will receive financial aid award notification for the next year by e-mail to the students' MYOHIO email account in April. All award letters will be available in the student center. Paper award letters are only sent to new and transfer students.

**Billing Statement:** Upon registering for classes, a student incurs a legal obligation to pay all fees and will be billed for those fees. Each billing statement will include a payment due date. Payment is due on the due date regardless of whether the billing statement is received. Students who pre-register for classes and do not pay the balance by the due date will be assessed a 1.5% late fee on the balance due. For fees and due dates, please see [www.ohio.edu/bursar](http://www.ohio.edu/bursar).

**Direct Deposit:** The Office of the Bursar offers direct deposit service for overage/refund checks for students. Instead of mailing a check to the student's home, OU will deposit the funds directly into a checking or savings account. Students must sign-up for direct deposit through their student center.

**Overage:** A refund check is sent to a student when the student's financial aid is greater than his or her tuition and fee charges for a particular semester. Refund checks can be used to purchase books, pay for living expenses, provide necessary transportation, and pay for personal expenses. Direct deposit refunds will be issued beginning the first day of each semester. The Office of the Bursar will process refunds daily for students with direct deposit. Paper checks are issued and mailed each Friday after each term begins.

**Electronic Master Promissory Note (EMPN):** The EMPN also known as a loan agreement is used to make one or more loans for one or more academic years (up to 10 years). If you are a student borrower under the Direct Loan Program attending a school that is authorized and chooses to make multiple loans under the same MPN for more than one academic year, you will only sign one EMPN. It will be used for all of your loans over multiple academic years. For example, if you enroll in college as a freshman and borrow under the Direct Loan Program for all years of study, you will be able to borrow under this one EMPN for each year enrolled. You can complete the EMPN at [www.studentaid.gov](http://www.studentaid.gov) which requires your FSA ID username and password.

**Entrance Counseling:** Before receiving a student loan, borrowers must complete an entrance counseling session. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. This online entrance counseling session will take about 20-30 minutes to complete and can be accessed at [www.studentaid.gov](http://www.studentaid.gov).

**Exit Interview:** Prior to graduating or leaving college, borrowers are required to complete an exit counseling session. This online exit counseling session has been created to make sure that you understand your rights and responsibilities as a Direct Loan borrower. This online exit counseling session will take about 30-40 minutes to complete and can be accessed at <http://www.studentloans.gov>.

**FSA ID:** The ID serves as your identifier to let you access your personal information in various U.S. Department of Education systems. Students and parents are required to have an FSA ID when completing and signing the FAFSA username and password.

**Payment Options:** It is your responsibility to drop all your courses prior to the first day of the term if you do not plan to take them in the current term. Please review the academic calendar for important enrollment dates. You may check your account activity on My OHIO Student Center. A late fee of 1.5% will apply to late payments. Your classes will NOT be dropped for non-payment of current semester tuition/fees **but** will be dropped if payment is on the previous term.

Students: To make an online payment on your student account, login to **My OHIO** portal (Accounts tab) to access your My OHIO Student Center. Under the Finances section select "Make a Payment." This will direct to you to our online payment processor. Please be sure to turn off any pop-up blockers for your browser.

Authorized Users: To make an online payment, login to your "Authorized User" account. Please be sure to turn off any pop-up blockers for your browser.

- eCheck: No service fee is charged for this option. You will need to provide you bank's routing number and your checking or savings account number. If you have questions regarding the correct numbers to use, please contact your financial institution. **DO NOT** use your debit card number. Dishonored ACH payments and checks are charged a \$25.00 service fee. A returned check hold may be placed on the student's records. This hold will affect registration, grades, transcripts, and diplomas from being processed.
- Credit Card: A processing fee of 2.9% is added to the total payment when paying online. MasterCard, Visa, Discover and American Express are accepted.
- By Mail
  - Payment should be mailed to Ohio University, PO Box 960, Athens OH 45701
  - Please include your PID number on your check

### **Satisfactory Academic Progress (SAP) Policy**

In order to receive financial aid, you must make Satisfactory Academic Progress (SAP) as defined by the U.S. Department of Education and OHIO Eastern. Our definition of SAP is different from the University's definition of academic standing. All OHIO Eastern students who have completed a Free Application for Federal Student Aid (FAFSA) and wish to be considered for federal, state, and institutional financial aid must meet the criteria stated in the policy regardless of whether or not they previously received aid. Programs governed by these regulations are:

- Federal Pell Grant
- Federal Work Study (FWS)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal TEACH Grant
- Ohio College Opportunity Grant (OCOG)
- Pennsylvania Higher Education Assistance Agency Grant (PHEAA)
- All Ohio University grants
- Some Ohio University Long-term Loan and Short-term Loan Programs

Our definition of SAP has three components:

**Accumulative Grade Point Average (GPA):** A first-year undergraduate must have a 1.75 GPA by the end of his or her first year. This requirement does not consider the number of terms or courses taken. For example, if a first-year student begins attendance in the spring semester, he or she must earn a 1.75 at the end of that semester because it ends the academic year. Continuing undergraduate students must earn a 2.00 GPA at the end of all remaining years. A graduate student must have a 3.00 GPA at the end of each year.

**Maximum Time Frame (MTF):** An undergraduate student seeking an associate's degree may remain eligible for financial aid through the first 90 semester hours attempted (associate's degree in nursing is aid eligible through 111 hours), an undergraduate seeking a Baccalaureate Degree can have up to 180 hours to complete a degree and a full-time graduate student can have up to 90 hours to complete a degree.

**Minimum Completion Percentage:** All students must complete 67% of their courses with a grade of:

A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, P, PS, S, T, TP and/or TD. Students are reviewed annually at the end of the academic year. A student who is found to be deficient in one or more components is ineligible for any future financial aid. A student who is ineligible has the right to appeal if there are extreme extenuating circumstances that contributed to the deficiency. Students wishing to appeal are encouraged to review the SAP Appeal Procedures. Appeal forms for Athens campus students can be obtained online. Regional Campus students must visit the Student Services office on their campus.

Appeals are approved for documented extreme situations only – Students who appeal will only be approved for the following federally defined reasons:

- Serious physical or mental illness of the student
- Serious physical or mental illness of the student's immediate family member
- Death of the student's immediate family member
- Other extreme circumstances

The circumstance must have occurred during the time the student struggled academically. All appeals must have documentation of the circumstances claimed in the appeal. Approved appeals can result in no more than one term of financial aid eligibility – Students who have approved appeals are granted one term of financial aid probation. For continued eligibility, students must resolve all SAP deficiencies during this period of probation. Students, who cannot mathematically resolve all deficiencies in one term, may meet with their academic advisor to request an academic plan which outlines the courses needed to successfully progress toward their degree. Students must resolve all deficiencies during completion of their academic plan to regain financial aid eligibility.

**Scholarships:** OHIO Eastern offers several merit-based scholarships. Please visit the Scholarships website at <http://www.ohio.edu/eastern/students/scholarships.cfm> to view the various scholarships available.

**Scholarship Applications:** Students who wish to be considered for scholarships for the OHIO Eastern Campus must complete a Scholarship Application. For first priority consideration, applications should be returned by January 15. Scholarship Applications are available through your Student Center beginning in December.

### **Forms and Deadlines**

**ACT Test:** The national test is given at OHIO Eastern several times throughout the academic year. Registration information is available on the web at [www.actstudent.org](http://www.actstudent.org).

**Advocacy Waiver/Legal Fee:** All Athens campus students are automatically billed the \$12.00 Center for Student Advocacy fee. CSA is a non-profit law office that provides legal consultation and representation to Ohio University students who pay the semester fee. For additional information, please refer to the CSA website at [www.studentlegalrights.org](http://www.studentlegalrights.org) or call CSA at 740-594-8093. If you wish to waive this fee, complete the waiver through your Student Center under the finance section. Deadlines are listed on your itemized student account.

**Arranged Study:** Students are encouraged to plan their schedules carefully and to take courses when offered on a normal schedule. Under certain circumstances, an arranged study may be approved. An arranged study allows the student the option of taking a class that does not fit into a student's schedule or is not offered in the semester needed. Request for Arranged Study forms can be picked up in the Student Services Office. Students will meet with the professor and the professor will then forward the form for processing.

**Change of Address:** Students can update addresses and phone numbers or contact/emergency information anytime through the demographic section inside the Student Center.

**Change of Name:** Students can update names in the Student Services Office. Documentation (Marriage certificate, divorce decree, etc.) will be required to change a name.

**Changing Your Major:** You can do this online at <https://bit.ly/ProgramUpdateOHIO>.

**Course Permission Slip (online):** If a student cannot register for a class via his/her My Ohio Student Center, the student will need to request permission to get enrolled into a class. There are a variety of reasons why you may not be able register via the web including the class is full, a pre-requisite has not been met, the semester has started, repeating a course, etc. The Student must first attempt to register for the class before requesting permission, after which time they will see a "Request Permission" link. After the student completes the request, the instructor is notified to approve or deny the request. If approved the student will be notified to finish enrolling using the My OHIO Student Center. The entire process is online.

**Cross Registration Form for Belmont College:** OHIO Eastern and Belmont College have an agreement that any full-time student can cross-register for a class at the other school and have the tuition and fees waived for the fall or spring semester. **There is a life-time limit of two courses that can be cross-registered.** In order to cross-register at BC, an OHIO Eastern student has to be enrolled full-time on the Eastern Campus and the course cannot be offered at OHIO Eastern during the same semester the student wishes to enroll at BC. Applications are available in the Student Services Office.

**Direct Deposit:** Students may apply for direct deposit through the Student Center under the Finance section. A routing number and account number for a checking or savings account will be required to enroll and the student's name must be on the account.

**Dropping a Class After the Tenth Week:** Ohio University policy permits students to drop classes for any reason during the first two weeks of the semester. Further, policy permits students to withdraw from (drop) a class for any reason through the tenth week of the semester. The policy prohibits dropping classes after the Friday of the tenth week (last instructional day of the fifth week for each summer session). Simply not doing well in a class is not considered sufficient reason for dropping the class after the deadline. Students may, however, petition for consideration of exceptional (extreme) cases to their college/regional campus student services offices. The student should bear in mind that petitions will be approved only in extreme cases. (See Academic Policies section, Registration Information, Changing Your Class Schedule After Classes Begin of the Ohio University Undergraduate Catalog or Academic Policies section, Registration Change Procedures of the Ohio University Graduate Catalog.) Students must schedule an appointment with Diann Nickerson, Student Services Manager.

**Faculty Evaluation:** Students are given an opportunity to evaluate faculty members in the last week of the semester. Some of the questions on the evaluation may include clarity of delivery, instructor's enthusiasm, ability to motivate interest in the subject, correlation between examinations and course content, etc. Students are

encouraged to complete the evaluations so professors can obtain accurate feedback for improving course content and the instructor's pedagogy.

**Graduation Application:** Graduation is not automatic. To graduate, apply online through your Student Center. Applications must be completed no later than the deadline listed for the semester in which graduation is planned. (See Graduation Deadlines and Fees.) Questions about applying for graduation can be directed to [graduation@ohio.edu](mailto:graduation@ohio.edu) or (740) 593-4196.

**Minors:** If you wish to add a minor to your academic program, you can do this online at <https://bit.ly/ProgramUpdateOHIO>.

**Petition to Take Over 20 Hours:** Students who wish to take a course load of more than 20 hours needs special permission. Students should complete an Over 20 Hours Petition and schedule an appointment to meet with the Student Services Manager, Diann Nickerson, for approval. There are additional tuition fees associated with taking more than 20 credit hours.

**Reinstatement to Colleges:** Students who have been dropped from the University and wish to re-enroll need to apply for reinstatement. Each college in the University has different re-enrollment requirements and processes. Please stop in the Student Services Office to pick up an application and meet with an academic advisor.

**Student Insurance/ Waiver:** All students will be required to undergo a new waiver process for student health insurance fees. The fees will not be removed "immediately" as has been in past years. Rather, students will have their insurance provider information audited/validated by a third-party servicer, ECI. As such, the waiver process may take 5 - 10 business days for validation and removal of the insurance fee. Students will be communicated with along the way. General information about student health insurance can be found at <https://www.ohio.edu/student-insurance/> Details about the new waiver process can be found on the left menu under WAIVER INFORMATION. Student health insurance fees for 2020-21 vary. Please see website for most up-to-date information.

New undergraduate students will be assessed tuition/fees under the OHIO Guarantee. Regional rates can be found at <https://www.ohio.edu/bursar/ohio-guarantee-20-21.cfm> As is true now, students who "mix and match" courses across campuses will be assigned rates based on where the course is offered.

New undergraduate students beginning will also be assessed a Career and Experiential Learning Fee each semester. This fee is NOT waivable and is \$72 per semester for full time students. The fee applies to both Athens and regional campus students. The fee is listed in the 4<sup>th</sup> column of the tuition rates page at <https://www.ohio.edu/bursar/ohio-guarantee-20-21.cfm>

The Career and Experiential Learning Fee provides funding for services and resources that promote students' engagement in career development. The fee provides support for certain internship and other experiential education activities, opportunities for employment upon degree attainment, career and leadership development services and programming, employer recruitment, and alumni professional engagement. Visit the [Career & Leadership Development Center](#) page to learn more about career and leadership development services at Ohio University. (The actual website is <https://www.ohio.edu/student-affairs/careerandleadership/>) Jamie Clark is our career coach and can be reached at 740-588-1415 or [clarkj10@ohio.edu](mailto:clarkj10@ohio.edu).

**Substitution Forms:** Students can petition for a waiver or substitution of requirements for graduation. Each college has its own process for getting classes waived or substituted. Please see your academic advisor for substitution questions as well as the forms.

**Transcripts:** The Registrar's Office in Athens prints all transcripts. You can order transcripts online at [www.ohio.edu/registrar/transcri.cfm](http://www.ohio.edu/registrar/transcri.cfm). Please allow 7 - 10 working days for the transcripts to be processed.

## **Policies and Procedures**

**Adding a Class:** Students can add a class through the Student Center during the first week of classes each semester. Students can add a class after the second week of the semester by obtaining an electronic permission from the instructor. A waitlist is available for some courses. You may sign up for a class waitlist through the Student Center.

**Alcohol Usage:** Use of alcohol at OHIO Eastern is prohibited.

**Gambling:** Gambling is not permitted in any Ohio University building.

**Grade Reports:** Grade availability notices are sent via the student MYOHIO e-mail account and are available on-line in your Student Center.

**Notice of Non-Discrimination:** Ohio University does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity or expression, age, or military veteran status in its employment practices or in the provision of educational programs and services. The following person has been designated to handle inquiries regarding the University's non-discrimination policies, to receive discrimination/harassment complaints from members of the university community and to monitor the institution's compliance with state and federal non-discrimination laws and regulations:

Dr. Warren Galbreath, Interim Campus Associate Dean  
Ohio University Eastern Campus  
45425 National Road  
St. Clairsville, OH 43950  
740-699-2494

**Parking:** Students are required to park in the lower parking lot on the east side of Shannon Hall. All students must obtain a parking decal from the Student Services Office and place it in the back window of your car. Parking in the faculty-staff lot on the west side of the building is by permit only. Students are not permitted to park in the "Guest Parking" area and are urged to respect all parking rules. Violators will be given a \$20 fine for each violation. Subsequent violations will lead to having the car towed. Replacement decals are available for \$10 charge.

**Withdrawing from the University:** Students who want to withdraw from the University must contact the Student Services Office to complete this process. You will need to meet with an administrator of the University to complete the process. Please see the academic calendar for the last day to withdraw from the University.

**Sexual Harassment Policy:** Ohio University policy prohibits sexual harassment. Sexual harassment may include any unwelcome sexual advance or request for sexual favor, made by an employee, student or agent of the University to a student or employee of the University, which substantially interferes with the person's educational or work performance, or creates an intimidating, hostile or offensive environment. You will find Ohio University's Harassment Policy at [www.ohio.edu/policy/03-004.html](http://www.ohio.edu/policy/03-004.html).

Examples include:

- unwelcome or uninvited sexual comments or innuendo
- oral, written, or electronic communications that are sexually explicit in nature
- sexually explicit questions, jokes, or anecdotes about gender specific traits
- sexually suggestive sounds, gestures, gifts, or visual materials such as magazines, pictures, posters, photos, cartoons, or drawings
- direct or indirect threats concerning sexual favors or the refusal to consent to sexual favors
- sexual leering, uninvited touching, stroking or gestures
- communication of unsought sexual propositions, requests for dates, or sexual favors

Fears are often expressed by people who experience unwanted sexual or gender-based behavior. Do not let these fears stop you from seeking help. You have the right to work in a harassment-free work and educational environment. Supervisors are obliged to foster this climate. University policy prohibits retaliation against individuals who raise such concerns.

Submit sexual harassment complaints to the Office of Equity and Civil Rights Compliance (ECRC). Contact information is as follows:

ECRC  
Title IX Coordinator  
Ohio University  
Lindley Hall 006  
Athens, OH 45701

Phone: 740-593-9140  
FAX: 740-593-9168  
E-Mail: [equity@ohio.edu](mailto:equity@ohio.edu)

**Tobacco Products:** Tobacco products can only be used outside of the buildings in designated areas.

**Waitlists:** Classes that have waitlists available will be identified in Course Offerings with a class note indicating a waitlist is available. Additionally, a class that has a waitlist available will be identified in the My OHIO Student Center by a "Wait list if class is full" checkbox. If a class has a class note in Course Offerings indicating it has a waitlist, but the "waitlist if class is full" checkbox does not appear, it means the waitlist for that class is full (i.e., there are no more spaces available on the waitlist).

By joining a waitlist, you acknowledge you might be enrolled in that class without further notification, as well as your obligation to pay any fees resulting in your registration in the class. Being on a waitlist means that you are on a list of students who will be enrolled automatically in a class if seats become available and you meet all other requirements. Other requirements that could keep you out of a class are:

- you are in another section of the same course and the course does not allow multiple enrollments in the same semester;
- you have another class on your schedule and the time of that class conflicts with the waitlisted class;
- instructor permission is required to get into the class.

This means that if you are on a waitlist, a seat becomes available, and you meet all of the requirements to get into the class, you will be enrolled in the class **without additional notice to you**. You will not be charged for being on a waitlist, but you will be charged if you are subsequently enrolled in that class and the additional enrollment results in an increase in what your fees should be.

Being on a waitlist does not mean you will necessarily be enrolled in a class. Not all students who are on waitlists get into those classes. This could be because they don't meet some additional requirements (as described above) or simply because seats do not become available for the classes. You should not assume you will be enrolled in a class for which you waitlist.

### **Extracurricular Activities and Groups**

In the past we have had various opportunities for student engagement (see list). However, due to COVID-19 restrictions these opportunities may be limited to remote activities for fall 2020.

**Art Gallery:** The OHIO Eastern Art Gallery holds both professional and student shows nearly year-round. Each show has its own reception and it is available for students to view during posted hours. The public is welcome at all shows. The professional shows also offer the opportunity to purchase various works.

**Cultural Life Committee:** This Committee is responsible for the management and implementation of culturally based programming. The committee is comprised of faculty, staff and a student intern and meet weekly to discuss present and future programming for the art gallery and musical and theatrical productions.

**Exam Week Snacks:** At the end of each semester the Student Services Office provides coffee, snacks and juice to students who are on campus taking exams. The refreshments are usually set up in the lobby of the first floor. Students can look for signs around the building announcing the dates of the exam week food.

**Picnics:** Each fall, the Student Services Office holds a Welcome Back Picnic behind Shannon Hall. The picnic gives students, faculty, and staff the opportunity to interact outside the classroom.

**Theater Productions:** The OHIO Eastern Theater is a student-based, student-driven community theater group made up of OHIO Eastern students and staff as well as community members. The Theatre offers two productions each season. Questions about the Theater, productions, or classes should be directed to the Director of the Theatre, Mr. Dennis Fox.

### **Miscellaneous**

**Faculty Mailboxes:** Faculty and administrative mailboxes are located in Room 305. Students may leave a message or drop off an assignment for an instructor in his/her mailbox.

**Market C Café:** Located on the First Floor of Shannon Hall, the Café provides breakfast, lunch and snack items for students and employees at a reasonable price.

**ID Cards:** All students, faculty and staff are required to have an official Ohio University identification card. Photos are taken in the Student Services Office during office hours. Replacement ID cards can be obtained for a \$10 replacement fee.

**Lost and Found:** Items lost or found can be turned in or retrieved from the Student Services Office.

**Relocation to the Athens Campus:** OHIO Eastern students can relocate to the Athens campus during any semester as long as they have a grade point average of at least 2.0 and have earned at least 12 credit hours in remediation free courses. Each semester University College hosts a Relocation Day for regional campus students to visit the campus, schedule classes, and meet with academic advisors. Students wishing to relocate to the Athens Campus must register at <https://www.ohio.edu/uc/bsa/relocate-day>

**TB Test:** Students requiring a TB test can have it done at the Belmont County Health Department. For more information please visit their website [www.belmontcountyhealth.com](http://www.belmontcountyhealth.com) or call them at 740-695-1202.

**1957 Lounge:** Located on the first floor, this lounge is often used as the “student lounge” because most students eat, visit, watch TV, play games, or study.

**The McTeague Reading Room:** Located on the west end of the first floor, this lounge is available for students to read, study and have small group discussions. The Room is dedicated in memory to Patricia Ann McTeague, former Ohio University early childhood educator and librarian.



**OHIO Eastern Phone Directory 2020-2021**  
**Main Campus number 740.695.1720**  
**For direct dial of the following add 740.69 before the extension**

Casebolt, James - PH D	92330 330B	Schor, Michael	92488 332F
Cecil, Brad	92332 Library	Smith, Charlie	92485 302D
Chini, Kathie	92500 304D	Spiker, Kevin - PH D	92496 330G
Cirolì, Kim	92325 304C	Voorhies, John	92502 334A
Clark, Jamie	740-588-1415	Waters, Mark - PH D	92511 341
Day, Sarah- Counselor	92334 307A	Whitlinger, Steve	92359 345
Diao, Zijian - PH D	92351 334F	Yahn, Jacqueline- PH D	92324 304A
Faculty Council Chair	92333 305A		
Dowell, Susan- DNP	92345 311	Adjunct Faculty Office:	92357 332B
Duffy, Trent	92338 Library	(Edwards, R.; Knox K.)	
Edgar, Nancy	92352 301	Adjunct Faculty Office:	92501 302G
Flynn, Thomas - PH D	92339 308G	(Conti, T.)	
Fox, Dennis	92340 Theater	Adjunct Faculty Office:	92322 302H
Galbreath, Robert - PH D	92323 334B	(Collins, P.)	
Galbreath, Warren - PH D	92341 305C	Adjunct Faculty Office:	92512 332A
Associate Dean	92341 305C	(Evick, J; Reynolds, D.; Addington; Shaw, N.)	
Greenlee, Rich - PH D	92530 332D	Adjunct Faculty Office:	92506 332C
Henderson, Nina	92515 101	(Vavra, T.; Nugent, N.; Hays, J.)	
Hodgson, Jason	92484 Maint	Adjunct Faculty Office:	92540 332D
Holman, Matthew	92349 308C	(Bartels, M.; Johnson, BJ)	
Writing Center	92513 Library	Adjunct Faculty Office:	92345 334A
Jeffries, Lisa	92504 101E	(Ebbert, J.; Jones, W.)	
June, Pamela – PH D	92529 308A		
Kellner-Muscar, Jennifer	92347 101D	Tutor office	92535 332E
Lenczewski, Mary –PH D	92514 327		
Lim, Peter	92355 307B	Student Services:	
Mahan-Hays, Sarah - PH D	92358 330E	Front desk	92536 101A
Marchetta, Loretta	92342 310		
Mcmurray-Schwarz P. - PH D	92486 304B		
McTeague, Michael	92487 330A		
Morris, Jay	92489 101J		
Newton, James - PH D	92493		
Nickerson, Diann	92517 101F		
Poch, Lori	92354 101B		
Nursing	91430 311		
Prather, John - PH D	92498 334H		
Pritchard, Tracy	92499 304F		
Proctor, Janice - PH D	92321 304H		
Reitter, Mark	92484 Maint		
Richcreek, Angela	92328 305B		
Zanesville	740-588-1508		
Saffell, Pam	92494 303		