THE
OHIO
UNIVERSITY
SOUTHERN EXPERIENCE
A GUIDE TO ACADEMIC SUCCESS
2014 ~ 2015
STUDENT HANDBOOK
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WELCOME TO OHIO UNIVERSITY SOUTHERN!

Ohio University strives to be the best student-centered, transformative learning community in America, where students realize their promise, faculty advance knowledge, staff achieve excellence, and alumni become global leaders. As a regional campus of Ohio University, the Southern campus is proud of the quality, value, and convenience that is inherent in every facet of the university.

With more than 2000 students in our undergraduate, graduate, dual-enrollment, and community education programs, OUS takes pride in meeting the needs of a diverse student population. OHIO is committed to fostering, embracing, and celebrating diversity in all its forms. Ohio University is known as well for its outstanding faculty of accomplished teachers whose research and creative activity advance knowledge across many disciplines. Our faculty not only excel in their fields, but also care about student success. You are encouraged to learn all about our academic programs, faculty, campus life, and our facilities. You’ll find that our university offers a variety of resources to assist in your success.

Student activities also reflect the various interests of the campus community. Honor societies and student organizations are only the beginning of the opportunities outside the classroom. We hope that you will develop an understanding and recognition that community extends well beyond the doors of our campus and the tri-state area. Take advantage of all we offer; attend events, meet new people, ask questions, explore new neighborhoods, and open yourself up to new experiences.

This student handbook is designed to guide and help you through the university policies and procedures. It also includes helpful tidbits to assist throughout your time with the University. Please read it thoroughly and keep it handy for future reference.

Finally, it is critical that you meet your Academic Advisor assigned to you. Your advisor not only will assist you each semester in course selection and charting your way through your major but also will answer your questions and concerns. If need be, do not hesitate to contact the Office of Student Services for additional assistance.

We are so very proud to have you as a member of Ohio University. Welcome and best wishes on a successful academic career.

Go Bobcats!
HONOR CODE

On May 20, 2010, students voted overwhelmingly to support the Honor Code, which is a representation of Ohio University students’ commitment to respect and integrity.

As members of the Ohio University community, we take great pride in our institution. This sense of pride and our five core values of Character, Community, Citizenship, Civility, and Commitment define who we are and what it means to be a member of Ohio University. These characteristics form the foundation of personal integrity, which includes academic integrity and social and civic responsibilities. Together, these guide the pursuit of learning and community involvement.

Academic integrity refers to the honest and fair pursuit of knowledge and entails, but is not limited to, refraining from plagiarism, cheating, and other unethical acts that undermine the values of Ohio University. As members of the community, we strive for a bright future; a future that is best achieved through honesty, fairness, and ethical behavior.

Social and civic responsibilities are extensions of academic integrity and involve upholding the community values inherent in being a member of Ohio University. Social responsibility encompasses the fair and equitable treatment of all people, while civic responsibility recognizes the expectation that students of Ohio University contribute to the improvement of our community. This dedication to integrity ensures the progress and protection of Ohio University as an institution of higher learning.

Therefore, as a student of Ohio University:

- I understand the importance of the Honor Code for myself, the university, and my community.

- I will hold myself to the highest standards of personal honesty and ethical behavior in my academic work.

- If I see an instance of academic dishonesty, I will take the appropriate steps that are consistent with the Honor Code.

- I will respect myself, fellow Ohio University students, faculty and staff, and members of our community, and I will do my best to apply the standards set forth by the Honor Code to my daily life.

As a member of the Ohio University community, I am committed to this Honor Code and maintaining the highest level of academic integrity and social and civic responsibility at our institution.
**ACADEMIC ADVISORS**

International students, transfer students, undecided traditional students, undecided non-traditional students, and probation students are advised by staff in the Office of Student Services. For advisors by major, please refer to the Advisor List in your folder.

<table>
<thead>
<tr>
<th>International Traditional Undecided Traditional Probation Transfer Transfer Probation</th>
<th>Lisa Cantrell</th>
<th>740-533-4543</th>
<th><a href="mailto:cantrel1@ohio.edu">cantrel1@ohio.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Non-Traditional Undecided Non-Traditional Probation Transfer Transfer Probation</td>
<td>Mary Ann Wymer</td>
<td>740-547-3877</td>
<td><a href="mailto:wymerm@ohio.edu">wymerm@ohio.edu</a></td>
</tr>
<tr>
<td>Proctorville Center Advising</td>
<td>Sarah Kyllo</td>
<td>740-547-3830</td>
<td><a href="mailto:kyllo@ohio.edu">kyllo@ohio.edu</a></td>
</tr>
</tbody>
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**Appointments:**

- Ohio University Southern Student Services; for appointments call 740-533-4600
- Ohio University Proctorville Center Student Services; for appointments call 740-886-7655
- Ohio University Proctorville Center offers walk-in advising each Wednesday with no appointment necessary from 10:00 a.m. - 7:00 p.m.
The first year of college is an exciting time: a time of growth, exploration, challenge, and change. Ohio University Southern is committed to providing an outstanding first year experience for our students. Opportunities available to our first year students include:

**UC 1000 University Experience**

UC 1000 is a great introduction to the university learning environment! By focusing on academic planning, critical thinking, and specific success skills, UC 1000 increases students’ success in college and beyond. Each UC 1000 class will also be assigned a “peer leader” - a current student who will be an additional resource as well as host for group events/activities.

**UC 1900 Learning Community**

UC 1900 is one of two courses offered in each Learning Community. Through the use of readings, discussions, guest speakers, activities, and independent projects, students in the seminar course will develop understanding and skills related to the theme of their specific Learning Community.

**UC 1060 Academic Computing**

UC 1060 introduces students to online resources at Ohio University, including Blackboard, e-mail, online catalog, financial aid and scholarship sites, and various academic websites.

**UC 1100 Learning Strategies**

UC 1100 is an excellent course for students who want to learn techniques that will increase their skills in time management, taking notes, study skills, and preparing for and taking exams.

**UC D998 College Reading Skills**

UC D998 assists students in developing active reading and student techniques such as summarizing main ideas, adjusting reading rate, and critical thinking skills. This course is recommended for new students with <20 on the ACT Reading section.

**UC 1101 Time Management and Test Taking Skills**

UC 1101 provides students with strategies for managing time and preparing for and taking tests.

**UC 1102 Note Taking from Lectures and Textbooks**

UC 1102 focuses on strategies to improve students’ abilities to select important information in lectures, discussions, and textbooks and to organize it in note form and effectively review it. For more information contact: Dr. Kim Keffer, Director, First Year Experience 740.533.4612 or keffer@ohio.edu
MAJORS, MINORS, AND CERTIFICATES

Baccalaureate Degrees:
- Applied Management
- Communication Studies
- Criminal Justice
- Early Childhood Education
- Middle Childhood Education
- Health Services Administration
- History
- Long-Term Health Care Administration
- Nursing (BSN)
- Social Work
- Specialized Studies
- Technical and Applied Studies

Associate Programs:
- Associate of Arts
- Associate of Science
- Associate of Nursing (RN)
- Associate of Nursing (LPN to RN)
- Associate of Individualized Studies

Master Degree Programs:
A variety of time and site specific Master degree programs is offered on a rotating basis.

Associate Technology Degrees:
- Accounting
- Business Management
- Executive Business Management
- Child Development
- Computer Science
- Electronic Media
- Equine Studies
- Health Technology
- Human Services
- Law Enforcement
- Office Technology

Certificates:
- Computer Networking
- Diversity Studies
- *Gerontology
- Human Resource Specialist
- Information Technology
- Legal Office Assistant
- Marketing Specialist
- Medical Office Technician
- Occupational Health and Safety
- Tax Preparation Specialist

*Athens Certificate - visit website for details.
GRADUATION REQUIREMENTS

Ohio University has two sets of graduation requirements: University-wide requirements, which all students must complete, and college-level requirements, which include the requirements for completing a major or minor. Some colleges or majors might require transfer students to take additional courses to meet specific major requirements.

University-wide graduation requirements stipulate:

- You must have a minimum of 120 semester hours of credit for a baccalaureate degree with all other requirements met. An associate degree requires a minimum of 60 semester hours.
- To complete requirements for two baccalaureate degrees, you must meet the requirements for both degrees and must have completed a total of 135 semester hours of college work, with a minimum of 45 semester hours of residence, or the equivalent, at Ohio University. When the two degrees are offered by different colleges, you must declare a major program in both colleges and meet the residence requirement the semester in which the degrees are to be conferred.
- If you have met the requirements for two degrees, as stated above, and want to have the degrees conferred in successive semesters, you may do so without further credit or residence. For example, one degree may be conferred at the end of one semester and application made for the second degree in a subsequent semester.
- No more than six semester credit hours earned in developmental courses may be applied toward the total hours required for graduation. Developmental courses are identified by a “D” at the beginning of the course number.
- No more than 12 semester credit hours earned under the Pass/Fail grading option many be applied toward total hours required for graduation.
- No more than 30 semester credit hours earned in experiential learning (also referred to as portfolio-based assessment) may be applied toward a baccalaureate degree, and no more than 15 semester credit hours toward an associate degree.
- The University recommends a minimum of 15 semester credit hours completed in the minor and has no policy on the minimum requirements for a major. The specific requirements are determined by your major (and minor, if you have one).
- You must have a minimum grade point average (GPA) of 2.0 (C) on all hours attempted (including work taken at another institution, if you are a transfer student) and in the major or equivalent as determined by your college. Your college may have additional GPA requirements.
- All baccalaureate students (except Honors Tutorial College students) must complete Ohio University's General Education requirements. Associate degree students must complete the freshman English composition and quantitative skill requirements.

Successfully earning an average of 15 semester credit hours (most courses are 3 credit hours) will allow you to graduate in four years for MOST majors at OHIO, excluding summers, as long as you complete all of the requirements above:

<table>
<thead>
<tr>
<th>Year</th>
<th>Credit Hours Required</th>
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<tbody>
<tr>
<td>First Year</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90-120</td>
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THE GRADING SYSTEM

At the end of the semester, your instructors will assign one of the following grades for your work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
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CR Credit
Credit is added to credit earned but does not figure into the GPA (grade point average). For example, UC 1060 courses enable you to earn credit but do not count in your GPA unless you fail them.

Incomplete
The student has not finished the work required for a regular grade because of extenuating circumstances (extended illness or family emergency, etc.). A grade of “I” (Incomplete) must be arranged with the instructor of the class. Failing the course is NOT a legitimate reason for requesting an Incomplete. The “I” does not count in the GPA.

The student must complete the work and the instructor must submit a grade change within the first two weeks of the next semester of enrollment or two years from the end of the term in which the grade of “I” was given, whichever comes first, or the “I” converts to an “F,” and the “F” counts in the student’s GPA. (The instructor may request a one-time extension to the end of the semester).

When a student applies for graduation, any Incompletes on the record will be calculated as “F” grades for the purposes of determining eligibility for graduation and will be converted to “F” grades upon graduation.

WP, WF Withdrawn Passing - student was passing the class at the time of the withdrawal; Withdrawn Failing - student was failing the class at the time of the withdrawal. WP and WF are used when the student drops a class after the Friday of the second week of the semester and within the first 10 weeks. These grades do not count in the GPA, even if the student was failing the class at the time of the drop. See Academic Calendar for drop deadlines.

FN, FS Failure Never Attended; Failure Stopped Attending
These grades are earned when the student does not officially drop a class for which he or she is registered within the first 10 weeks of the semester but either never attended (FN) or attended at least once (FS). Both the FN and FS count as an F grade in the GPA.

*Even if you never attend class, unless you drop the class by the end of the 10th week, you will fail the class and the F will be in your GPA!

**Don’t just stop attending class. Either drop the class within the first 10 weeks or get help (see the instructor and get a tutor).

AU Audit
A student registering for audit is requesting to preview or review the course without earning a grade or credit hours. The student is expected to attend and participate in the class according to the instructor’s policy. Failure to do so can result in removal of the Audit from the record. Audited classes count in tuition but do not count toward financial aid eligibility.

NR No Report
The instructor reports no grade or turns in grades too late to be processed. If this occurs, contact your instructor immediately. NR grades can impact your financial aid or scholarship eligibility.

P Pass
Conversion of grades A through D- under the pass/fail option: The fail “F” grade on the pass/fail option counts in the GPA the same as any “F” grade. Only electives may be taken pass-fail. To be eligible to take a class Pass/Fail, a student must have at least 2.5 GPA for the most recent semester of full-time enrollment or a cumulative GPA of 2.0 or higher. To take a class Pass/Fail, a student must register for the class through online registration and then go to the college student services office by Friday of the second week of the semester.
ACADEMIC HONOR OPPORTUNITIES

Dean’s List

The Dean’s List, compiled at the end of each semester, includes the names of all students whose GPA for the semester is at least 3.5 for a minimum of 15 credit hours earned, including at least 12 credit hours attempted for letter grades that are used to calculate GPA.

Departmental Honors

Outstanding undergraduate students at Ohio University who are not students in the Honors Tutorial College may choose to earn departmental honors in their major.

Graduation with Honors

To be eligible for graduation with honors, you must complete a minimum of 30 hours of coursework with letter grades that affect your GPA in residence at Ohio University. Successful completion of a special honors program of study is noted in the commencement program and on your diploma.

The GPA requirements for graduation with honor are:

- cum laude (with honor) 3.5 to 3.749
- magna cum laude (with high honor) 3.75 to 3.899
- summa cum laude (with highest honor) 3.9 to 4.0

The Latin honors notation will appear on your diploma and in the commencement program. Note: The commencement program honor notation for spring semester graduates is calculated based on your most recent accumulative GPA prior to spring semester. After spring grades are calculated, the final honor is calculated and will appear on your transcript and diploma.
TAKING SUMMER CLASSES

Ohio University Southern offers a variety of undergraduate courses at its Ironton and Proctorville locations. Classes are offered in two seven-week sessions.

Why should you consider taking summer classes?

- A chance to save money - you may register for up to 20 credit hours during both sessions combined and graduate in less than four years or catch up if you’re behind.

- Smaller classes - most summer classes are smaller, encouraging close interaction among students and professors and creating a more relaxed atmosphere that promotes learning and enjoyment.

- Hard-to-get-classes - it’s often easier to register for certain classes that are typically hard to get into during the fall or spring semesters.

- A chance to improve a grade - this is a great time to retake a class to improve the grade when you can take fewer credit hours and really focus on that one class.

- Two seven-week sessions - you may attend one or both sessions, offering you the opportunity to work or spend time with your friends and family.

When may I begin registering for summer courses?

Everyone may begin registering for summer courses on the same day. Please see the Academic Calendar for dates.

How many credit hours can I take?

You may register for up to 20 semester credit hours spread across two sessions or in one session. Seven-week summer classes cover course material in half the time of a regular semester. It is important not to overload with difficult classes.

How do I register for summer classes?

To register for summer courses, use your OHIO ID and password.

Taking summer classes at another Institution

You may choose to take one or more summer classes at another college or university. If you choose to do so, always check with your advisor BEFORE taking the class to understand how the credit will transfer back to Ohio University. Remember that the credit transfers but not the grade, so you may only retake a class to improve the grade at Ohio University.

If you are planning to attend an institution in Ohio, you may also use the u.select tool, a free online source for transfer information, to obtain accurate information about how the credit will transfer. Go to www.transfer.org/uselect/ and click on “Equivalencies by School.”
• Step 1: Select the state and school to which your courses will transfer (this should be Ohio University).

• Step 2: Enter your search criteria. Select the state and click “Go.”

• Step 3: Add schools by clicking selection box then “Add Schools.” Up to 5 schools can be added by repeating steps 2 and 3.

• Step 4: Click on “Create Guide.”

• To view equivalencies, select a class from one of the schools.

Some institutions will also require paperwork from Ohio University for you to take summer courses there. You may get this paperwork from your college office.

**Financial aid for summer semester**

Students wishing to apply for financial aid for summer semester must complete a 2014-15 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The 2014-15 FAFSA serves as your only application for federal, state, and institutional financial aid for the entire academic year (summer 2014, fall 2014, and spring 2015). Your initial award letter will reflect financial aid for fall and spring semesters only unless you are registered for summer at the time you are awarded financial aid. If you would like to apply a portion of your financial aid toward your summer costs, e-mail financial.aid@ohio.edu requesting a redistribution of your aid to include the summer semester.

Most aid programs do not allow for additional funding based on summer semester attendance. This means your fall and spring semester aid will most likely be reduced by any aid you receive during the summer. Specifically, if you receive Pell grant funds, your spring portion will be reduced by the amount disbursed to you during the summer.

If you have additional financial aid questions, please visit the website for the Office of Student Financial Aid and Scholarships at [www.ohio.edu/financialaid](http://www.ohio.edu/financialaid) or contact the Office of Student Services at 740-533-4600 or by email at southern.financialaid@ohio.edu.
The Family Educational Rights and Privacy Act of 1974, as amended (FERPA)

This act governs the release of and access to education records maintained by Ohio University. This publication is designed to help you understand FERPA and the rights of students and parents with respect to students' education records.

What are education records?

An education record is any record, in any form, that is directly related to a student by way of personally identifiable information and is maintained by Ohio University or an agent acting on behalf of Ohio University. Some types of information are not considered education records and are not protected by FERPA (although the information may be protected by other state and/or federal laws). These types of information not protected by FERPA include:

- Ohio University Police Department records.
- Employment records, except for those whose employment at Ohio University is tied to their status as a student.
- Notes made by and remaining in the sole possession of the maker.
- Ohio University medical and psychological records used only in connection with the provision of treatment of the student.
- Ohio University alumni records.

Student rights under FERPA

Each student has the right to:

1. Inspect and review his/her education records, except:
   - Those records containing information about other students.
   - Financial records of parents/guardians.
   - Confidential letters of recommendation with access rights waived.
2. Amend a record that is inaccurate, misleading, or in violation of the student's rights of privacy.
3. Consent prior to disclosure of education records, except that consent is not required for the University to release education records:
   - that are institutionally defined as “directory information.”
   - to an employee/agent of the institution with a legitimate educational interest (i.e., a University employee who needs access to education records in order to perform his/her job).
• to another institution where the student seeks or intends to enroll.

• to the U.S. Department of Education.

• to parents/guardians of IRS-defined dependent students.

• to federal/state officials in conjunction with legislative requirements.

• to address a health/safety emergency.

• to persons or organizations providing financial aid to students or making financial aid decisions.

• to comply with a lawfully ordered subpoena or judicial order.

4. File a complaint with the U.S. Department of Education’s Family Policy Compliance Office.

What Is directory Information?

FERPA requires institutions to define what it considers to be directory information and permits release of that information to third parties without consent from the student. Ohio University defines directory information as the following:

• Name, addresses, telephone number, and e-mail address.

• Major academic program(s), dates of enrollment and current enrollment status, degrees and awards, standing and degree level, primary advisor, expected graduation date, and current college and campus.

• Participation in officially recognized activities and sports with weight and height of athletic team members.

• Previous institution attended, a.k.a. name(s), residency and admission status, record hold(s), deceased status, and directory release status.

NOTE: Ohio University will never release to third parties the following information without the student’s written consent: Social Security or student personal identification (PID) numbers, race, gender, grades, schedule, grade point average, citizenship, or religious preference.

May parents access their son’s/daughter’s education records without written consent?

Students may give their parent(s) or guardian(s) permission to access their records or grades by providing a signed and dated request to the department at Ohio University that maintains that particular record.

A parent or guardian may request access to his/her student’s records or grades without student consent if he or she claims the student as a dependent according to the IRS tax
code. In that case, please contact the Office of the University Registrar at 740.593.4191 or registrar@ohio.edu to request the proper form.

**How can I find out about my student’s grades and/or academic probation status?**

Information about grades and academic standing is given directly to students. Most parents find out this information by asking their student. Doing so fosters a trust and a sense of mutual respect and responsibility. You may, of course, ask your student to keep you routinely informed of his/her progress.

**I had easy access to my child’s school records before. Why don’t I have the same access to records kept by Ohio University?**

Under FERPA, once a student has turned 18 or is attending any post-secondary educational institution, the access rights that parents and legal guardians had in the elementary and secondary school setting change.

**What if my student violates Ohio University policy or other state/federal laws? Will I be notified?**

As permitted by FERPA, when first-year students who are under the age of 21 are found responsible either for a second Code B or an initial Code A alcohol or other drug offense of the Student Code of Conduct, University Judiciaries will routinely notify students’ parents/guardians in writing. Notification will only detail the fact that the student was found responsible for the offense(s). Parents/guardians interested in specific information concerning their student’s judicial case are encouraged to discuss the case with their student.

Please see this Web site for more details: [www.ohio.edu/judiciaries/parental.cfm](http://www.ohio.edu/judiciaries/parental.cfm).

**What If I want to file a complaint?**

Students who believe Ohio University has failed to comply with FERPA requirements have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. Contact information is listed below.

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-5901  
[www.ed.gov/offices/om/fpco/](http://www.ed.gov/offices/om/fpco/)
THE REGISTRATION PROCESS FOR FUTURE STUDENTS

From the time you leave Orientation until you graduate, you will use your My OHIO Student Center to enroll in classes, check and make adjustments to your class schedule (add, drop, swap, or edit), find advisor information, see holds and how to resolve them, review your student account, and see your enrollment appointment for the next semester.

Here is a guide to the registration process and answers to typical questions:

1. Sign in to My OHIO portal (https://my.ohio.edu) using your OHIO ID and password. On the Academics tab, select Course Offerings to see which courses are being offered the next semester.
2. Obtain registration materials.
3. You will receive an email from the registrar each semester informing you that your enrollment appointment (the earliest date and time that you can register) is available in your My OHIO Student Center for the next semester registration.
4. You will follow the rules of your college/major regarding pre-registration procedures. Students are required to meet with an academic advisor prior to registration.
5. Advisor information is available in your My OHIO Student Center by clicking My Academics. If you need assistance in locating your faculty advisor, contact the Faculty Office at Southern Campus.
6. If you do not know the college in which you are enrolled, you may find this in My OHIO Student Center or contact the Office of Student Services.
7. Make your registration advising appointment early; don’t wait until it’s time to register!
8. A registration hold is placed on all continuing undergraduate students for the next semester. The hold is removed after you meet with your advisor or attend a group meeting, depending on the requirements of your major or college. This and any other hold can be viewed in your My OHIO Student Center. Holds must be cleared by the office placing the hold (click on details in the hold box in your Student Center) prior to registering for classes.
9. Prior to meeting with your advisor, prepare a tentative schedule (or list of classes) and a list of questions. When you meet with your advisor, discuss your schedule and questions. You need backup classes and times in case your first choices are full.
10. Registration is governed by class rank and accumulative hours earned. The registration priority order is: Honors Tutorial College, graduate students, and undergraduate students. Each rank is divided into several earned hour periods. For students who have the same rank and earned hours, a process run in the student information system randomly assigns enrollment appointments.
11. Register for classes: Check requisites before you register. If you don’t meet prerequisites for a course request, online registration will not let you register.
12. List and request courses in order of importance (rather than by time of day, for example). List and request the most important course first.
13. Have several backup courses and times.
14. If you request a course that conflicts in time with a course already requested, you will not get the later requested course.
15. Your schedule is in your My OHIO Student Center and may be printed by clicking on the Enroll tab, the My Class Schedule tab, and the Printer Friendly Page. Later, after the fee payment deadline, the Registrar’s office will send an e-mail to remind you to check your schedule for accuracy.
16. If a class/time you want is full, keep using the swap feature.
MAKING CHANGES TO YOUR CLASS SCHEDULE

If you are unsure about your schedule, you should contact your advisor before making any changes. Once you leave orientation, you will use My OHIO Student Center (which may be accessed from My OHIO portal-Academics tab) to make changes to your schedule. Online registration is available 24 hours a day, seven days a week.

Adding Classes

You may add a class without the instructor's permission using My OHIO Student Center before classes begin through Friday of the first week of the semester. You may add a class with the instructor's permission through Friday of the second week of the semester by completing and signing a class permission slip with the instructor, who will return it to the appropriate office, as indicated on the permission slip, no later than the second Friday of the semester.

If you add a class after the semester begins, see the instructor immediately to make sure that you may remain in the class, obtain the syllabus, and access Blackboard (an online course information site) if your instructor uses it. The instructor may exclude a student who is already registered for a class if that student is absent from the first two class meetings if the class is fewer than 80 minutes. The student is responsible for dropping the class if approval is not obtained for remaining in the class. Failure to do so will result in an F, FN, or FS, which counts in your GPA. WARNING: Most instructors will NOT permit you to add a class late!

To add a class, follow the instructions to register. Be sure to complete the 3-step process that includes Finish Enrolling. Always check your schedule again when you are finished.

Class Permission Slips-A student may request permission from instructors to add a class. There is no single best way to request permission. It is usually more effective to make your request in person by visiting the instructor in her/his office or by visiting the class and asking before class begins. Some instructors respond to an e-mail request.

Dropping Classes

You may use My OHIO Student Center to drop any class except your last class. See Cancelling Your Registration or Withdrawing after Classes Begin for information about dropping your last class.

When you plan to drop a class and add a different class, use the Swap feature to ensure you are not dropped from your class until you have successfully added your replacement class. Be sure to remain in the minimum hours required if you are receiving financial aid and/or a scholarship. You must have at least 12 credits to be a full-time student, receive the full benefit of your Financial Aid award, Veterans’ benefits, or are an international student in F-1 or J-1 status. Academic scholarships require at least 12 credits, and some academic scholarships require 15 credits. You may drop a full-semester class from the time you register through the Friday of the first ten weeks of the semester using My OHIO Student Center. (Note: Add and drop dates may vary for classes that are flexibly scheduled or do not meet the full semester).

Dropping credits through the Friday of the second week of the semester entitles you to receive a 100 percent refund of the reduction when such changes result in a reduction of fees—unless you are dropping all hours (see Withdrawing after Classes Begin below).
Classes dropped through the Friday of the second week will not appear on your academic record. Drops made after the Friday of the second week of the semester will appear on your academic record with grades of WP or WF and will not result in a refund of fees. If classes have begun and you have missed the first two contact hours of a new class, do not drop the previous class until you have met with the instructor of the new class to ensure that you may remain in the new class (see Being Dropped from a Class for Non-Attendance below). Dropping a class after the tenth week is not permitted for any reason. Check the Academic Calendar for drop deadlines for each semester.

**Being Dropped from a Class for Non-Attendance**

If you miss the FIRST TWO meetings of a class without notifying and obtaining permission from the instructor, when each class meets for less than 80 minutes of actual instruction time, the instructor has the option to request you to drop the class. If the class meetings are 80 minutes or more, the instructor may request you to drop if you miss the FIRST meeting of the class without notifying the instructor and obtaining approval. You must still drop the course using online registration. Failure to drop the course in this circumstance will result in an F, FN, or FS, which counts in your GPA.

**Taking More than 20 Credits**

You may register for up to 20 credits without special permission. If you want to take more than 20 hours, you must get permission from your associate dean. Permission may depend on your GPA and hours earned. You will pay extra tuition for each hour above 20.

**Cancelling Your Registration before Classes Begin**

Cancelling your registration means dropping all of your classes before the first day of classes. This does not include distance learning classes, which must be cancelled separately. (Go to [www.lifelong.ohio.edu/e-learning/online.htm](http://www.lifelong.ohio.edu/e-learning/online.htm)). You may use My OHIO Student Center or visit the Office of Student Services. Cancelling your registration entitles you to a refund of 100% of the registration fees.

**Withdrawing after Classes Begin**

Withdrawing is different than dropping a class or cancelling your registration after classes begin. Withdrawing means dropping all classes for the semester on or after the first day of classes. Withdrawal may occur between the first day of classes through the next to the last day of the semester. You may not withdraw on the last day of classes or during Final Exam week. It may not be done online. You can make an appointment with the Office of Student Services if you are considering withdrawing from OHIO. An advisor there will help you complete the steps to leave smoothly. Do not just stop attending classes. That is not an official withdrawal and will result in an F, FN, or FS grade, which counts in your GPA, with no refund. If you withdraw from classes and wish to appeal for a tuition refund due to special circumstances, go to the Office of Student Services for details. Petitions will be approved only in extreme cases; in general, only reasons that prohibit you from attending classes for significant periods of time will be considered. Earning a low grade in the class is not such a circumstance.
Requesting an “Incomplete” Grade

If you are unable to complete the work required for a course due to extenuating circumstances (extended illness or family emergency, etc.), you may request that your instructor assign your grade as Incomplete. A grade of “I” (Incomplete) must be arranged with the instructor of the class. Failing the course is NOT a legitimate reason for requesting an Incomplete. You have up to two weeks of the next semester of enrollment to complete the work, and the instructor must submit a grade change within that time. Otherwise, the “I” converts to an “F,” and the “F” counts in your GPA. The deadlines for finishing an Incomplete are in the Academic Calendar.

Verifying Your Enrollment

Students often need official verification that they are enrolled at OHIO sent to agencies or organizations including: insurance companies, auto dealers, prospective employers, U.S. Veterans Affairs, financial aid lenders, loan guarantors, etc. Enrollment verification is a free service.

To request a letter, go to: www.ohio.edu/registrar/myverification.cfm. Once you register for classes, you may request this letter. Proof of enrollment may be requested only for a previous or current semester (not for the entire upcoming year). If the agency or organization provides a form that must be signed by the University Registrar and requires the University seal, print the verification letter and attach it to the form. The letter includes the required information, signature, and seal. Include the name of the policy holder and a policyholder ID number in the memo field of the verification letter. The enrollment verification letter includes your most recently calculated cumulative and semester GPAs.

Re-Enrolling after Taking off One or More Semesters

You are considered to be a “re-enrolling student” if you take one or more fall or spring semesters off and then decide to return to Ohio University. Taking the summer off does not make you a re-enrolling student. A student who intends to re-enroll must complete the free Re-enrollment Form which is available in the Office of Student Services in the Collins Center.
WHAT IS MY DARS?

Your DARS report analyzes your degree requirements for your major according to your Catalog of Entry. The DARS report displays the courses from which you may select in order to complete degree requirements and shows how the courses you are taking and have already taken apply toward those requirements. The DARS report provides a “snapshot” of where you stand relative to graduation.

After your Tiers I, II, and III requirements, on your DARS are specific College Requirements and then Major Requirements:

- These are different for each college and major.
- If you are in University College, you may have an "undecided" DARS, which means that no college or major requirements show up here.
- Some college and major requirements may overlap with Tiers I and II requirements. Some colleges and majors permit a course to count in both areas; other colleges and majors do not. Your academic advisor can advise you about this.
- Free Electives or Other Courses – these are courses that do not fulfill any General Education, college, or major requirements.

Last on your DARS is a Record of Courses Taken:

- This section is a complete record of all courses taken at Ohio University listed by academic year and semester (Fa = fall, Sp = spring, Su = summer). 2151 means courses registered for in the fall semester of the 2014-2015 academic year.
- It includes courses for which you are registered.
- It also includes AP credit and transfer credit.
- It is like an informal transcript that shows grades for completed courses.

How do I get a DARS report?

You can obtain an up-to-date copy online at http://www.ohio.edu/registrar and click on MyDARS.

Should I still consult with my advisor? YES!

Every semester, before priority registration, you should meet with your advisor. While your DARS report tells you which requirements to complete, your advisor can help you make informed choices as well as offer you career advice that will help you after graduation.

Can the DARS help me if I am thinking about switching majors?

If you are thinking about changing your major, you can request a What If DARS report for that major by logging into your My OHIO account or visiting the Office of Student Services. This report will help you determine how courses already completed will apply to the new major as well as additional courses needed to complete that major. You should also meet with an advisor for that major to discuss opportunities and answer your questions.

What if I feel something is wrong with my DARS report?

If you feel that your DARS is not correctly analyzing certain requirements, you should visit the Office of Student Services.
HOW TO CHOOSE OR CONFIRM YOUR MAJOR

Choosing a major is an important decision so you should begin early to confirm your choice or to explore possible majors. Discovering the right major for you will not just happen; you must actively participate in a step-by-step process to make an informed decision. It takes TIME and RESEARCH on your part to choose the right major. Ohio University provides resources to assist you in your search, but the final decision is yours. It is important to make an informed choice! Delaying choosing a major or choosing a major without careful self-assessment and research (which will often lead to changing your mind) can delay your graduation. A few majors require four full years to complete requirements. To help you make an appropriate decision, you can follow three steps outlined below: assess yourself, explore majors and careers, and narrow your choice(s) to select a major and develop experience.

Step One: Assess Your Interests, Abilities, and Values

Look at your interests - what do you like to do?
Assess your abilities - what do you do well?
Reflect on your values - what is important to you?

- Think about previous classes you’ve liked and what you’ve enjoyed about jobs you’ve held, hobbies, and extracurricular activities.
- It’s important to assess realistically your skills, strengths, and weaknesses.
- Values are your ideas and beliefs that guide you to set goals. Values such as helping others, earning a lot of money, prestige, or having time to spend with family and friends will shape which majors or careers will be most satisfying to you.

Step Two: Explore Majors and Careers

- Research different majors.
- Research different careers.
- Reflect on how your interests, skills, and values match up with different majors and careers.

Here are some resources to help you accomplish this step:

- Take EDCE 2010 “Career and Life Planning” (2 credit hours).
- Understand all of the majors, minors, and certificates from which you can choose at OHIO. Cross out any majors that are of zero interest to you, but try to keep an open mind.
- Read in the Undergraduate Catalog (www.ohio.edu/catalog) about any major that you need to understand better to know if you are interested in it. Do the same for minors and certificates.
- For the majors that are not crossed out, read about each major in the Undergraduate Catalog including descriptions of the required courses. Cross out any that are not still of interest to you. Do the same for minors and certificates.
• Attend the Resource Fair and talk with representatives about the majors, minors, and certificates that interest you. Collect information and ask questions.

• Take General Education and introductory courses to identify and explore areas of interest. Talk with faculty who teach courses that interest you.

**Step Three: Narrow Your Choices, Select Your Major, and Develop Experience**

Careful research is essential to discover a major that:

• you are interested in studying.

• develops the strengths and skills you enjoy using.

• aligns with your values.

But remember:

• You may change your mind again.

• Every idea may not work out.

• College is about discovering yourself, and you may change.

Here are some resources to help you accomplish this step:

• Meet with advisor contacts for majors of interest. Bring a list of questions you have developed from your research.

• Attend information sessions offered by schools, departments, and majors of interest to you.

• Talk with faculty, upper class students, and professionals in fields of interest.

• Consult with your family and friends to identify professionals with whom you can speak about these fields of interest. Be sure to write thank you letters to these people.

• If you have more than one possible major interest, make a list of the positive and negative aspects of each.

• Apply to the new major by completing the paperwork to change to the new college.

• Consult with your new advisor on how to develop an academic plan to implement your decision.

• Get hands-on experience and develop understanding of fields of interest: join an organization, complete at least one internship, or do volunteer/community service.

• If you change your mind, go back to STEP ONE and begin again.
Policies and Procedures

Including, but not limited to, equipment located in the following areas:

Computer Labs

Open Computer Lab Academic 212
TASC Lab Academic 210
Classroom Labs Academic 214, Dingus 208, 218, and 220

Ohio University Southern provides computer labs for Ohio University students

- Ohio University students working on course related assignments will have priority in the labs over those using the computers for any non-university related purpose.

- Activities involving University communication and computing resources must be in accord with the University honor codes, employee handbook, student handbooks, and relevant local, state, federal, and international laws and regulations. (See Ohio University Computer and Network Use Policies).

- Ohio University is a state supported school and will not compete in the local enterprise. The University, therefore, prohibits the use of computer labs for any for-profit venture.

- The spread of computer viruses is an ongoing problem. Ohio University Southern provides the programs and procedures to maintain a virus-free environment. Ohio University is not liable for any damage caused by computer virus infection.

- Ohio University supports the Software Publisher’s Association. The duplication of copyrighted software is a federal crime. Installation of personal software on any University-owned computer is prohibited and includes downloading of programs from the Internet. Violators may be barred from the computer labs and University sanctions may be applied.

- Lab users who disrupt operations, disturb other lab users, or fail to observe computer lab policies will be asked to leave the lab. Refusal to cooperate will result in removal by OUS security and loss of privileges to use computer lab facilities on campus.

Rules & Policies for all Computer Labs

- Be considerate of others working in the lab. Please remain quiet. Noise should be kept to a minimum.

- Remember, other students are working.

- Eating and drinking in the computer labs are prohibited.

- Use of tobacco products in the computer lab is prohibited.
• Utmost care of equipment is expected.
• You must check with the lab staff member on duty in order to use equipment.
• Computer switching must be approved with lab staff.
• If you leave your computer unattended, lab staff reserves the right to log you off.
• Lab Staff cannot be responsible for items left in the computer lab or documents stored on the hard drives of lab computers.

OU E-mail

Once you are an Ohio University student, an Ohio Catmail e-mail account and a My Ohio ID account are automatically set up for you. To activate these accounts the first time, go to this website: http://www.ohio.edu/oit/services/myaccount.cfm. For assistance, please go to the Open Computer Lab (Academic Center 212) with a government issued picture ID. A Lab Assistant will help you set up your accounts. After your accounts are set up, you can check your email at: windowslive.com.
WHAT IS RETAKING A COURSE, AND HOW DOES IT AFFECT MY GPA?

Retaking a Course

Retaking a course is often the quickest and most efficient way to raise your accumulative grade-point average. Generally, you should consider retaking any courses in which you earned a grade of D or below. Further, if a grade of C or better is required for the course sequence of your major, you should take the course if you earned a grade of C- or below.

When you retake a course, the grade from the first time you took the course is replaced by the most recent grade you earned. This means that the effect of the earlier grade is removed from your accumulative GPA, and only the new grade will count in your accumulative GPA. Although all grades are printed on your permanent academic record (transcript) and DARS report, only the most recent grade is calculated in your accumulative GPA.

Important Considerations for Retaking a Course

You may retake any regular course with the following considerations:

1. The later, most recent grade is the one that is calculated in the accumulative GPA, even if it is lower than the first. Therefore, you should take care to retake only those courses in which you feel certain that you will earn a higher grade.

2. Although it is possible to take courses at another college or university and transfer the credits to Ohio University, grades do not transfer. If you need to retake a course, you must take it at Ohio University in order for your GPA to be impacted by the retake.

3. In order for a retake to affect your GPA you must complete the retake before completing any higher-level course in the same subject area for which the first course is a prerequisite.

4. This means that if you earned a low grade in a course that is a prerequisite for a course you plan to take the next semester, you might want to adjust your schedule. For example, if you earned a low grade in a course such as MATH 1200 or SPAN 1110 in the fall, you should not take any higher courses like MATH 1300 or SPAN 1120 until you have retaken the lower course.

You cannot go back and retake a course after you have completed higher lever coursework in the same subject area for which the first course is a prerequisite.
GENERAL EDUCATION REQUIREMENTS

The faculty of Ohio University has determined that an educated person needs certain intellectual skills in order to participate effectively in society. These include: 1) the ability to communicate effectively through the written word and the ability to use quantitative or symbolic reasoning; 2) broad knowledge of the major fields of learning; and 3) a capacity for evaluation and synthesis. To meet these objectives, the university has instituted a three-tier General Education requirement for all students (except for those in the Honors Tutorial College):

- Tier I: Quantitative Skills and English Composition
- Tier II: Breadth of Knowledge
- Tier III: Evaluation and Synthesis

An Important Reminder

Tier I first-year composition and quantitative skills requirements are normally fulfilled during the first year, but you are not necessarily required to take them during the first semester. In fact, many students may be assigned or advised to defer them until a later semester, depending on their major.

Tier I: English Composition (1E, 1J)*

*Number and letter indicate tier level and area (e.g., 1=Tier I; E=first-year English composition, and J=junior composition).

Ohio University believes that the ability to communicate effectively through the written word is one of the qualities of a well-educated person. In order to help our students achieve this goal, the university has instituted an English composition requirement. The two components are a 3-4 credit first-year course (1E*) and a 3-credit advanced composition course (1J*) taken during the junior year.

During Orientation, all students who do not already have first-year composition credit (i.e., AP, PSEOP, or transfer credit) are assigned a semester to take ENG 1510 (3 credits). Students whose native language is not English will take ENG 1610 (4 credits).

ENG 1510 focuses on the process of writing including developing ideas, writing drafts, and revising rhetorically. Students will engage in formal and informal writing as well as group work. In addition, ENG 1510 focuses on helping students write thesis-driven, source-based essays; thus, the curriculum also addresses critical reading and research strategies. ENG 1510 is a foundational course for student success. Typically, students will write and revise four essays throughout the semester.

Non-native speaking students will take ENG 1610 when they place at that level. Students who wish to have the first-year or junior composition requirement waived MUST take the composition waiver exam during the first week of any semester.
Ohio University believes that an educated person should possess the ability to use quantitative or symbolic reasoning in order to participate effectively in society. Your math placement (PL) is determined by your math Compass test score. Your placement indicates an appropriate course (or choice of courses) that fulfill the Tier I quantitative skills requirement. If you are not satisfied with your math placement, you may choose to retake the math placement exam, but a $5.00 retake fee applies. The courses listed below are common Tier I courses for students.

<table>
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<tr>
<th>DEPT.</th>
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<th>TITLE</th>
<th>CR</th>
<th>Requisite</th>
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<tbody>
<tr>
<td>MATH</td>
<td>1090</td>
<td>Consumer Mathematics</td>
<td>3</td>
<td>C or better in MATH D004X, MATH D005, or Math PL 1 or higher</td>
</tr>
<tr>
<td>MATH</td>
<td>1101</td>
<td>Elementary Topics Math I</td>
<td>3</td>
<td>C or better in MATH D004X, MATH D005, or Math PL 1 or higher Early Childhood Major</td>
</tr>
<tr>
<td>MATH</td>
<td>1102</td>
<td>Elementary Topics Math II</td>
<td>3</td>
<td>MATH 1101</td>
</tr>
<tr>
<td>MATH</td>
<td>1200</td>
<td>College Algebra</td>
<td>4</td>
<td>C or better in MATH D004X, MATH D005, or Math PL 1 or higher</td>
</tr>
<tr>
<td>MATH</td>
<td>1300</td>
<td>Pre-Calculus</td>
<td>4</td>
<td>C or better in MATH 1200 or Math PL 2 or higher</td>
</tr>
<tr>
<td>MATH</td>
<td>1321</td>
<td>Elementary Applied Math I</td>
<td>3</td>
<td>C or better in MATH D004X, MATH D005, or Math PL 1 or higher</td>
</tr>
<tr>
<td>MATH</td>
<td>1322</td>
<td>Elementary Applied Math II</td>
<td>3</td>
<td>C or better in MATH 1200 or 1321 or Math PL 2 or higher.</td>
</tr>
<tr>
<td>MATH</td>
<td>2500</td>
<td>Introduction to Statistics</td>
<td>4</td>
<td>MATH 1200 or 1321 or Math PL 2 or higher and not PSY 1100, 2100, or ISE 3040</td>
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**PHILOSOPHY**

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<tr>
<td>PHIL</td>
<td>1200</td>
<td>Principles of Reasoning</td>
<td>3</td>
<td>Math PL 1 or higher</td>
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**PSYCHOLOGY**

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<tbody>
<tr>
<td>PSY</td>
<td>1110</td>
<td>Elem. Statistical Reasoning</td>
<td>3</td>
<td>C or better in MATH D004X, MATH D005, or Math PL 1 or higher and not PSY 2110, MATH 2500, or QBA 2010</td>
</tr>
<tr>
<td>PSY</td>
<td>2110</td>
<td>Stat. for Behavioral Sciences</td>
<td>4</td>
<td>MATH 1200, 1300, or 2301 and not MATH 2500, QBA 2010, ECON 3810, or COMS 3520</td>
</tr>
</tbody>
</table>
Students may also place into MATH D005 (pre-Tier courses that do not meet the Tier I requirement), which will help build a stronger quantitative skills foundation before they take a Tier I course.

If your math placement is PL 3 (calculus), you have demonstrated quantitative skills competence sufficient to meet the Tier I requirement. Therefore, the Tier 1 requirement is waived with the PL 3 placement although you will not earn credit for that waived requirement. However, some majors or colleges may still require that you complete one or more math courses. Check with your intended college or major if you have questions.

**Tier II: Breadth of Knowledge**

To ensure exposure to broad knowledge of the major fields of learning, students are required to complete a total of 21 semester credit hours from an approved list of courses in the following six areas:

- **Applied Science and Mathematics (2AS)**
- **Cross-Cultural Perspectives (2CP)**
- **Fine Arts (2FA)**
- **Humanities and Literature (2HL)**
- **Natural Sciences (2NS)**
- **Social Sciences (2SS)**

The areas are often designated by the abbreviations above: 2AS, 2CP, 2FA, 2HL, 2NS, or 2SS (2 = Tier II).

You are required to take at least two credit hours in each of the six areas and may satisfy no more than two of the six areas with courses from the same department/school. You may satisfy no more than 8 of the 21 credit hours with courses from the same department/school.

You may apply no more than two approved Tier II courses in your major department/school or area of concentration (for B.S.S. students) toward partial fulfillment of your Tier II requirement.

**Tier III: Synthesis**

The final element of the General Education program is one senior-level course designed to help students develop a capacity for synthesis. Students may fulfill the requirement by taking at least 3 hours in Tier III or Tier III equivalent course(s). Some majors offer Tier III equivalent courses. At least 2 of the 3 hours must be taken at senior rank (90 hours earned).
Student Services

The Office of Student Services is located in the Collins Center and provides the following services: DARS Pickup/Resource Fair, non-traditional and traditional undecided students’ advising, transfer and international students’ advising, veteran students’ assistance, financial aid advising, probation services, bill payment, transcript orders, application completion, admissions, new student orientations, background checks, student activities, and student ID inquiries. For more information, call 740-533-4600.

Financial Aid and Scholarships

The Office of Financial Aid and Scholarships is located in Athens. The Southern Campus has a knowledgeable staff that can assist with most financial aid concerns. Financial Aid workshops are available throughout each semester. Please contact the Office of Student Services for more information. Each student is assigned an advisor at the Southern and Athens Campuses according to his or her last name. Below, you will find the counselor who has been assigned to you at the Southern Campus:

Financial Aid Counselors

If Your Last Name Begins With. . .

Your Advisor is. . .

A-F

Lisa Cantrell

G-O

Mary Ann Wymer

P-Z

Jacki Adkins

Proctorville Students

Sarah Kyllo

Please contact the Office of Student Services or visit our website at www.southern.ohiou.edu for a complete listing of Southern Campus scholarships. Additional financial aid information is available at www.ohio.edu/financialaid. Students and parents are encouraged to visit these sites.

Military and Veterans Resources

Ohio University, as a Military Friendly School, strives to assist military personnel and veterans in making a successful transition to the Ohio University community and to support them through their academic careers. Please contact Mary Ann Wymer for veteran students’ assistance at 740-547-3877 or wymerm@ohio.edu.

Proctorville Center

The Proctorville Center, located in Proctorville, Ohio, is an extension of the Ohio University Southern Campus. The Proctorville Center provides full services for students such as academic and financial aid advising, tutoring, placement testing, and Ohio Link and library checkout for books from the OU library.
OUS Proctorville also has Walk-in-Wednesday from 10:00 a.m. - 7:00 p.m. every Wednesday with no appointment needed. The Proctorville Center can be a convenient commute for students located in the Eastern part of the county. For more information on the Proctorville Center, please contact Stephanie Burcham, Director, or Sarah Kyllo, Student Services Specialist, at 740-886-7655.

Student Success Center

The Student Success Center (SSC) offers OUS students a wide range of assistance and resources. SSC services include academic support, assessment and testing, student accessibility services, and career services. Students are encouraged to familiarize themselves with the SSC early in their academic careers so that assistance can be quickly sought in any of these areas. The Student Success Center is located on the second floor of the Collins Center in Room 215 next to the Library. For more information on any of these services, contact 740-533-4596.

Library

The Ohio University Southern Library is a modern information center that assists Ohio University students, staff, and faculty with their academic research. The library contains 25,000 volumes, 200 periodical subscriptions, as well as microforms, audiovisual materials, CD-ROMs, and electronic databases. Books can be requested online and sent to Ironton or Proctorville for pickup. The library has a Quiet Study Room and a Group Study Room available for student use. For more information about the library, please contact Mary Stout, Director, at 740-533-4622.

Computer Lab - TASC Lab

OUS provides computer labs for OU students. Room 212 in the Academic Center houses a fully functional computer lab providing OU students with a free outlet to technological accessibility. The TASC Lab provides services to OU students such as: vinyl letter cutting, large format printing, high resolution and archival printing, flat bed and slide scanning, a Media 100 non-linear digital video editing suite, and an extensive collection of education software. For more information, please contact Mary Lou Malone, Director, at 740-533-4569.

Student Accessibility Services

The mission of Student Accessibility Services (SAS) is to ensure equal opportunity and access for members of the Ohio University community. Central to this mission is the development of an academic environment that is accessible to all people without the need for adaptation. While working toward the goal of full inclusion, accommodations must still be provided on an individual basis.

Eligibility and Registration

To be eligible for Student Accessibility Services, a student must:

- submit disability documentation (as described below) and a completed Application for Accessibility Services
receive notification from an Accessibility Coordinator (AC) that you are eligible

schedule and attend an intake appointment with your assigned Accessibility Coordinator

During the intake meeting, the student and AC will determine accommodations and also discuss assistive technology or potential support services around campus that may be of assistance to the student.

**Documentation**

Accessibility Coordinators review documentation and determine eligibility according to the framework of the Americans with Disabilities Act Amendment Act and in accordance with the professional standards of the Association of Higher Education and Disability. There is no “exact formula” of how to document or determine a disability; however here are the things we look for in documentation:

- there is a chronic physical or mental condition that has been diagnosed
- evidence that the condition significantly impacts one or more Major Life Activity (such as seeing, learning, standing, etc.)
- provided by a medical, mental health, or educational professional qualified to diagnose, evaluate, and treat the condition
- demonstrates a history of accommodation
- impact on current functioning
- supports the accommodations being requested

**Contact Information**

*Teresa McKenzie, Accessibility Coordinator*

740-533-4596 or the direct line: 740-533-4596
mckenzt1@ohio.edu
*Office hours: Monday 1 pm – 5 pm, Tuesday 9 am – 5 pm, Wednesday 1 pm – 5 pm, and Thursday 9 am – 1 pm*

**What is an Accessibility Coordinator and how will he or she work with me?**

The AC is the primary person who will determine eligibility for accommodations, assist you in identifying technology or equipment that may assist in your learning, and help you connect to campus resources that support your success and development. The AC will also assist faculty in understanding accommodations if questions arise or assist you in resolving concerns with faculty implementation of your accommodations.
What accommodations and services will SAS provide?

There are no “standard” accommodations. All accommodations will be determined specific to the individual during the intake appointment. For a general sense of accommodations and services, please see our separate handouts.

Is my disability information confidential?

Yes. It is confidential and separate from your academic record. You must sign a release of information for SAS to be able to discuss your disability information with others on campus, off campus, or your parents/guardian.

When should I contact SAS?

SAS strongly encourages students to schedule a meeting with an AC when initially visiting campus. We recommend sending your documentation to the appropriate Accessibility Coordinator at your campus once you have been admitted.

Counseling Services

On-site and referral services are available to students needing assistance. For more information on Counseling Services, please contact the Office of Student Services at 740-533-4600, Ohio University has its own 24-hour Crisis Intervention Hotline. Please call 740-593-1616 for Hotline help.

Diversity and Inclusion

The Office of Student Services provides diversity training and workshops, guest speakers, and other special events related to diversity and inclusion. For more information on the Office of Diversity and Multiculturalism, please contact Robert Pleasant at 740-533-4600 or Dr. Charles Jarrett at 740-533-4613.

Bookstore

Ohio University Southern accommodates an on-campus bookstore through Bobcat Essentials providing students with an outlet to buy/sell textbooks and to purchase academic support materials, OU gifts, school supplies, office supplies, snacks, and standardized test prep materials. The University Mart Bookstore provides similar services and is located across the street from campus inside the Marathon station. For more Information, please contact Bobcat Essentials at 740-547-3840 or University Mart Bookstore at 740-532-6193. Please refer to the section “Purchasing and Renting Textbooks” in this handbook.

On-Campus Computing

The OUS Campus provides several locations for students in need of access to a computer for educational and/or personal purposes. The following locations have equipment at the disposal of students for certain uses: The Collins Center: Library and Student Success Center on the second floor; Academic Center: TASC Lab Room 210 and Open Lab Room 212; Riffe Center: Electronic Media Room 320 and Educational Computer Lab Room 163; and Dingus Center: Computer Lab Rooms 208, 218, and 220.
Rules and Policies for all Computer Labs:

- Be considerate of others working in the lab. Please remain quiet. Noise should be kept to a minimum. Remember that other students are working.
- Eating and drinking in the computer labs are prohibited.
- Use of tobacco products in the computer labs is prohibited.
- Utmost care of equipment is expected.
- You must check with the lab staff member on duty in order to use equipment.
- If you leave your computer unattended, lab staff reserves the right to log you off.
- Lab staff cannot be responsible for items left in the computer lab or documents stored on the hard drives of lab computers.
- You must present a valid OU ID card to use the equipment in the labs.
- Children are not allowed in the Computer Labs.

The Paddock

Operated by the Bureau for the Blind, the Paddock offers a cafeteria setting for students attending OUS. The Paddock provides students with food, drinks, Starbucks coffee bar, vending machines, and catering at an adequate price. The Paddock also houses an exercise room in the back for any student wanting to use the facilities for free. The Paddock is open from 8:30 a.m. to 5:30 p.m. and is closed on Fridays and throughout the summer.

The Travel Authority

The Travel Authority, a Leisure Division of ALTOUR and an American Express Travel Representative, is the preferred travel partner for Ohio University to service the Ironton community and surrounding areas. Their experts can assist with vacation packages, cruises, and domestic and international airline tickets, as well as hotel and car rentals for any destination. For your travel needs, please call The Travel Authority at 1.866.616.1202.

Child Development Center

Quality childcare is available for OUS students through a partnership with the Lawrence County Early Childhood Academy. The Ohio University Southern Child Development Center is located 1.8 miles from Ohio University Southern. Childcare is provided by experienced childcare professionals and OUS students in the Early Childhood Education program. For more information on the Child Development Center, please call 740-532-0178.
Ohio University Southern Community Band

If you have high school band experience, basic musicianship skills, and access to a band instrument (percussion instruments are furnished), you are invited to become a member of the OUS Community Band. The band consists of students and community members from the tri-state and performs several times a year on and off campus. Practice: Mondays from 5:45 p.m. to 7:15 pm. For more Information contact Pat McCoy at mccoy@ohio.edu or 740-533-4541.

Administration

The Administration Office includes finance, development, dean’s office, dean’s administrative assistant, and associate dean’s office. For more Information on Administration and the services it provides, please contact Pam Porter, Administrative Coordinator, at 740-533-4611 or Kim Addis, Business Manager, at 740-533-4642.

Faculty Office

The Faculty Office acts as an outlet for students to contact any professor and/or faculty member. The Faculty Office provides services such as: making appointments with faculty advisors, faculty mailboxes, adjunct faculty office work space, and support services for faculty members. For more information on the Faculty Office, please contact Bobbi Skelly at 740-533-4540.

Tri-State Transit Authority

TTA-Ohio operates five days per week: Monday-Friday. Basic one-way fare is one dollar, and Zone fare is 25 cents. Senior citizens and persons with disabilities who show a Medicare card ride for 50 cents. With an adult, children under the age of seven ride for free. TTA sells a variety of passes for your convenience and savings. More information on the TTA is available at the TTA Center at 13th Street and 4th Avenue, Huntington, WV or by calling 894-RIDE. You can also visit the TTA Homepage at http://www.tta-oh.com for route maps and other information.

OUS Horse Park

Founded in 1995, the 184 acres Ohio Horse Park is home to OUS Equine Studies classes, horse shows, clinics, seminars, and auctions. The Ohio Horse Park’s ever-expanding facilities include a 180’ x 75’ indoor arena, a 290’ x 120’ outdoor arena, a 66’ x 197’ dressage building, a 40 stall barn; turn out areas, and a breeding facility. The Ohio Horse Park is located between Portsmouth and Ironton on US 52. For more Information on the Ohio Horse Park or the Equine Studies Program, contact Equine Studies at 740-533-4551.
The Ohio University Undergraduate Catalog is your official source for University policies and procedures. The complete catalog is available at http://www.catalogs.ohio.edu. You are responsible for knowing and following current University-wide, college, and departmental/school requirements and procedures.

This catalog, which is in effect for the semester you first complete coursework at OHIO is your Catalog of Entry. Your Catalog of Entry determines your graduation requirements for the next five years. These requirements include your general education requirements, college requirements (some but not all of the nine undergraduate colleges have college requirements), and major requirements. Since requirements change annually, when you view the catalog, be sure to view the version for your catalog of entry.

If you do not graduate within five years, new requirements may apply. In addition, major requirements sometimes change due to altered or discontinued courses or by the requirements imposed by external accrediting or certification agencies. These situations will be resolved on an individual basis by the dean of your college.

If you choose or change your major after beginning at OHIO, check with the department or school of the major for current admission requirements to the program.

The Undergraduate Catalog Includes the following:

- University-wide policies, procedures, services, and requirements
- Colleges at OHIO and majors in each college (alphabetical by department/school and major name)
- College-level policies, procedures, and information
- Each major with all required courses and other requirements

Course Descriptions:

- Course prefix and numbers (e.g., ECON 1030)
- Title of the course (e.g., Principals of Microeconomics)
- Credit hours (e.g., 3)
- If the course fulfills a General Education requirement (e.g., 2SS)
- If the course has a requisite (e.g., MATH 1200 or math PL 2 or higher)
- Course description (e.g., Basic theory and economic analysis of prices, markets, production, wages, interest, rent, and profits. Analysis of how the capitalistic system determines what, how, and for whom to produce.
- Repeat/Retake Information (e.g., may be retaken two times excluding withdrawal, but only last course taken counts).

Curricula-Certificates, Major Programs, and Minors

- A list of all academic programs, sorted by type (bachelor degrees, associate degrees, minors, and certificates)
- Required courses for each academic program that display the individual course description information (see above)
- Use the online catalog search feature to help find information quickly.
- Add program and courses to your “portfolio” to store items of interest. Retrieve these by clicking “My Portfolio.”
A STEP-BY-STEP GUIDE TO CREATE YOUR SCHEDULE FOR NEXT SEMESTER

Step One: Make a List of Possible Courses
- List at least 12-16 possible courses you might take over the next year. Your Orientation advisor will assist you with determining appropriate choices.

- EXAMPLE: If you are interested in ECON 1030, UC 1100, and WGS 1000, list as shown below.

Sample Schedule

<table>
<thead>
<tr>
<th>Preference or Rank</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Gen Ed, Major, or Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd choice</td>
<td>WGS 1000</td>
<td>Intro to Women’s and Gender Studies</td>
<td>3</td>
<td>2HL, business</td>
</tr>
<tr>
<td>2nd choice</td>
<td>UC 1100</td>
<td>Learning Strategies</td>
<td>2</td>
<td>elective</td>
</tr>
<tr>
<td>1st choice</td>
<td>ECON 1030</td>
<td>Microeconomics</td>
<td>3</td>
<td>2SS, business</td>
</tr>
</tbody>
</table>

Your Schedule

<table>
<thead>
<tr>
<th>Preference or Rank</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Gen Ed, Major, or Elective</th>
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ACADEMIC PROBATION:
SUMMARY OF POLICIES AND REGULATIONS

What Is Academic Probation?

At the close of each semester in which you are a full-time student, your record will be reviewed to verify your grade-point average (GPA). The University accumulative GPA standard for good academic standing for all students, including first-year students, is 2.0 or a “C” average.

Placed on Probation

If, at the time of the review, you do not have the required 2.0 minimum GPA, you will be placed on academic probation. This can occur at any point academically - after one semester or after several years.

Continuing on Probation

If you are already on probation, you may be allowed to continue at the University until the next review if you earn a term GPA that is a 2.0 or greater or if your accumulative GPA is equal to or greater than the minimum GPA defined for total hours earned:

<table>
<thead>
<tr>
<th>Total Hours Earned Semesters</th>
<th>Minimum Accumulative GPA to be Continued on Probation</th>
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</thead>
<tbody>
<tr>
<td>0 - 29.99</td>
<td>1.6</td>
</tr>
<tr>
<td>30.00 - 59.99</td>
<td>1.8</td>
</tr>
<tr>
<td>60.00 - 89.99</td>
<td>1.9</td>
</tr>
<tr>
<td>90.00</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Earning a 2.0 or greater for your term GPA and/or retaking courses is the only way to raise your accumulative GPA.

Removed From Probation

Removal from probation is automatic when your accumulative GPA reaches 2.0 or above.

Dropped

If you fail to earn a 2.0 or greater for this term, and your accumulative GPA is not equal to or greater than the minimum GPA defined for your total hours earned as described above, you will be dropped from the University.

Drop Status

If you are dropped, you are not able to enroll for regular courses on any Ohio University campus. You may, with the permission of your dean, enroll for credit at other institutions or pursue credit through Ohio University’s Independent and Distance Learning options: Courses by Correspondence or Course Credit by Examination.
Reinstatement

If you are dropped, you may petition the dean of your college for reinstatement, but normally, reinstatement will not be granted until at least 12 months after your dismissal. If you have been dropped from the University a second time, reinstatement is possible only under extraordinary circumstances and usually not granted until at least 24 months after the second dismissal.

College Standards for Performance

You should be aware that some colleges in the University maintain higher than 2.0 standards of performance for continuance and graduation in your major (e.g., the College of Business requires a 2.50 GPA, Communications requires a 2.75 GPA, Nursing requires a 2.75 GPA, and Teacher Education requires a 2.75 GPA).
Often excellent or good high school students are disappointed by their performance in college because they do not know how to prepare for college level course work. First-year students need to recognize the ways in which college study and high school study are different:

- You can expect to be challenged intellectually and should be open to alternative views expressed in the classroom by faculty and fellow students.

- Classes may meet fewer times during the week, perhaps twice or even once, and the amount of material assigned per week is double or triple that assigned in high school. If you get behind in your reading and put off studying until midterms or finals, you will not be able to catch up and achieve good grades.

- Fewer quizzes and exams are given to check your knowledge of the material. Sometimes there are only a mid-term exam and a final exam. There are rarely opportunities for extra credit.

- To earn excellent grades, preparation time for class is usually 1½-2 hours outside class for every hour in class. For each class that meets 4 hours per week, you should spend 6-8 hours per week outside class studying. If you are taking 16 credits during the semester, you should be spending about 24-32 hours studying outside class as well as attending every class, for a total of 40 or more hours per week. If you are in or wish to transfer to a selective major, you may need to study more than 2 hours outside class for each hour you spend in class to be successful. College really is a full-time job if you want to excel!

- You must establish a good study routine in your first semester and develop self-discipline. No one will watch over you, force you to go to class, or be responsible for waking you.

- You will spend about 16 hours each week in class (as opposed to about 35 hours in high school). Make a weekly study schedule so time doesn’t slip away! Schedule regular study time 5 days per week. Use time between classes wisely.

- Find a quiet, distraction-free place to study. The library is a good choice, but your bed or a noisy lounge is not.

- Some classes may be much larger than high school classes. Even if there is no attendance policy, go to class every day and sit in the front. Save your absences in case you become ill or have an emergency. Some courses have a strict attendance policy, and you may fail a course, even if you have an “A” grade, based on your failure to attend. You need to know the attendance policy for every course.

- Get to know each of your instructors, and it is even more important in large classes not to be anonymous. Visit instructors during their office hours. Bring specific questions about the reading or lecture. Consult with your advisor if you have questions about policies or procedures.
• You are responsible for knowing and following all of the policies and procedures of each course, which may vary greatly from one to the next. Read each syllabus (an outline of the professor’s course objectives, policies, grading system, and assignments) carefully and ask for clarification if needed.

• Many instructors will not remind you about assignments or upcoming exams. You need to go through each syllabus and put all due dates or special meetings on a semester calendar and hang it above your desk. Look ahead, plan in advance, and “dig in” during tough times. Don’t procrastinate!

• Monitor your grades. Put the drop deadline on your calendar. If you are falling behind or are having difficulty understanding the material, it’s YOUR RESPONSIBILITY to: talk with the instructor, use the resources (often free) on campus to help you, and consult with your advisor about dropping the class by the deadline.

• Remember: Each week, you have 168 hours. Use them wisely! Learn to manage your time and to study efficiently and effectively, and you will have plenty of time for rest and relaxation, too!
Communicating professionally and developing relationships with your academic advisor, your professors and instructors, and campus professionals are important to your academic and career success.

**General Guidelines:**

- Meet with your academic advisor and every instructor regularly (especially in large lecture classes, it’s important for your instructor to know who you are).
- Understand that advising is a partnership, working toward graduation, academic and career goals, and that you are responsible for achieving those goals.
- Do not expect your advisor to choose your courses.
- Understand that grades are earned, not given, and that you are responsible for learning and for knowing and following each instructor’s policies, procedures, and requirements.
- Read each course syllabus carefully.
- Read e-mails and Blackboard postings from your advisor/instructors carefully and follow instructions.

**E-mail Etiquette:**

When you write an email to your advisor or instructor:

- Use your OHIO e-mail account or Blackboard site.
- Include a clear subject heading at the top, so the person knows the purpose of the e-mail.
- Include a greeting: Dear _____, (not “Hey”), address the person with a proper title (e.g., “Dr.” or “Professor”), and provide background information, your full name, and PID number at the end.
- Reread your e-mail before you send it – Is it well-written (grammar, spelling, and punctuation)? Is your purpose clear? Is your tone polite and respectful?
- Do not use text-message acronyms (e.g., "can u meet w me @ 12?").

**Meeting Etiquette:**

- Make appointments in advance – don’t wait until the last minute. Put the appointment on your calendar and do not forget it! Cancel in advance if you are unable to attend. Do not be a “no show.”
• Arrive 5 minutes early for your appointment.

• Turn off and put away your cell phone before entering the office. Do not check or send text messages during the interaction.

• Bring specific questions and prepare for each meeting.

• Utilize office hours. If you have class when the advisor/instructors have office hours, politely request an alternative meeting time.

• Follow up on advisor/instructor recommendations and advice and report the results of your follow-ups to the advisor/instructor.

• Write a thank you note or e-mail after helpful interactions.

**Classroom Etiquette:**

• Turn off and put away your cell phone before entering class. Do not text or check texts. Use your laptop in class only for course reasons; do not surf the web.

• Be respectful and considerate of your instructor and classmates.

• Read the syllabus and follow classroom guidelines.

• Arrive at class before the starting time. If you must be late (e.g., distance from previous class or exam from previous class went over time), explain to the instructor after class.

• If you must leave early, be sure to explain the reason to the instructor before class begins.

• Stay attentive and courteous—do not pack up books until class ends.

• If you do not understand course material or requirements, see the instructor immediately during office hours. Bring specific questions; do not just say, “I don’t understand.”

**Requesting References and Letters of Recommendation**

• Select references and letter of recommendation writers carefully.

• They should know you well, longer than 6 months, and with multiple interactions.

• They should be able to speak directly about your skills, strengths, personality, and work ethic.

• Professors from whom you earn the highest grades don’t always know you best.

• A mildly positive letter or reference from someone who doesn’t really know you can do more harm than good.
Always ask before giving someone’s name as a reference (in person, by phone, or email).

Give the person the opportunity to say no.

Meet with the person and provide a resume or information about yourself and description of the position (e.g., job/internship, organization you are trying to join, scholarship requirements, etc.).

Ask the person to address specific skills and requirements of the position and how you meet them.

Give plenty of time for letters of recommendation, at least 3-4 weeks.

Stay in touch with your references.

Check back 4-7 days before the letter is due to see if it has already been sent or to remind of the deadline.

Let references know when and by whom they should expect to be contacted.

Let references know the outcome of the situation.

Stay in touch even when you don’t need something.

Always thank the reference/ letter writer (see below), even if you do not achieve your goal.

How to Write Thank You Letters:
A Professional Courtesy That Sets You Apart from the Crowd

Writing thank you letters is a professional courtesy that can leave a strong positive impression of you on the people who receive them. Time is a valuable commodity in our culture. Professors, university administrators, and professionals who spend time assisting you, act as references, or write letters of recommendation for you (see above) and professionals working in your field of interest with whom you talk appreciate your recognition of their time and effort.

How to Write an Excellent Thank You Letter:

• You may handwrite a card or word-process a letter. A handwritten or word-processed card or letter is better than an e-mail. If you send an email, follow up with a card or letter.

• Send the thank you as soon as possible after the interaction, usually within 3 days, or at the end of the semester/year for recurring interactions.

• Begin by reminding the person of the interaction (e.g., I enjoyed talking with you yesterday when you reviewed my resume).
• The most important and largest portion of your letter consists of your specific, concrete examples of why the interaction was helpful. These statements make clear that you listened carefully and that the person’s time and efforts were well spent (e.g., Your advice on how to reduce my resume to one page was especially helpful. I have already followed your instructions to use parallel action verbs in presenting my responsibilities. I have also quantified my sales accomplishments during my summer internship with Tri-State Systems as you recommended).

• End with a summary sentence(s) of your appreciation. (e.g., Thank you again for your time and advice. It was so helpful meeting with you).

• Conclude with Sincerely yours, and your signature.

This is the beginning of your professional interaction. The key is to stay in touch with professors, references, and professionals working in your field of interest. You can send follow-up cards or letters telling about internships, coursework, and extracurricular activities that are building skills at least once a year.
COMMONLY ASKED QUESTIONS

Will I be assigned an advisor?

Yes, but your assigned advisor may not be the advisor you have at Orientation. You will receive that information before or at the beginning of your first semester at OHIO, and it will be posted on your My Ohio Student Center. However, you can contact Student Services if you have any questions before then.

Why and when should I meet with my advisor?

Academic advising is a central part of your educational experience at OHIO. Each college, school, and department has advisors available to provide information about majors and career planning, your DARS (record of coursework and requirements for graduation), general education requirements, and university resources to promote your learning and development. Your advisor will not choose your courses but will assist you in planning a course of study, preparing an appropriate schedule of classes each semester to fulfill that academic plan, and making other significant academic decisions. While meeting with your advisor at least once every semester before registering is important, it is strongly recommended that you maintain more regular contact with your advisor.

I applied to a particular major, but I was accepted into University College. What does that mean?

Some colleges, such as the College of Business, have selective admissions. In order to be accepted into these colleges, you must meet certain requirements. If you do not meet these requirements, you are automatically placed in University College.

Is it OK if I am undecided about my major?

If you are undecided about your major, you will be able to explore possible majors by taking introductory courses while fulfilling General Education requirements that every student takes, regardless of your major. Probably never before have you had so many choices. Take advantage of the university's variety of courses. When you choose a major, your coursework will become more structured. Now is the time to learn more about your current interests and to explore new ones. On average, students change their minds about a major 2-3 times. It's OK to be undecided or to explore other majors besides your original choice. One of your college goals is to choose a major that suits your interests, abilities, and values, and you may change your mind, perhaps more than once. Ohio University offers many courses and majors that you may not have experienced in high school.
CREATING A GOOD CLASS SCHEDULE AND BEING A SUCCESSFUL STUDENT

Successful students consider college as a FULL-TIME DAY JOB. They begin the day early; use their time wisely before, between, and after classes; and study on a regular basis (5 days per week).

To earn excellent grades, you should be studying at least 1½ -2 hours outside class per week for each hour spent in class. If you are taking 15 credit hours, you should be studying about 23-30 hours per week (which adds up to 40 hours or more—a full time job). Discover the best way to fit those study hours before, between, and after classes and the best time to study on weekends.

Try to balance more difficult and less difficult coursework each semester. If you need to take a course that will probably be very demanding, try to take another course in an area that is strength for you. To start off with the best possible grades, register for courses for your first semester that are in your strongest and/or favorite academic areas. After your first semester, balance more difficult and less difficult courses across semesters.

You establish your GPA during the first year at OHIO (if you are a transfer student, only your course credit transfers, not the GPA), and that is why it is so important to earn the highest grades. You may choose or change to a “selective” (higher GPA may be required) major, so you need a high GPA to have your choice of major.

Assess your college reading ability (comprehension and speed) and how much you enjoy reading. Your reading load will be much greater in college, and you will be expected to learn independently from readings. Ask your advisor about the reading load for classes of interest to you.

Assess your computer skills, which will be required in many courses and in the work world. Register for UC 1060 (1 credit) “Academic Computing Skills” to learn multimedia skills, Microsoft Office (PowerPoint, Excel, and Word), and effective Internet use.

Assess your study and time management skills. You may have earned good grades in high school with minimal effort, so you have not developed those abilities. Learning how to learn deeply and efficiently, to manage your time, and to prioritize your responsibilities are not just for school. They are PROFESSIONAL SKILLS for the rest of your life. To continue being promoted in the work world, you will need to take on new responsibilities and learn quickly and thoroughly. Register for UC 1100 (2 credits) “Learning Strategies” if you need to develop your time management and study skills and succeed in college and in your career.

Try to balance your courses across the days of the week (e.g., two classes on Mondays and Wednesdays, four classes on Tuesdays, and three classes on Thursdays and Fridays). On the other hand, try not to spread out your courses too far across any day. Try to balance your courses across the day. Do not jam them all together. It’s a good idea not to take more than two classes back-to-back so you can maintain your concentration. You will also have time to read and study between classes. You will really be glad to take a breather (and have time for last-minute review) if you end up with 2 or 3 exams, papers, or projects due on the same day!
Defining Diversity

Diversity is a dynamic phenomenon, which means that any definition of diversity will miss some of its evolving features. With that caveat in mind...

Diversity signifies difference and heterogeneity between and among individuals, groups, and cultures. Specifically, diversity is inclusive of all ages, races, ethnic groups, genders, gender identities, sexual orientations, national origins, cultures, socioeconomic classes, abilities, ways of thinking, geographic regions, and religions.

Ohio University is committed to promoting an atmosphere where understanding and acceptance of cultural and racial differences are ensured.

Vision

The Ohio University Office for Diversity and Inclusion will seamlessly and effectively integrate diversity initiatives into every facet of university life.

Mission

The mission is to facilitate an infusion of diversity throughout institutional policies, practices, curricula, and programs, leading to a supportive and affirming environment and positive experience for all students, faculty, and staff.

Cornerstone Principles

The cornerstone principles provide strategic guidance in the University's quest to promote and value diversity. Our four cornerstones are: Respect, Inclusion, Community, and Excellence.

RESPECT is fundamental in promoting civility and is an imperative factor in appreciating difference.

INCLUSION benefits individuals and society at large and is reflected throughout Ohio University's long history and commitment to diversity.

COMMUNITY is a constantly evolving concept. Fostering community is increasingly important as dynamic interactions between cultures, societies, and nations occur more commonly, and ideas overlap and intersect.

EXCELLENCE is essential in all University pursuits and necessary to demonstrate the principle that promoting inclusion increases quality.

These principles guide institutional diversity initiatives that promote mutual understanding, cognitive and character development, global engagement, social justice, and preparation for our evolving society and support Ohio University's values of Character, Civility, Citizenship, Commitment, and Community.
FINANCIAL AID, SCHOLARSHIPS, AND STUDENT EMPLOYMENT

How do I contact the Office of Student Financial Aid and Scholarships? Is someone assigned to work with me?

The Office of Student Financial Aid and Scholarships is located on the Athens campus at Chubb Hall 020 and is open 8:00 a.m. to 5:00 p.m. Monday - Friday. The phone number is 740-593-4141, and the fax number is 740-593-4140. The e-mail address is financial.aid@ohio.edu, and the web address is www.ohio.edu/financialaid. Ohio University Southern has individual Financial Aid advisors to assist students on the Southern campus. To find out who your advisor is, see the section Financial Aid Counselors under Academic Resources. General questions can also be emailed to southern.financialaid@ohio.edu.

How will I be notified about my financial aid in the future?

The Office of Student Financial Aid and Scholarships sends notices to students' OHIO e-mail accounts. You should check your OHIO e-mail account every day. Do not forward your OHIO e-mail to another account. You can access your financial aid award information online anytime by visiting your online services/portal at www.my.ohio.edu and accessing the Accounts tab. View My OHIO Student Center Financial Aid to review and accept or decline the financial aid offered to you. You will need your OHIO ID and password to access your Student Center.

What do I need to do to receive my Federal Direct Student Loan?

In order for your student loan to apply toward your charges, you must complete an electronic Master Promissory Note and Loan Entrance Counseling. Access your To Do List on My OHIO Student Center for links to complete a Master Promissory Note and Loan Entrance Counseling.

What if my financial aid does not cover all or enough of my expenses?

You can also apply for a PLUS loan or a private loan. The PLUS loan is available to the parent of a dependent student as long as the parent does not have an adverse credit history. The PLUS loan has a fixed interest rate for the life of the loan. Repayment begins 60 days after the final disbursement for the year. A parent borrower can contact the Direct Loan Servicing Center to request a deferment on repaying the loan until six months after the student leaves school or graduates. Private loans are also available to the student but usually require a creditworthy co-signer. Interest rates and loan fees vary, and repayment begins after you leave school. More information is available at http://www.ohio.edu/financialaid/loans/loans_alt.cfm.
What if my financial situation has changed, and my FAFSA doesn't reflect that?

If you feel that your FAFSA does not accurately reflect your family's financial situation due to a loss of income, contact the Office of Student Financial Aid and Scholarships to request access to the online Change of Income Application. Changes in your income could result from: retirement, unemployment, divorce, death, or termination of child support or social security benefits. Other special circumstances include unusually high medical expenses, a parent in college, or filing the FAFSA as an independent student.

If I am receiving an outside scholarship, how do I have it applied to my bill?

The notice of your outside scholarship can be mailed or faxed to the Office of Student Financial Aid and Scholarships to the attention of Outside Agency Scholarships. Checks can be mailed to the office and should include your full name and PID number. If the check is co-payable, be sure to endorse it before sending it. The award is normally divided between fall and spring semesters unless the scholarship provider specifies otherwise.

Is my financial aid automatically renewed?

Financial aid is not automatically renewed or guaranteed. You must reapply for financial aid each year by completing the FAFSA. In order to be considered for the most aid, we recommend that families file the FAFSA no later than February 15 to ensure that the results reach us by our March 15 first-priority deadline. If necessary, families can use estimated financial information on the FAFSA rather than data from an actual tax return.

How do I locate scholarships on my own?

There are many outside scholarship opportunities based on one or more of the following: academic merit, financial need, field of study, or participation in a specific program or organization. You can use free online scholarship search engines, such as www.fastweb.com, to search for additional scholarships.

What is Satisfactory Academic Progress (SAP) and what does that mean for me?

All students receiving financial aid are required by federal regulations to make satisfactory academic progress (SAP). There are federal rules regarding SAP as well as filing SAP appeals. There are 3 requirements for SAP for undergraduates: (1) achieve a 1.75 cumulative GPA by the end of your first year and maintain a 2.0 cumulative GPA by the end of your second year, (2) earn passing grades in at least 67% of your courses each semester, and (3) complete an associate degree in no more than 90 semester hours (associate degree nursing - 111 semester hours) or complete a bachelor's degree in no more than 180 semester hours.
HOW TO SELECT COURSES FOR YOUR SEMESTER

For Everyone:

- If you are a first-year or first-semester transfer student, consider a Learning Community.

- Are there courses required for entry into upper-level coursework in this major? See Undergraduate Catalog or ask an Orientation advisor.

- Select Tier I and Tier II courses of interest. Some of these courses may overlap with college and/or major requirements. UC 1100 “Learning Strategies” (2 credit hours) and/or UC D998 “College Reading Skills” (2 credit hours) are strongly recommended for first-year students who need to develop study skills and/or college reading skills. UC 1060 “Academic Computing Skills” (1 credit hour) can help you develop computer skills you will use in college.

- Consider other electives of interest. You may change your major or decide to add a minor or a certificate.

When choosing courses, keep in mind these questions:

- Are any courses offered only this semester or are in a sequence that begins this semester? Ask your advisor.

- Which courses are most interesting to you?

- Which courses are offered every semester of the school year (and could be taken any semester)?

- Which courses can you use as alternates for this semester or include in your next semester schedule?

Also keep in mind the following:

- To register for a course in mathematics, economics, accounting, chemistry, etc., you must have a math placement level unless you have appropriate transfer or AP credit.

- You may be assigned a particular semester (fall or spring) to take ENG 1510.

- You must meet requisites to register for some courses. Check those carefully.
IF YOU ARE TRANSFERRING FROM ANOTHER INSTITUTION
CONSIDER THE FOLLOWING:

• Policies and procedures may be different than at your previous college/university. You are responsible for knowing and following OHIO regulations!

• For example, at OHIO, if you do not attend the first 1 - 2 contact hours of any class, the instructor has the option of not admitting you to the class on your schedule. It is your responsibility to check with the instructor to verify your status. If you have not been admitted, you must still drop the class. Otherwise, you will receive an F, an FN (failure, never attended), or FS (failure, stopped attending) for the class, and that grade will count in your GPA.

• The campus and your classes may be larger or smaller than in the past.

• Coursework may be more demanding and rigorous than at your previous institution.

• Your credits from a previous institution transfer, but your GPA does not transfer. You are beginning all over again with your GPA although some selective majors take into account your transfer GPA and your OHIO GPA when considering you for admission to those programs.

• More information from professors and the university may be sent to you ONLY through OHIO e-mail and the Web (Blackboard) than at your previous college/university.
HOW TRANSFER CREDIT IS ACCEPTED AND EQUATED

Acceptance of Credit:

Courses completed with a C- or better (or the equivalent) from a regionally accredited college or university are generally accepted.

A. Only your credits are transferred, not your grade point average (GPA). Your OHIO GPA will be based on your OHIO grades. Some selective majors may take into account your transfer GPA and your OHIO GPA when considering you for admission to that program. Your final GPA upon graduation from OHIO is based solely on your OHIO grades.

B. Courses completed with a D+, D, or D - from another Ohio public university/college will be accepted with the designation TD. If a student transfers in a course with a TD, and his major or another required course requires a grade of "C" or better for that specific course, the student must retake the course.

C. What if a course is not accepted? First, contact your college office, since that’s where your transcripts go after evaluation by the Undergraduate Admissions Office. Ask someone in your college office to check your transcript to determine why the course was not accepted. If a mistake was made, your college office should contact the Admissions Office to confirm this. The transcript can then be sent back to Admissions to add the course to your record.

Equation of Credit:

The college in which you are enrolled determines how your transfer work fulfills graduation requirements.

A. Classes are equated either to specific courses at OHIO (e.g., PSY 1010) or to a department and course level (e.g., PSY 1XXL, or 1000-level psychology credit) if no specific course in the department matches your transfer credit.

   • If a course is equated to 0XXL, those hours are not included in the minimum 120 semester hours needed for graduation.

   • If no department or course matches your accepted transfer course, it will be equated to “TECE” (Technical Elective) and a course level (e.g., TECE 2XXL).

B. If your transfer work has not been equated, it will not appear on your DARS (Degree Audit Reporting System). In that case, ask your college office to equate your work.

C. If you change colleges, your new college office may change some evaluations to apply to your new degree.

D. Some performance or studio courses may need additional review by department faculty. Consult your college office for further information.
E. What if it appears that a course is *equated incorrectly*? This sometimes happens if a course title is unfamiliar or if no course description is available. Call your college office and ask why the transfer course in question was equated to a particular *OHIO* course. Bring a catalog from the original college or university or a course syllabus (or something which has the course description). Many academic departments require a course syllabus in order to make an equation. If a mistake has been made, your college office can correct it.

**Additional transcripts should be sent to:**
Ohio University Southern
C/O Admissions
1804 Liberty Avenue
Ironton, Ohio 45638
740-533-4600
Kentucky Tuition Reciprocity

If you reside in one of the following Kentucky counties, you are required to fill out the reciprocity application in order to receive in-state tuition rates: Boyd, Carter, Elliott, Fleming, Greenup, Lawrence, Lewis, Mason, and Rowan. You can request a KY Reciprocity Application Packet, which includes a blank application, addressed envelope, and additional instructions from the Office of Student Services. It is your responsibility to see that the KY Reciprocity application and all necessary paperwork are completed and post marked at least 2 weeks before the start of the semester. Necessary paperwork includes:

- a completed application with a copy of your Kentucky State tax return for the previous year OR if you are under 23, a copy of your parent’s Kentucky State tax return listing you as his or her dependent.

- a copy of a closing statement on your home, OR a copy of the signed lease, if you rent your home, will also be accepted with a copy of your Kentucky driver’s license or Kentucky State Identification card.

It is your responsibility to complete the application, attach the proper paperwork, place it in the envelope provided, add postage, and see that it is mailed directly to the Athens campus before the deadline. Athens is responsible for processing these applications and notifying you if there is any problem or if additional information is needed. Once the application has been denied or approved, the Office of Student Services will receive notification from Undergraduate Admissions. This notification will be placed in your file.

Your Kentucky Reciprocity Tuition Application information and any questions should be addressed to:

<table>
<thead>
<tr>
<th>Undergraduate Students:</th>
<th>Graduate Students:</th>
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</thead>
<tbody>
<tr>
<td>Undergraduate Admissions</td>
<td>Graduate College</td>
</tr>
<tr>
<td>120 Chubb Hall</td>
<td>220 Research &amp; Technology Center</td>
</tr>
<tr>
<td>Athens, Ohio 45701</td>
<td>Athens, Ohio 45701</td>
</tr>
<tr>
<td>740-593-4100</td>
<td>740-593-2800</td>
</tr>
<tr>
<td>email (undergraduate students only):</td>
<td>email (graduate/medical students only):</td>
</tr>
<tr>
<td><a href="mailto:admissions.ohioresidency@ohio.edu">admissions.ohioresidency@ohio.edu</a></td>
<td><a href="mailto:graduate@ohio.edu">graduate@ohio.edu</a></td>
</tr>
</tbody>
</table>

Kentucky KEES Waivers

Kentucky high school graduates from Boyd, Carter, Elliott, Fleming, Greenup, Lawrence, Lewis, Mason, and Rowan counties can lower their yearly tuition by the amount of their KEES statement if they attend Ohio University Southern full time. You must be a graduate of 2009 or after. Waivers can be awarded through a maximum of 5 years after high school graduation or upon completion of a Bachelor degree. Recipients will be required to send a copy of eligibility letter to the Office of Student Services. It is renewable with an accumulative 2.5 GPA.
My OHIO, the Ohio University portal, was designed to be your customizable dashboard for your life at Ohio University. My OHIO will become the one place you can visit to see all of your Ohio University business relevant to you. Applicants, students, faculty, and staff can use My OHIO. You decide what service summaries appear. You are in control. From the My Ohio Portal, students can:

- Add classes to your shopping cart
- Register (enroll) for classes (add, drop, and swap)
- Search for classes
- View your schedule
- View your enrollment appointment (registration access) time
- View your course history
- View your advisor assignment
- View/change your address and phone information
- View/change your emergency contact information
- Apply for graduation
- Use course offerings; identify tentative courses planned to be offered in future semesters
- View student account transactions
- View account balances and due dates
- Make a payment (and view prior e bills)
- Enroll in direct deposit (for your student account refund)
- Set up an authorized user
- Waive optional fees
- Add portlets, remove portlets, and move portlets
Notifications

A notifications feature is currently being developed. This feature will highlight tabs that contain portlets that need your attention. This feature is restricted to only items that affect your enrollment at Ohio University, so the ultimate goal is that upon logging into My OHIO, at a glance, you can find the really important stuff.

Single Sign-on

*My OHIO* will be integrated into a single sign-on solution that is under development. This means you will be able to navigate from My OHIO to other services, such as the new Student Information System and Blackboard without having to login again and again.

Mobility

*My OHIO* is one of the first services to work on your iPhone or Android phone.
LEARNING COMMUNITIES

What Is a Learning Community (LC)?

A Learning Community is a group of students who take a common set of courses together to develop a deeper understanding of the subject matter while they build relationships and learn together outside the classroom.

Why are Learning Communities such a great idea?

Students who participate in LCs on average are more successful academically (earn higher GPAs and return to college the second year) and report having a richer college experience than non-participating students.

- LCs are a great way to meet new friends, experience the comfort of friendly faces in larger courses, and find study groups. As a result, LC students are more likely to feel connected to the university and less likely to drop out of college.

- The LC Seminar (UC 1000 or UC 1900) is a small class in which you will get to know your instructor and fellow students. Your instructor will assist you in adjusting to college life and help you learn about Ohio University resources and opportunities. Each LC has an upper-class student as a peer mentor to provide additional social and academic support.

- LCs include popular, hard-to-get classes with outstanding instructors.

- LCs include out-of-class social activities.

- All of the above benefits are free!

Can I join?

All students enrolled full-time are eligible to participate in a Learning Community.

What type of student is the LC program geared toward?

The LC program is geared toward all ability levels of students. Regardless of whether you have selected a major or are undecided, there is an LC designed to meet your interest.

Will I be able to register for other courses in addition to those in an LC?

Yes, LCs include part of the courses for your semester but not all of them. During Orientation, you will meet with an academic advisor who will discuss the course work that would best match your interests and abilities and complement the LC classes that you intend to take.

Is the LC for the fall semester only?

The majority of LCs are available for the fall semester. Most of the LC programs are designed to assist students in their first semester at Ohio University. Students may choose to continue to take classes and socialize together on their own after fall semester.
1. **Academic Advisors** are located in the Student Center (Collins Center). Visit an academic advisor for assistance with registration, financial aid, questions about policy, or for general information or assistance with any academic topic.

2. **Academic Success Workshops** will occur throughout the semester. Sessions will be advertised on the First Year Experience Bulletin Board.

3. **Computer Labs** are located in the Academic Center, the Dingus Center, and the Proctorville Center. Hours are posted at each lab and online at [http://www.southern.ohiou.edu/pages/students/current-students/computer-labs.htm](http://www.southern.ohiou.edu/pages/students/current-students/computer-labs.htm).

4. **The Faculty Office** is located on the first floor of the Dingus Technology Center. This office houses faculty mailboxes and serves as the information center for faculty.

5. **The Student Success Center** is located on the second floor of the Collins Center. Visit the SSC to request academic assistance and to apply to serve as a tutor.

6. **The Library** is located on the second floor of the Collins Center.
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>740-533-4600</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>740-533-4584</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:southern.admissions@ohio.edu">southern.admissions@ohio.edu</a></td>
</tr>
<tr>
<td>Associate Dean’s Office</td>
<td>740-533-4542</td>
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<tr>
<td>Computer/TASC Lab</td>
<td>740-533-4569</td>
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<tr>
<td>Dean’s Office</td>
<td>740-533-4610</td>
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<tr>
<td>Enrollment Services</td>
<td>740-533-4584</td>
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<td>Faculty Coordinator</td>
<td>740-533-4540</td>
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<td>Faculty Secretary</td>
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<td>Financial Aid</td>
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<td><a href="mailto:southern.financialaid@ohio.edu">southern.financialaid@ohio.edu</a></td>
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<tr>
<td>First Year Experience</td>
<td>740-533-4612</td>
</tr>
<tr>
<td>Library</td>
<td>740-533-4622</td>
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<tr>
<td>Office of Student Services</td>
<td>740-533-4600</td>
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<tr>
<td>Ohio Horse Park</td>
<td>740-354-9347</td>
</tr>
<tr>
<td>Proctorville Center</td>
<td>740-886-7655</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>740-533-4596</td>
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</tbody>
</table>
**PLACEMENT TEST SUMMARY**

**Reading:**

0 - 30  **LV 1** Student should make an appointment with an academic advisor in the Office of Student Services for further advising.

31 – 74  **LV 2** It is recommended that students who score in this range schedule **UC D998 (College Reading Skills)** during their freshman year, preferably within their first two semesters. UC D998 focuses on active reading and study reading techniques such as summarizing main ideas, organizing textbook content, understanding inference and point of view, adjusting reading rate, expanding vocabulary, and developing critical thinking skills.

75 – 100  **LV 3** Student is encouraged to take more than 12 credit hours (full-time status).

*80 or above is the requirement to enroll in the Nursing Program*

**Writing:**

0 – 62  **D 150** Developmental English—Students who score in this range should take **English D150 (Developmental Writing Skills)**. This course develops skills through attention to coherence, mechanics, syntax, and writing conventions.

63 – 100  **Tier 1** Students who score in this range can take **English 1510 (Writing and Rhetoric 1)**. In this course, students will practice composing and revising expository essays that are well organized, logically coherent, and effective for their purpose and audience.

*Required for Nursing Program*

**Math:**

Pre-Algebra 0 - 30  **DV 1** Students scoring in this range should register for **Math D004X (Elementary Algebra with Pre-Algebra)**. In this course, beginning algebra concepts are discussed and explored but with intensive review of arithmetic operations including whole numbers, integers, fractions, and decimal numbers.

Pre-Algebra 31-100  **DV 2** Students scoring in this range should register for **Math D005 (Elementary Algebra)**. This developmental course in algebra is for students in need of remediation.

Algebra 31 – 100  **PL 1** Students scoring in this range can register for a **Tier 1** quantitative skills course. This includes (but is not limited to) **Math 1200 (College Algebra)**, **Math 1090 (Consumer Mathematics)**, and **PSY 1110 (Elementary Statistical Reasoning)**. Student should see his/her academic advisor to decipher which course satisfies requirements for his/her degree.

*Required for Nursing Program*

College Algebra 31 – 80  **PL 2** Students scoring in this range can register for upper level math courses such as **Math 1300**.

Trigonometry 0 - 60  **Math 1300 (Pre Calculus)** or **Math 1350 (Survey of Calculus)**. Math 1300 is recommended for students intending to enroll in the 2301 calculus sequence. Math 1350 is designed for students who want an introduction to calculus, but do not need the depth of the 2301 calculus sequence.
Trigonometry 61-100  **PL 3** Students scoring in this range can register for **Math 2301 (Calculus I)**. This is the first course in calculus and analytic geometry with applications in the sciences and engineering.

**Spanish:**

0 – 234  **LV 1** Students scoring in this range can register for **Spanish 1110 (Elementary Spanish I)**. In this course, students will develop proficiency in listening, reading, speaking, and writing essential to interactive language use. This is the first course in the beginning Spanish sequence.

234 – 311  **LV 2** Students scoring in this range can register for **Spanish 1120 (Elementary Spanish II)**. In this course, students will develop proficiency in listening, reading, speaking, and writing essential to interactive language use. This is the second course in the beginning Spanish sequence.

312 – 383  **LV 3** Students scoring in this range can register for **Spanish 2110 (Intermediate Spanish I)**. This course entails a culture-based approach to increase language proficiency. Students continue to develop listening, reading, speaking, and writing skills as they study diverse history and customs of Spanish speakers around the world. This is the first course in the second-year sequence.

384 – 456  **LV 4** Students scoring in this range can register for **Spanish 2120 (Intermediate Spanish II)**. This class is a continuation of 2110. It entails a culture based approach to increase language proficiency. Students continue to develop listening, reading, speaking, and writing skills as they study diverse history and customs of Spanish speakers around the world. Completion of 2120 fulfills the foreign language requirement of College of Arts and Sciences.

456 - Above  **LV 5** Students scoring in this range can register for **Spanish 3110 (Advanced Conversation and Composition I)**. This course includes conversation and written assignments based on readings, films, music, and other media. There is an emphasis on development of writing skills.

**Chemistry:**

0 – 33  **LV 1** Students scoring in this range can register for **Chemistry 1210 (Principles of Chemistry I)**. This class is an introduction to chemistry through study of atomic and molecular structure, periodic table, states of matter gases, solutions, energy changes, acids, bases, equilibrium, and nuclear chemistry.

34 - Above  **LV 2** Students scoring in this range can register for **Chemistry 1510 (Fundamentals of Chemistry I)**. This is a general course of fundamental principles including atomic structure, periodic classification, bonding, mole concept, stoichiometry with problem solving, thermochemistry, equilibrium, and gases. Recommended for majors in chemistry, engineering, biological sciences, plant biology, clinical laboratory science, geological sciences, secondary education (B.S.Ed. in biological sciences, chemistry, physics, and integrated science), and pre-professional (biological science) areas.
PLANNING COURSES FOR YOUR FIRST SEMESTER

At Bobcat Student Orientation, the primary focus is on planning courses for your first semester. However, to plan well, you need to have some idea about the courses you must take in your second and third semesters. If you follow the guidelines outlined here and work closely with your advisor, you can complete the scheduling process for the semester and will know what to do in future semesters. The following are commonly asked questions about making a schedule and answers to assist you as you begin the process of selecting courses.

How many courses should I take each semester?

Most students take 5 courses each semester, and 10-11 courses per year. Most courses are 3 credits. Fifteen credits are considered the average course load per semester. Some students take a slightly lighter load the first semester at OHIO to become accustomed to work at the college level or in a new college environment.

If I am receiving financial aid, am I required to take a certain number of credits each semester?

Some forms of financial aid (e.g., state and federal grants) require you to take at least 12 credits each semester. Loans require at least 6 credits each semester. University academic scholarships require students to take at least 12 credits each semester, and some scholarships require 15 credits per semester.

Will I get all of the courses I want each semester?

Possibly not. Be flexible about your choice of courses and especially the times you take them. Some courses you wish to take may not be available; therefore, you MUST have alternate courses in mind. In many cases, degree requirements can be fulfilled by a variety of courses. For each semester after Orientation, every student is assigned an Enrollment Appointment, and that is based on number of credit hours competed. First-year and sophomore students have more options and flexibility than seniors in the courses they can take, so students who have earned many credit hours register earlier than underclass students.

How do I know which courses I should take?

If you have decided on a major, you should set a meeting with the academic advisor for that major. If you are undecided, it is important to explore by taking courses that interest you or introduce you to new areas of study. The Tier II requirement includes a wide range of courses that meet degree requirements regardless of your major.
**What level of courses should I take?**

Most first-year students enroll in 1000 and 2000 level courses. Such courses generally have few or no requisites and serve as introductions to the area of study. Be sure to check that you meet requisites for all courses you choose. You should fulfill Tier I and II requirements while taking introductory courses in your major of interest.

**Am I on my own when I register for courses?**

No. There will be advisors present to assist you with choosing courses. However, you are ultimately responsible for your registration, so you need to make sure that the information about your courses (time, class numbers, etc.) is correct when you register. Your active participation is essential for your success.

**What should I do if I wish to change my major after Bobcat Student Orientation?**

After the semester begins or whenever you decide to declare or change your major, go to Student Services, and an advisor will assist you in completing the necessary form. Students can change majors only during the first two weeks of any semester.
PURCHASING AND RENTING TEXTBOOKS

In Athens, the College Book Store (50 South Court St., 888-286-1804, www.cbsohiou.com) and Follett’s University Bookstore (65 South Court St., 740-593-5547, www.efollet.com) handle textbook orders for most university courses. The Little Professor Book Center (63 S. Court St., 740-592-4418, www.littleprofessor.com/athens) also handles book orders for some classes. Follett’s offers paper and digital textbooks. Some instructors prepare other materials in addition to or instead of textbooks (e.g., on Blackboard or through Alden Library reserves).

**Book Stores on and around OUS Campus:**

Bobcat Essentials is located in the Academic Center on campus (740-547-3840).

University Mart Book Store is located across from the campus inside the Marathon station (740-532-6193).


Another option is Four Years, www.fouryears.com/, an online used book exchange site at Ohio University. You can buy books online, pay securely with your credit card, and arrange to meet the seller in a safe, public place on campus within three days. Sellers can list their books for free and are notified by e-mail when books are sold with the buyer’s contact information. They can then arrange to meet the buyer in a safe, public place on campus. Once the buyer has the book(s), sellers receive payment securely through PayPal.

Check “Course Offerings” to determine which books you’ll need for your classes and approximately how much they cost. To purchase or rent textbooks, you must know the course ID and class number (e.g., HIST 1210, class #2419) of each course when you purchase textbooks. This is necessary because different sections of the same course may have different instructors who use different textbooks.

You do not need to wait until classes begin to purchase or rent your textbooks. Most are in stock now at the bookstores listed above. You can purchase or rent textbooks any time after you have registered for classes at the end of your Orientation program. The bookstores also offer the option of reserving textbooks online. To reserve textbooks online, use the web sites listed in paragraph one above.

If no bookstore has the textbook(s) you need for a class, you should first inquire if books have been ordered by the store, as they may not have received the textbooks yet. If no bookstore has an order, then the instructor for that course may be preparing other materials on Blackboard or through Library reserves. If your instructor does not contact you by email or through Blackboard regarding required materials, you may wait until the first meeting of your class for more information from your instructor. Follett’s University Bookstore does offer a special order service you can use if your book is not available in any store.

If you drop a course after you have already purchased or rented textbooks, Follett’s University Bookstore and College Book Store will provide a full refund if you return the textbooks within the first few days of the semester—specific dates for refunds vary according to the bookstore—in the condition you purchased them. You must have your receipt in order to return your textbooks for a full refund. Return or resale policies may vary, so you should inquire about them when you purchase/rent your textbooks.
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<th>OPTIONS</th>
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<tr>
<td><strong>BUY OR RENT BOOKS IN THE SUMMER AFTER SCHEDULING AT ORIENTATION</strong></td>
<td>You have them. Bookstores sometimes run out of books, and you’ll be confident that you are prepared for class. You have a better chance of finding a used copy of the book for less money. You can look through them before classes begin to make sure you are prepared. On the first day of class, you will have your book in case you need it.</td>
<td>Sometimes professors change their minds or list a book they later decide not to use. If you buy or rent your books in the summer, be sure to keep your receipt in case you change your schedule or need to return your book.</td>
</tr>
<tr>
<td><strong>BUY OR RENT BOOKS IN THE FALL WHEN CLASSES BEGIN</strong></td>
<td>Some students prefer to hear first-hand from the professor which books will be used the most. That way, they avoid buying/renting a book for a class they don’t end up taking or that the professor says won’t be used frequently.</td>
<td>Lines at the bookstores are much longer in the fall. Sometimes, bookstores run out of books, and you may not get one until another order arrives, which may cause you to fall behind in the class.</td>
</tr>
<tr>
<td><strong>BUY OR RENT BOOKS IN ATHENS BOOKSTORES</strong></td>
<td>Athens bookstores have communicated directly with university departments about the books they are requesting. You are likely to get the correct book in the correct edition, and you often can go to just one bookstore and get all the books you need.</td>
<td>Bookstores try to predict how many books they will need, but sometimes they run out. Sometimes students report that books are more expensive in the bookstores.</td>
</tr>
<tr>
<td><strong>BUY OR RENT BOOKS ONLINE</strong></td>
<td>Students report that books purchased online are less expensive.</td>
<td>You don’t really know what you are getting until it arrives in the mail. You pay shipping; if you need to return items, you have to pay to ship them back. You’ll probably have to visit several different web sites and collect your books from several mailings. Your order may not arrive in time, which may cause you to fall behind in the class.</td>
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REGISTRATION INSTRUCTIONS

All of the tools that you need to register for classes are on the Academics tab of my.ohio.edu. To plan your schedule, register for class, or view your Enrollment Appointment (the earliest time that you can complete your registration), use the My OHIO Student Center. Once the Registrar makes it available each semester, your Enrollment Appointment will appear on the right of your Student Center home page. Click Details to see it.

Registering for classes in the Student Center is a lot like shopping online. You fill up your shopping cart with classes you want to take, confirm its contents, and then finalize the transaction. Before you register, you need to find Class Numbers for the courses in which you want to enroll from Course Offerings. Make a note of each course, class number(s), and time(s) (e.g., LING 2750, 9825, 1:30 p.m. to 2:50 pm, Tuesday and Thursday). You may complete through Step 7 before your Enrollment Appointment.

Step 1: Sign in to My OHIO portal (https://my.ohio.edu) using your OHIO ID and password.

Click on the Academics tab (for steps 2-5) to:

Step 2: View your DARS to identify courses to complete.

Step 3: Search Course Offerings for desired sections.

Note: Identify the Class Number for each section for which you plan to register.

Step 4: Meet with your academic advisor.

Note: Undergraduate students are required to meet with their academic advisor prior to registering for fall and spring semester classes.

Step 5: Click on My OHIO Student Center to sign in and enroll in classes.

Click Enroll in the Academics section of the Student Center.

Select the appropriate term and click continue.

Note: This step is not needed if you are only eligible to enroll in one term.
You can click on the add, drop, swap, or edit tabs.
Note: Default is set to add.

Step 6: Enter the Class Number you looked up in the Course Offerings and click enter. If you are taking a class for audit, select Audit in the Grading drop-down box.

Note: Classes taken for audit do not count toward requirements for graduation.
If the class is a variable credit hour class, select the number of credit hours in the **Units** drop-down box.

Click **Next**.

Repeat process to add additional classes by entering the **Class Number** and click **Enter**.

Once you have all the classes in your shopping cart, click **Proceed to Step 3**.

*Note:* You are not registered in your classes until you finalize your registration by clicking “**Finish Enrolling**” and receive the success message for each class to indicate that you are enrolled.

**Step 7:** Confirm your classes.

Review the classes listed to ensure that those are the classes for which you want to register.

**Step 8:** Read and agree to **Financial Agreements** by clicking on the link **OHIO University Financial Agreement**.

Read the agreement and click I agree to proceed with registration.

**Step 9:** Finish Enrolling.

Click **Finish Enrolling** to submit your classes.

**Step 10:** View results and make appropriate changes if necessary.

For each class you will see a status that indicates if you successfully added it or if there is an error: **Success: enrolled or Error: unable to add class**.

If you see **Error: unable to add class**, review the message to find out why.

Click **My Class Schedule** to view your schedule or click **Add Another Class** to add another class to your schedule.
Satisfactory Academic Progress (SAP) Policy

Policy Summary

In order to receive financial aid, you must make Satisfactory Academic Progress (SAP) as defined by the U.S. Department of Education and Ohio University. Our definition of SAP is different from the University’s definition of academic standing. All Ohio University 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 for financial aid purposes. 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 degree may remain eligible for financial aid through the first 90 credit hours attempted (students in the associate of nursing program can remain eligible through 111 hours), an undergraduate seeking a Baccalaureate Degree can have up to 180 credit hours to complete a degree, and a full-time graduate student can have up to 90 credit hours to complete a degree.

Minimum Completion Percentage: All students must complete 67% of their courses during each term 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 spring semester. 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.

Highlights of Recent Federal Regulatory Changes

The following changes are required by the U.S. Department of Education and are to be implemented at all institutions for the 2014-15 academic year:
No automatic periods of SAP warning are permitted – Students found to be unsatisfactory due to failing one or more components of SAP at the annual review are ineligible for financial aid. No tolerance is permitted.

First-year students must earn a 1.75 GPA – First-year students are given a benefit by having reduced GPA criteria. Continuing students must earn a 2.00.

Minimum Completion Percentage is a new measurement of academic progression. Students must earn one of the following grades in, at least, 67% of their coursework:


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.

Students approved for aid based on an appeal must resolve all deficiencies. Formerly, students approved based on an appeal had to perform successfully during future terms. The new policy requires resolution of all deficiencies before aid can be reinstated.

Attending 12 hours at your own expenses no longer results in financial aid reinstatement. Formerly, if a student attended and paid for 12 hours and performed successfully, financial aid would be reinstated. This is no longer permitted. Students must resolve all deficiencies in order to receive aid.

Students are permitted one appeal per academic career. There is no secondary or director level appeal process. Students may appeal once as an undergraduate and once as a graduate student. Students may not appeal a denial by the SAP committee. Exceptions will be given to students who have left the university for, at least, three academic years.

Appeals for Maximum Time Frame will only be considered up to a limit – MTF appeals will only be considered if the student is at or below 175% of the normal time it would take to complete his or her degree. Students exceeding MTF limits are ineligible for financial aid. Students are permitted to appeal if they are pursuing a:

- baccalaureate degree and are between 180 and 210 credit hours
- non-nursing associate degree who are between 90 and 105 credit hours
- associate degree in nursing who are between 111 and 130 credit hours
- graduate degree who are between 90 and 105 credit hours
STRESS, EXAMS, AND FINAL EXAM POLICY

College can be a stressful experience for students. Many students are trying to work, go to school and earn good grades, participate in extracurricular activities, and have fun, too. There is increasing pressure to do well academically, which some students cope with by turning to drugs, alcohol, over-eating, over-sleeping, or a combination of these and other negative activities. Overindulging in anything can be very harmful to your well-being and education. Fortunately, there are positive ways to deal with stress:

- Take care of yourself physically - eat healthy, get enough sleep, and exercise regularly.
- Develop relaxation techniques.
- Improve your time management-make semester and weekly schedules and daily to-do lists. Prioritize your activities.
- Develop a support system. This may include family, your academic advisor, and friends who are making good choices.
- Manage your emotional response- distinguish between big things and little things. Realize that getting angry or upset over little things is not healthy for you. You only have *so much* energy to spend. Don’t waste it on small concerns.
- Understand that stress is part of normal everyday life. Some stress is unavoidable but you can control some stress by following the above suggestions.
- Utilize Counseling Services and other academic resources.

Usually the most stressful times during the semester are around midterms (approximately the 7th and 8th weeks) and during final exams immediately following the 14th week. Many students suffer from test anxiety, which can negatively impact a student’s health and grades. Here are some positive ways to cope. These may seem simple, but they work.

- **Keep up with your reading and go to class every day.**
- **Begin preparing for exams, papers, presentations, and projects a week or more in advance.** A little work each day will help you present your best *effort*.
- **Do not wait until the last minute.** Cramming the night before an assignment is due increases stress and will not allow you to do your best work.
- **Get a good night’s sleep before exam day.**
- **Get to know your instructors.** During office hours, bring specific questions about things you do not understand from the reading and/or class lecture/discussion.
Utilize academic resources like the Student Success Center to help you develop good study, test preparation, and time management skills. Recognize that mastering the material requires deep and broad, not just surface knowledge. Just because you've highlighted or looked at your notes several times doesn't mean you really know and understand the material.

Discover the learning techniques that work best for you.

Understand that different types of exams—multiple choice, essay, and problem-based—are better suited to different study techniques as well as different test-taking approaches. Ask for help. Nobody succeeds in college alone. Seek out professors and advisors for assistance. You must do the “heavy lifting,” but faculty and staff are here to help along the way.

Adapted from CAP (College Adjustment Program), Academic Calendar, Resource Guide, and Academic Advancement Center.

**Final Exam Policy**

Students may not be required to sit for more than three final examinations in one day. If you are scheduled for more than 3 final exams in one day, you may seek relief from the instructor with the final exam scheduled latest in the day. This process must be initiated and completed by the beginning of the 13th week of the semester. The instructor will provide an examination for the student at a mutually agreed upon time during the examination period.

**Final Exam Schedule**

Final exams are scheduled in advance, and that information is available when you register for each class at http://www.ohio.edu/registrar/finals.cfm. The dates and times cannot usually be changed. You should request a change only if you experience serious extenuating circumstances; contact your instructor ASAP.
STUDENT CODE OF CONDUCT

OU Harassment Policy

Harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964 and is in violation of OU Policy.

What is Harassment?

Harassment is defined as any conduct directed toward an individual or group based on race, religion, age, color, sex, sexual orientation, national origin, ancestry, gender, gender identity or expression, mental or physical disability, or veteran status, and is severe enough so as to deny or limit a person's ability to participate in or fully benefit from the University's educational and employment environments or activities, or is severe enough that it creates an intimidating, offensive, or hostile environment.

Sexual Harassment can be defined as unwelcomed or unwanted conduct of sexual nature. It can be a power dynamic, pervasive over time or severe, and substantially interferes with a person's educational or work performance. It also creates an intimidating, hostile, or offensive environment for all involved. If you feel that you are a victim of harassment of any kind or know someone who may be suffering from harassment, please contact the Office of Student Services for further action. For more Information, visit the Policy 03-004: Harassment at www.ohiou.edu/policy/03-004.html.

The following acts are defined by The Ohio University Board of Trustees to be unacceptable:

A. CODE A OFFENSES

A student or student organization found to have violated any of the following offenses will be subject to the full range of sanctions (reprimand, disciplinary probation, suspension, or expulsion). Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

1. Academic Misconduct - Dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor. Note: An instructor may impose a grade penalty for academic misconduct and/or file a judicial referral.

2. Dishonesty - Conduct covered by this offense includes, but is not limited to:
   - furnishing false information to the university by forgery, alteration, or misuse of documents or records;
   - furnishing to the university a written or oral false statement;
   - furnishing false identification to a university or civic official.
3. **Mental or Bodily Harm to Self** - Conduct that causes harm or has the potential to harm one’s self. Conduct covered by this offense includes, but is not limited to:
   - intentionally inflicting mental or bodily harm upon one’s self;
   - taking reckless, but not accidental, action from which mental or bodily harm could result to one’s self (e.g., abuse or alcohol or other drugs).

4. **Mental or Bodily Harm to Others** - Conduct that causes harm or has potential to harm another. Conduct covered by this offense includes, but is not limited to:
   - intentionally inflicting mental or bodily harm upon any person;
   - attempting to inflict mental or bodily harm upon another person;
   - taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;
   - causing a person to believe that the offender may cause mental or bodily harm;
   - sexual assault;
   - any act which demeans, degrades, or disgraces any person;
   - coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g., hazing).

5. **Discrimination** - Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, age, gender, creed, religion, national origin, ability, veteran status, or sexual orientation.

6. **Disruption/Obstruction** - Obstructing or interfering with university functions or any university activity.

7. **Civil Disturbance** - Conduct which involves disturbing the peace in conjunction with a civil disturbance. Disturbing the peace under such circumstances can be defined as, but is not limited to:
   - disorderly conduct;
   - failure to comply with the directives of law enforcement or university official;
   - failure to comply with an order of dispersal and other such conduct which can reasonably be construed to involve disturbing the peace and good order of the community during such an occurrence.

8. **False Report of Emergency** - Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.

9. **Destruction of Property** - Intentionally or recklessly, but not accidentally, damaging, destroying, defacing, or tampering with university property or the property of any person or business.

10. **Theft or Possession of Stolen Property or Service** - Conduct covered by this offense includes, but is not limited to:
    - taking without consent the property or service of the university, another person, business, or organization;
    - possessing property that can reasonably be determined to have been stolen from the university, another person, business, or organization.

11. **Trespassing** - Forcible or unauthorized entry into any university, public, or private facility, room, or grounds.
12. **Possession of Dangerous Weapons or Materials** - Unauthorized possession of a dangerous weapon or material, including, but not limited to, firearms, compressed-air guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunition, or any other dangerous ordinance as defined by Ohio law.

13. **Manufacture, Distribution, Sale, Offer for Sale, Possession, or Misuse of Drugs or Narcotics** - Conduct covered by this offense includes, but is not limited to:
   - manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic including, but not limited to: barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana except as defined by offense B-6;
   - misuse or abuse of legal drugs or narcotics;
   - possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic, other than marijuana as defined in offense B-6.

14. **Violation of Criminal Law** - Alleged violation of any federal, state, or local criminal law where the conduct of a student or student organization interferes with the university's exercise of its educational objectives or responsibilities.

15. **Misuse or Abuse of Computers or Computer Networks** - Misuse, alteration, tampering with, or abuse of any computer, computer system, service, program, data, network, cable television network, or communication network including telephone or computer lines and wireless networks (See Ohio University Policy and Procedures 91.003: Computer and Network Use Policy).

16. **Misuse of Safety Equipment** - Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment.

17. **Aiding or Abetting** - Helping, procuring, or encouraging another person to engage in the violation of a Code A offense.

18. **Violation of Disciplinary Probation** - Violation of the student code of conduct while on disciplinary probation or violation of the terms of one's probation.

**B. CODE B OFFENSES**

A student or student organization found to have violated any of the following offenses will be subject to a sanction of reprimand or disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

1. **Unauthorized Use of Property or Service** - Unauthorized use of property or service or unauthorized possession of university property or the property of any other person, organization, or business.

2. **Disturbing the Peace** - Disturbing the peace and good order of the university and surrounding communities.

3. **Failure to Comply** - Conduct covered by this offense includes, but is not limited to:
   - failure to comply with legitimate directives of university officials (including residence life staff) and law enforcement or emergency personnel in the performance of their duties (e.g., failure to identify one's self when so requested);
• violation of the terms of a disciplinary reprimand.

4. Unauthorized Use of University Keys or Other Access Devices - Unauthorized use, distribution, duplication, or possession of any key or other access device issued for any university building, structure, room, or facility.

5. Misuse of Identification - Transferring, lending, borrowing, or altering university Identification.

6. Possession or Use of Marijuana - Conduct covered by this offense includes, but is not limited to:
   • possession of marijuana when such possession would constitute a minor misdemeanor; use of marijuana;
   • possession of a device (drug paraphernalia) that has been used to ingest marijuana.

7. Unauthorized Use of Alcoholic Beverages - Violation of state law or university regulations in accordance with the use or sale of alcoholic beverages. (See Ohio University Policy and Procedure 24.001: Use/Sale of Alcoholic Beverages on Ohio University Property and in Fraternity/Sorority Housing Units).

8. Violation of Rules Regarding Residence Halls and Dining Facilities - Violation of the Ohio University Housing Contract, Guide to Residential Living, or other published rules and regulations of university residence halls and dining facilities.

9. Aiding or Abetting - Helping, procuring, or encouraging another person to engage in a Code B offense.

SANCTIONS

Students and student organizations of Ohio University accept the responsibility to abide by all Ohio University policies. Proven failure to meet these obligations will justify appropriate disciplinary sanctions. Disciplinary sanctions are defined as follows:

Reprimand is an official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions.

• Disciplinary Probation is a conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also as an A-18 (Violation of Disciplinary Probation) which may result in further action up to and including suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in intercollegiate athletics, extracurricular and/or residence life activities.

• Suspension is the loss of privileges of enrollment at Ohio University for a designated period of time and prohibits a student from being present without permission on the property of any campus of Ohio University.
A student's suspension shall not exceed one calendar year following the effective date of the sanction. A student organization's suspension is a temporary revocation of university recognition. A student organization suspension will not exceed five years. Suspension may be considered for A level offenses.

- Expulsion is the permanent loss of privileges of enrollment at Ohio University and prohibits a student from ever being present without permission on the property of any campus of Ohio University. Expulsion will be noted on the student's permanent record. Expulsion is the permanent revocation of university recognition. Expulsion may be considered for A level offenses. The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

**Note:** Other areas of the university, such as academic units, student employment, and student activities, may place specific restrictions on students or student organizations who are on disciplinary sanctions. Notification of a sanction will be made in accordance with Ohio University Student Code of Conduct Section 12: Release of Disciplinary Records.

**Conditions of Sanction**

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, and room changes.

**Statement of Concern**

Hearing authorities may issue a statement of concern for alleged violations of the student code of conduct in lieu of filing a formal judicial referral. A student or student organization has the right to respond in writing to the statement of concern. Such statements will be placed in the disciplinary file and may be a basis for further disciplinary referrals.

**Presidential Interim Suspension**

When the actions of a student threaten the good order and discipline of the university, the president may interinally suspend the student, pursuant to Section 3345.24(B) of the Ohio Revised Code, pending a prompt hearing by a University Hearing Board. The president will also determine whether the interimly suspended student may or may not remain on university property pending the completion of the hearing process. In the event the president is away from campus or otherwise unavailable, the provost (or vice president for finance and administration in the absence of the provost) may impose a presidential interim suspension consistent with the following procedure:

1. The vice president for student affairs initiates a presidential interim suspension by providing the president with information of: a) the events causing the threat to exist, b) the name of the student and actions allegedly violating university regulations, and c) a statement of the university regulations allegedly violated by the student.
2. If the president suspends a student, the director of University Judiciaries immediately notifies the student of the interim suspension and an upcoming procedural interview. The judicial process shall occur expeditiously in accordance with the Ohio University Student Code of Conduct Procedures.

3. If the final decision is to suspend or expel the student, the sanction takes effect from the date of the presidential interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with the Ohio University Student Code of Conduct Procedure Section 7: Appeals.

State of Emergency

Pursuant to Section 3345.26 of the Ohio Revised Code:

1. The board of trustees or president of a college or university which receives any state funds in support thereof, may declare a state of emergency when there is clear and present danger of disruption of the orderly conduct of lawful activities at such college or university through riot, mob action, or other substantial disorder, and may do any one or more of the following, as are necessary to preserve order and discipline at such college or university during such emergency:
   • Limit access to university property and facilities by any person or persons;
   • Impose a curfew;
   • Restrict the right of assembly by groups of five or more persons;
   • Provide reasonable measures to enforce limitations of access, a curfew, and restrictions on the rights of assembly imposed pursuant to this section.

2. Notice of action taken pursuant to division of this section shall be posted or published in such manner as is reasonably calculated to reach all persons affected.

3. Division of 1.A and 1.B of this section shall not be construed to limit the authority of the board of trustees, president, or other proper official of a college or university to impose reasonable restrictions on use of and access to, and the hours of use and access to university property and facilities, for purposes of regulating the proper operation of such university, and regardless of whether any emergency exists.

Amendments to the Student Code of Conduct Policy

Any member of the Ohio University community may propose amendments to the student code of conduct. Proposed amendments shall be reviewed by the Student Code of Conduct: Review and Standards Committee in a timely manner. Amendments approved by the committee will be submitted annually to the vice president for student affairs for consideration and recommendation to the president. Any proposed change in code policy is subject to presidential approval and formal action by the board of trustees.

For more information on the Student Code of Conduct Policy, please contact the University Judiciaries at (740) 593-2629.