



Office of the  
University Registrar

Chubb Hall  
Athens OH 45701-2979

Beginning Fall Quarter 2003, undergraduate students re-entering the University after a hiatus of four years may apply for a segmented transcript.\*\*\*

STUDENT NAME \_\_\_\_\_ PID \_\_\_\_\_

CURRENT COLLEGE \_\_\_\_\_ CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

**I. Please carefully read the segmented transcript policy (see current [Undergraduate Catalog](#)).**

RECALCULATION OF ACCUMULATIVE GRADE POINT AVERAGE

- A. An undergraduate student who re-enrolls in the University after an absence of four or more years may petition to the dean of his/her academic college to have his/her official record segmented into two portions. If the petition is approved, all courses taken will remain on the permanent record, and the hours earned before re-enrollment will be counted towards graduation.
- B. If the petition is approved, the student resumes his/her academic program with a new accumulative grade point average, and therefore is subject to the conditions of probation and dismissal that govern all students (see current [Undergraduate Catalog](#) for Probation and Drop regulations).
- C. Under the provisions of this rule, a student before graduation must be re-enrolled for a minimum of:
  - 1. Thirty semester credit hours, and
  - 2. Two academic semesters.
  - 3. The new grade point average will be used for determining probationary status and liability of being dropped.
  - 4. The grade point average for the purpose of determining honors at graduation will be based on **all** hours attempted at Ohio University, including those before segmentation.
  - 5. The grade point average for the purpose of determining the 2.0 minimum GPA for graduation overall and in the major will be based on **all** hours attempted before segmentation.
  - 6. The grade point average used for consideration for entrance to academic programs and eligibility for scholarships and honor societies will be determined by the relevant officials or committees; they may at their discretion use both current and previous grade point averages or only the new grade point average.

**II. Please attest to the following by means of your signature:**

- A. I have read the text of the segmented transcripts policy and understand its applicability to my situation.
- B. I understand that this action once invoked may not be revoked.
- C. Subsequent absence of another four-year period will not allow further segmentation.

My last term and year of enrollment **prior** to my four-year absence was  
\_\_\_\_\_ Term \_\_\_\_\_ Year.

My first term and year of enrollment following my four-year absence was  
\_\_\_\_\_ Term \_\_\_\_\_ Year.

(Policy effective for students returning as of Fall Quarter 2003-2004)

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE OFFICE VERIFYING ELIGIBILITY \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*Previous policy states that undergraduate students may apply for a segmented transcript if they re-entered Ohio University beginning Fall 1985.

REGISTRAR'S OFFICE USE ONLY

Received: \_\_\_\_\_  
Record segmented: \_\_\_\_\_  
Copy returned to college office: \_\_\_\_\_  
Record unsegmented: \_\_\_\_\_