



2018-19 OVU ACADEMIC CATALOG

ACADEMIC POLICIES

SCOPE OF ACADEMIC POLICIES

All policies in this section of the catalog apply to all Ohio Valley University students unless they are specifically overridden by a more stringent college, school, program, or departmental policy.

ADMISSION REQUIREMENTS FOR INCOMING FRESHMEN

To become a student at Ohio Valley University, an incoming freshman student must go through two processes: (1) acceptance and (2) admission. In the acceptance process, potential students demonstrate that they meet OVU's requirements for acceptance; those accepted by OVU are eligible to continue the admissions process. In the admission process, those who have been accepted submit all required documents. No student may enroll until both processes have been completed.

Acceptance

To be accepted, an applicant must be of good character, have a good attitude, and show a willingness to support the Christian ideals of the University by supporting its mission and complying fully with its regulations. To be accepted in good academic standing, an applicant must do the following:

- 1) Submit a completed application form.
- 2) Submit a high school transcript that shows that he or she is scheduled to graduate from (or has already graduated from) high school before enrolling at OVU; those completing the General Education Development (GED) test should show results of the test.
- 3) Earn a high school GPA of at least a 2.5 on a 4-point scale.
- 4) Earn a composite score of at least 18 on the ACT or a combined score of at least 940 on the new SAT (or a combined score of at least 1290 on the old SAT) and submit a score report. (Note: Students planning to major in education must have an ACT composite of at least 20 or an SAT combined score of 1020 for the new test or 1390 for the old test). This acceptance requirement is waived for applicants who graduated from high school four or more years before enrollment and who have not previously taken the ACT or SAT; however, applicants who have this requirement waived will be required to take placement testing in all available subjects to determine course placement for their first semester. Applicants whose scores on placement tests indicate they must take two or more developmental courses will receive provisional acceptance.
- 5) Submit one reference form for review and evaluation.

Some academic programs have additional acceptance criteria; these criteria can be found in the program descriptions found below.

All necessary application documents used to determine whether the student meets academic requirements for acceptance, such as transcripts and test scores, must be official. Official documents are those that have been submitted directly from the issuing institution to an Ohio Valley University employee. Documents that have been in the hands of the prospective student will be considered unofficial and will not be used to evaluate whether a student can be accepted by the university. Any transcripts from a previous college or university must be sent directly to Ohio Valley University from the issuing institution using the mail or a secure download service such as

eScrip or Parchment Exchange. Screenshots and email attachments will not be accepted as official documentation.

Applicants who do not meet the above criteria will automatically be considered for provisional acceptance. Provisional acceptance is determined by a sliding scale based on a student's high school GPA and ACT or SAT scores; detailed provisional acceptance guidelines are available from the Admissions Office.

All applicants granted provisional acceptance will enter on initial academic warning and will be required to sign a provisional letter. In addition, they also may be required to undergo additional placement testing, take additional coursework (including leveling courses), and agree to an individualized study plan. Those admitted on initial academic warning will remain on initial academic warning until all required developmental courses have been completed successfully. See the section "Satisfactory Academic Progress Guidelines" later in this catalog for details about what it means to be on initial academic warning.

Ohio Valley University reserves the right to deny acceptance or provisional acceptance to any applicant it determines to be unqualified on the basis of personal conduct, character, or academic preparation inconsistent with its standards.

Students who are accepted or provisionally accepted to the University may not enroll until they have completed the admissions process and registered for classes.

An applicant who does not meet acceptance criteria may petition for acceptance based on an exemption to the Admissions policy; applicants interested in this exemption should contact the Office of Admissions for further information.

Admission

In order to enroll at Ohio Valley University, someone who has been accepted or provisionally accepted must complete the admission process listed below. Those who do not complete the admission process will not be able to register for any courses at Ohio Valley University.

To complete the admission process, an incoming student must submit the following:

- 1) An official FAFSA form, which can be found at www.fafsa.ed.gov (the OVU code is 003819).
- 2) A dorm deposit or commuter fee. Those living on campus should also fill out the Housing Request Form.
- 3) Valid ACT or SAT scores. Scores are considered valid if they are provided to OVU through a final official high school transcript or directly from ACT or the College Board. Valid ACT or SAT scores must be received by the fifth day of classes, or else the applicant will not be able to continue as a student and will be dropped from all courses. (This requirement is waived for applicants not required to submit ACT or SAT scores.) *Any student receiving a score of 18 or below in the Reading, English, or Mathematics section of the ACT (or SAT equivalent) may complete placement testing during the registration process; students who choose not to complete placement testing will be placed in a developmental course based on their ACT or SAT scores. See the section Developmental Course Policies below for details.*

- 4) Final official high school transcript as well as official transcripts for dual credit courses, Advanced Placement (AP) Examinations, International Baccalaureate (IB) Examinations, or GED testing. To be considered final and official, a transcript must have been received by OVU in a sealed envelope or from a verified electronic clearinghouse; the only exception to this policy is for transcripts from homeschooled students. In addition, these requirements must be met:
- Official transcripts must have a recent date of issue; in addition, an institutional certification will be present.
 - A final high school transcript must show the student's high school graduation date.
 - The official final transcript must be received by the fifth day of classes, or else the applicant will not be able to continue as a student and will be dropped from all courses.
 - Students who have completed the GED must request official verification of the GED from the state department of education or school district that awarded the GED.
 - Students who have participated in dual credit programs must submit final official transcripts from the institution of higher education that awarded the credit.
 - Any student participating in AP or IB courses will need to submit official scores and will need to complete a course acceptance contract with OVU to receive credit for these courses; see the section Credit by Examination below for details.

TRANSFER STUDENT ADMISSION

A transfer student is defined as any student transferring undergraduate credits from an institution of higher learning that were earned after the completion of high school. However, students entering college following graduation from high school who have earned college credit while in high school are considered first time college students; they should refer to the general admissions requirements above for admissions information.

Undergraduate students transferring from other colleges or universities must submit an official transcript from each college or university previously attended. A high school transcript and an ACT or SAT score report must also be submitted if the student has not earned a minimum of 32 semester credit hours that have been accepted for transfer. For these students, the student's high school transcript and ACT and/or SAT scores will be used to determine financial aid, as stated in the Academic Scholarships section of this catalog; however, the student's class level and academic standing will be based on the guidelines provided below.

For unconditional acceptance to OVU, a student must have a cumulative GPA from the previous institution(s) of at least 2.0. (Some programs have additional acceptance criteria; these criteria can be found in the program descriptions found below.) An applicant whose cumulative GPA is below 2.0 will be evaluated as follows:

- If the applicant left his or her most recent previous institution more than three years ago and has a cumulative GPA under 2.0, the applicant will receive provisional acceptance and

be placed on Initial Academic Warning or Final Academic Warning; the academic standing will be determined by applying OVU Satisfactory Academic Progress standards to the applicant's cumulative record.

- If the applicant left his or her most recent previous institution fewer than three years ago and has a cumulative GPA between 1.0 and 2.0, the applicant will receive provisional acceptance and be placed on either Initial Academic Warning or Final Academic Warning; the academic standing will be determined by applying OVU Satisfactory Academic Progress standards to the applicant's cumulative record.
- If the applicant left his or her most recent previous institution fewer than three years ago and has a cumulative GPA of 1.0 or below, the applicant will be admitted as a part-time student and allowed to take up to six credit hours per term. This student is not eligible for financial aid.

An applicant with a cumulative GPA below 2.0 who believes that special circumstances are affecting his or her record is encouraged to present such information at the time of application.

A transfer student's academic standing after the first term completed at Ohio Valley University will be based on the student's cumulative hours from all institutions, but the student's GPA will reflect only the credit hours earned at Ohio Valley University.

TRANSFER CREDIT

Except for the restrictions noted in this section, OVU accepts all passed college-level undergraduate credits earned at regionally accredited institutions as at least elective credit. A student who transfers coursework to Ohio Valley University will have that work evaluated on a course-by-course basis. The Office of the Registrar is responsible for evaluating and recording transcript information for admitted transfer students; the Office of the Registrar is the only entity that can decide which courses will be accepted for transfer, and all questions about transfer credit should be directed to that office. This evaluation will be recorded in as timely a manner as possible so that it can be used by the applicant/student and advisor.

Courses with an OVU equivalency will be recorded on the OVU transcript using the equivalent OVU course name and number. Courses without a specific OVU equivalency will be elective credit and identified on the transcript as TRANSELECT for general electives and TRANSTECH for technical electives. These courses can only be used for fulfilling the total credit hour requirement for a degree; they cannot be used to fulfill any program requirements. Furthermore, some programs limit the number of technical electives that can be used to fulfill degree requirements.

Transfer credit will be displayed on a student's transcript in summary form. A more detailed listing showing the specific outside courses being transferred in and their OVU equivalencies (as well as transferred courses for which there is no OVU equivalency) is provided to the academic advisor and to the student through the academic advisor. If students have any question about the transferability of their courses or the transcript, they should direct them to the Office of the Registrar. A record showing how OVU has evaluated courses from other colleges and universities is available upon request from the Office of the Registrar.

Decisions about whether coursework accepted in transfer can be used to fulfill specific program requirements are made by the appropriate school chair or college dean. The registrar assigns general education credit.

No more than two courses with a grade of *D* will be accepted in transfer. In addition, because some programs require that a student must earn a particular grade in certain courses, if the transfer student earned a lower grade than the grade required by OVU, the course will not be accepted in transfer.

Coursework that is accepted in transfer, but which is not the same credit hour value as an equivalent Ohio Valley University course, will be considered as fulfilling degree requirements if the value of the transferred course is at least two-thirds the value of the equivalent Ohio Valley University course.

A student who transfers into a bachelor's degree program with an associate of science, an associate of arts, or a higher degree from a regionally accredited institution will be considered to have fulfilled general education course requirements. However, other general education program requirements and specific requirements of the program still must be completed. Other associate degrees (for example, an associate of applied science) and work from other types of schools (schools of preaching, unaccredited colleges, colleges without regional accreditation, vocational/technical colleges, etc.) will be evaluated on an individual basis. Generally speaking, Ohio Valley University adheres to the credit practices established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and published in its manual *Transfer Credit Practices of Designated Educational Institutions*.

Ohio Valley University does not accept developmental courses in transfer. Transfer students who have completed developmental courses at their previous institutions and have not completed courses equivalent to ENG131 (College Writing I) or higher or MAT146 (Real World Algebra and Quantitative Reasoning) or higher will need to take placement testing. Students who pass the placement tests will be placed in ENG131 or MAT146 or higher as is appropriate. Students who do not pass the placement tests will be required to take the appropriate developmental courses in English, mathematics, and reading.

Coursework that is transferred to Ohio Valley University at the time of first enrollment does not affect the student's GPA. For transferred work that has an OVU equivalency, the course grade will appear on the transcript as *TA*, *TB*, *TC*, or *TD*, based on whether the student earned a grade of *A*, *B*, *C*, or *D*, respectively, at the previous institution. When coursework is transferred for which there is no equivalent OVU course or if OVU is accepting a degree in its entirety, the grade appears as *TR*.

If an Ohio Valley University student plans to complete coursework at another institution, called a host institution, and transfer the credit toward a degree from OVU, the student should seek approval from the registrar's office before beginning such coursework. A transient form will need to be completed by the student and verified by an official in the OVU registrar's office. The student is responsible for providing the completed transient letter to the host institution. Financial aid from OVU is not provided for transient courses unless a consortium agreement is also completed. Enrolling in courses at a host institution may affect a student's financial aid. Once a student has completed transient courses, an official transcript of the student's work must be sent to OVU.

When a student enrolled at OVU completes a course at another institution and transfers that course back to OVU, the grade earned in that course might be calculated into the student's OVU GPA; the Office of the Registrar should be contacted for a detailed policy. OVU students are limited in the number of transfer courses that can be used to complete a degree; at least 23 of the last 32 credit hours completed must be earned from Ohio Valley University. In other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours.

Detailed transfer credit policies are available from the registrar's office.

EARLY COLLEGE ENTRY PROGRAM

Select high school sophomores, juniors, and seniors are eligible to participate in the Early College Entry Program. While attending classes at Ohio Valley University, a high school sophomore or junior may ordinarily take a maximum of three credit hours per semester, and a high school senior may ordinarily take a maximum of six credit hours per semester. All classes must be completed prior to a student's graduation from high school. Students participating in this program pay a special, discounted tuition rate of \$75 per credit hour (plus any course fees); in no case may a student earn more than 24 credit hours at this discounted tuition rate.

To qualify for this program, students must meet the following requirements:

- 1) Be a high school sophomore, junior, or senior
- 2) Have a high school GPA of at least a 2.8 (on a 4.0 scale)
- 3) Be recommended for the program by his or her high school guidance counselor
- 4) Receive approval to participate from the coordinator of the early college entry program

SPECIAL PROGRAM FOR HIGH SCHOOL SENIORS

In order to broaden educational opportunities for qualified high school seniors, Ohio Valley University will admit as full-time students those who have completed their high school junior year if the prospective student meets one of the following conditions: (1) Is in the upper one-fifth of his or her class, or (2) Received an ACT composite score of at least 22 (SAT total of 1530). After the freshman year at Ohio Valley University, a student may receive a high school diploma either through special arrangement with his or her high school or by passing the General Educational Development test (GED).

HOME-SCHOOLED STUDENTS

Ohio Valley University welcomes home-schooled applicants. Home-schooled students must meet the general admission requirements outlined earlier. Transcripts should demonstrate completion of high school, but Ohio Valley University will be flexible regarding documentation of basic credit hours. Because Ohio Valley University believes in the validity of home-school education, home-schooled students will not be required to produce an accredited diploma or the results of a GED test in order to gain admission.

NON-DEGREE-SEEKING STUDENTS

The status of *non-degree-seeking student* is designed to allow any interested person to enroll in college-credit courses without declaring a major or seeking a degree; someone wishing to be a non-degree-seeking student does not need to go through the regular admission process but instead completes an abbreviated application form in the registrar's office. Non-degree-seeking students are not provided with academic advisors or given placement testing; consequently, it is the responsibility of the students themselves to determine whether they have the knowledge or skillset to succeed in a course and to determine whether a course can be used to fulfill degree or transfer credit requirements. In addition, financial aid cannot be awarded to non-degree-seeking students.

The status of *non-degree-seeking student* is most suited for those who wish to enroll in courses for the following reasons: personal enrichment, learning or upgrading job skills, or fulfilling degree requirements for another college or university. Non-degree-seeking students may also choose to audit most courses for one of the reasons listed; however, those auditing will not earn college credit, though they can receive all the benefits of class attendance and participation.

Transient students (i.e., those taking courses to fulfill degree requirements for another college or university) are considered non-degree-seeking students. Transient students should provide the registrar's office with transient letters when they complete the abbreviated application form. (For a transient student to receive an official transcript for his or home institution, he or she must go through the official transcript request policy explained elsewhere in this catalog.)

It is the responsibility of all students, including non-degree-seeking students, to be informed about and observe all current regulations, policies, and procedures required by Ohio Valley University. Non-degree-seeking students must agree to comply with all applicable rules and regulations of the university. Ohio Valley University reserves the right to dismiss any non-degree-seeking students who pose a threat to others or to themselves or who are unwilling or unable to comply with university standards.

If a non-degree-seeking student wishes to become a degree seeking student, he or she must follow the appropriate admission requirements (freshman, transfer, international, etc.); the student's status will not change until the beginning of the subsequent semester.

Further information regarding registration for non-degree-seeking students is available from the Office of the Registrar.

INTERNATIONAL STUDENT ADMISSION

A prospective international student must submit all required documents in a timely manner so that they can be processed and reviewed by four weeks before the first day of classes.

Prospective international students must submit the required documents:

- 1) Application for admission.
- 2) A clear and legible photocopy (scanned image) of the prospective student's passport.
- 3) Completed College Board Financial Verification form.

- 4) High school transcripts; if a student is transferring another college or university, those transcripts are also required. The following rules for transcripts must be followed:
- If high school transcripts, GED certificates, or external examination documents are issued in a language other than English, either (1) the document must be officially translated into English by the issuing organization or (2) a notarized English translation must be attached to the original copy.
 - All transcripts from previous American colleges or universities must be sent directly to Ohio Valley University from the issuing institution using the mail or a secure download service such as eScrip or Parchment Exchange. Screenshots and email attachments will not be accepted as official documentation.
 - All transcripts from a previous foreign college or university must be submitted with an official “course by course” evaluation of academic credits in terms of US equivalents. Ohio Valley University accepts evaluation from any evaluator approved by the National Association of Credential Evaluation Services (NACES).
 - Grades must be shown on a 4.0 scale.
- 5) Proof of English-language ability. The following policies apply:
- Official TOEFL or IELTS score; other tests may be considered. The minimum TOEFL score accepted for admission is 550 on the Paper-based test and 79 on the Internet-based test. The minimum IELTS score accepted for admission is 6.5.
 - All tests must have been taken within the two years prior to submission.
 - Exceptions will be made for those applicants who speak English as their native language or who have graduated from a high school that uses English as its primary medium of instruction.)
 - Those without sufficient proof of English-language ability may apply for the ESL Intensive English Program (ESL-IEP) described below and for conditional admission to their degree program.
 - International students who transfer from other colleges or universities are required either to (1) take the TOEFL or IELTS exam or (2) take an English placement test before registering for classes. Transfer students who do not meet minimum requirements (TOEFL of 550 for paper-based test, 79 for internet-based test; IELTS of 6.5) will be required to enroll in the ESL program. .

When a prospective international student sends all required application documents, and subsequently gains admission to Ohio Valley University (whether the traditional program or the ESL Intensive English Program), the admissions office will send a Certificate of Eligibility for Nonimmigrant Student (F-1) Status, Form I-20, to the student’s physical mailing address. The accepted student is responsible for verifying that all information in the I-20 is correct and for contacting the admissions office immediately if there is any discrepancy.

If Ohio Valley University does not receive all final official documentation by the end of the add/drop period, all of the student’s courses may be dropped and the student’s on-campus residence may be terminated.

ESL INTENSIVE ENGLISH PROGRAM (FOUNDATIONS)

The ESL Intensive English Program at Ohio Valley University (Foundations) is designed for students whose English language skills are below what is necessary to succeed in regular university work; the goal is to boost the ability of these students so that they can enroll in either Ohio Valley University (or at another university if he or she meets that university's admission requirements). The program, which begins in the fall, offers students one year of coursework that will earn them institutional credit; the credit is designed to prepare and equip students to complete university-level coursework in English. (Institutional credit cannot be used as elective credit, does not count toward the credit hours needed to earn a degree, and will not transfer to other colleges or universities.) The minimum TOEFL score accepted for admission is 55 on the Internet-based test (and 480 on the Paper-based test); the minimum IELTS score accepted for admission is 5.5. Some applicants with lower scores may be admitted provisionally. A detailed description of this program is available elsewhere in the catalog, in the Special Academic Programs section.

INTERNATIONAL STUDENT RESIDENCY REQUIREMENT

All international students who are living in the United States for the first time, both those granted regular admission and those in the ESL-Intensive English Program (Foundations), are required to live on campus during their first semester at Ohio Valley University. If an international student living in the US for the first time meets the already established criteria for living off-campus, he or she may petition the provost to request permission to reside off campus during the first semester of enrollment. (To make such a request, one should send a letter via email to the provost (provost@ovu.edu); the letter should list all the reasons for the petition. The subject line of the email should say "off campus housing request.")

STUDENT ATHLETE ELIGIBILITY

Student athletes must meet the requirements of the NCAA Eligibility Center in order to be eligible during their freshman year. An incoming freshman must have graduated from high school, earned a GPA of at least a 2.0 in a core curriculum of at least 16 academic courses that were successfully completed during grades 9 through 12 (beginning August 1, 2018, the NCAA Division II will use a sliding scale to match test scores and core-course grade point averages [GPAs] for initial-eligibility purposes), and earned either a sum of scores of at least 68 on the ACT or, on the old SAT, a combined critical reading and math score of at least 820 (a combined score of 900 on the new SAT). (ACT and SAT test scores must be from tests taken on a national test date.) A student athlete transferring from another two-year or four-year institution must meet the following requirements for eligibility: have eligibility remaining at the institution being transferred from, be released from the previous institution, and meet all NCAA and OVU academic standards (the OVU athletic department can explain any exceptions to this rule).

ORIENTATION PROGRAM

New, non-transfer students who begin attending Ohio Valley University are required to attend the orientation program "Freshman Compass" scheduled the week prior to the first day of classes. The

program includes a service learning project, a variety of workshops, concerts, social activities, and more, all designed to acquaint our new students with the important aspects of college life. Each student will have the opportunity to meet with an academic advisor and to plan his or her first semester academic schedule.

DEVELOPMENTAL COURSE POLICIES

Ohio Valley University offers a placement program specifically designed to meet the particular academic needs of first-year students. Students will be placed in appropriate courses based on their ACT or SAT scores. All students who score 18 or below on the English or mathematics examination of the ACT (or equivalent SAT scores) will be enrolled in a developmental course for institutional credit (see course descriptions of ENG 090 and MAT 090). Students who score 18 below on the English and reading examination of the ACT (or equivalent SAT scores) will be enrolled in a developmental reading course for institutional credit (see course description of REA 090). These courses are prerequisites for college-level courses and are given the same weight as other courses in determining a student's status for full-time enrollment and financial aid. However, institutional credit cannot be used as elective credit, does not count toward the credit hours needed to earn a degree, does not figure into a student's GPA, and will not transfer to other colleges or universities. Students may not withdraw from developmental courses. In addition, a student required to enroll in two developmental courses is required also to enroll in UNI 100 (Concentrated Study Skills). Developmental courses taken at another college or university will not transfer to Ohio Valley University. Students-athletes should be aware that developmental courses count toward athletic eligibility only when they are completed during their first year of enrollment.

Students transferring to Ohio Valley University who have not successfully completed courses equivalent to ENG131 (College Writing I) or higher or MAT146 (Real World Algebra & Quantitative Literacy) or higher will be required to take placement testing to determine their readiness for English, mathematics and reading courses. Also, students who have not taken the ACT or SAT will also be required to take placement testing to determine their readiness for English, mathematics, and reading courses.

Students placed in developmental courses who wish to begin at a higher level must demonstrate their competency or readiness by passing an examination designed for that purpose. The placement program ensures that Ohio Valley University students will be given the best possible opportunity for academic success. It is designed to help entering students progress from where they are academically to where they can be successful.

Placement testing is given only at preannounced times during registration. Practice tests are available at www.testpreview.com.

Any student who fails to pass a developmental course will not be in good academic standing; see "Satisfactory Academic Progress Guidelines" later in this catalog for details.

Students required to take developmental coursework in reading must enroll in the appropriate course during their first semester of enrollment at Ohio Valley University and must continue reading coursework until College Reading (REA 090) has been successfully completed. Students

may earn grades of *A*, *B*, *NC* (no credit), or *F* in all developmental reading courses (including ESL reading courses).

Students required to take developmental coursework in English composition must enroll in the appropriate course during their first semester of enrollment and must continue to take English coursework until College Writing II (ENG 132) has been successfully completed. Students may earn grades of *A*, *B*, and *F* in all English courses numbered below 100 (including ESL English courses).

Students required to take developmental courses in mathematics must continue in the next higher math course each semester until Real World Algebra and Quantitative Reasoning (MAT 146) or Intermediate Algebra (MAT 147) has been successfully completed. Students may earn grades of *A*, *B*, and *F* in all math courses numbered below 100.

Ohio Valley University does not accept developmental courses in transfer. Transfer students who have completed developmental courses at their previous institutions and have not completed courses equivalent to ENG131 (College Writing I) or higher or MAT146 (Real World Algebra and Quantitative Reasoning) or higher will need to take placement testing. Those who pass the placement tests will be placed in ENG131, MAT 146, or MAT147 as is appropriate; those who do not pass the placement tests will be required to take the appropriate developmental courses in English, mathematics, and reading.

STUDENT RESPONSIBILITY

It is the responsibility of the student to be informed about and to observe all current regulations, policies, and procedures required by the university and by the academic program being pursued. In no case will a regulation be waived or an exception granted because the student pleads ignorance of the regulation or asserts that he or she was not informed of the regulation by an advisor, the registrar, or other authority. It is essential for the student to remain informed of and to observe deadlines established and published by the university or by the major academic area.

CREDIT BY EXAMINATION

Students with sufficient understanding and training in a subject area may earn academic credit by examination. Four types of exam are available: (1) Students applying for admission to Ohio Valley University may earn credit by taking the Advanced Placement (AP) Examination of the College Board in any of several subject areas. A minimum score of 3 is required for credit. Advanced Placement exams should be completed prior to enrollment. (2) Students applying for admission to Ohio Valley University may also earn credit by taking certain International Baccalaureate (IB) Credit exams; IB exams should be completed prior to enrollment. (3) Students enrolled at Ohio Valley University may earn credit by making a satisfactory score on a CLEP subject area. (4) Current students may also earn credit by passing a departmental exam with a grade of *C* or above. Departmental exams are not available for all courses; to learn whether credit by examination may be earned for a particular course, a student should consult the school or college offering the course. In addition, any one departmental exam may be taken a maximum of two times. (5) Students may

earn credit by passing approved industry standard exams; for example, Microsoft Office Specialist exams, CompTIA certification exams, Cisco certification exams, and others.

Credit by examination may be attempted under the following conditions:

- 1) When a student has not audited the course or attempted and failed the course.
- 2) When the student needs to validate credit from unaccredited institutions.
- 3) When the course is not a prerequisite for, or in prior sequence to, a course for which the student has already received credit.
- 4) When the school or college involved believes there is a reasonable chance for success.

Up to 30 hours of credit, none of which may count toward the 32 hours of credit that must be earned at Ohio Valley University, may be earned through examination. There will be a nominal charge for recording any credit by exam. In addition, a fee for each departmental examination, whether passed or failed, will be added to the student's bill. Each course for which credit is granted through an examination will be recorded on the student's transcript with a *P*, and this credit will not be counted in calculating a student's grade point average.

PRIOR LEARNING CREDIT

Ohio Valley University students may earn semester credit hours for prior learning by submitting documentation of Technical and Professional Training or Life Learning Papers to the registrar for evaluation.

The Prior Learning Credit can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs and/or work experiences. It is the prior learning (not just the experience) from these sources that must be documented. There is a \$75 charge assessed for each semester hour petitioned. It is important to note that petitioning for prior learning credit does not guarantee that the full number of hours petitioned for will be granted. Students will not receive more than 30 credit hours of Prior Learning Credit. Credit earned from technical courses will be recorded as technical elective credits; some programs limit the number of technical credits that can be used towards degree progress.

Specific guidelines regarding credit for prior learning development and documentation are available in the registrar's office for students after they have notified their advisor that they would like to petition for Prior Learning Credit. Completed documentation should be submitted to the registrar's office. Notice of the credit award will be sent to the student within six weeks of submission.

CLASSIFICATION OF STUDENTS

To be considered a full-time student, one has to be enrolled for 12 or more credit hours on the last day to enroll or add a class.

Undergraduate students are classified according to how many credit hours (numbered 100 or above) they have completed:

Freshman	Up to 27 credit hours completed
Sophomore	28 to 59 credit hours completed
Junior	60 to 89 credit hours completed
Senior	90 or more credit hours completed

CHILDREN ON CAMPUS

In an effort to maintain an atmosphere of academic excellence and integrity for all students, students' children are not allowed to attend classes. Under extraordinary circumstances, faculty may make exceptions for a limited period of time. In no case may young children be left unattended on the OVU campus.

AUDITING COURSES

Full-time students may audit any course as part of their full-time load. Auditors benefit from the classroom lectures and discussions, but they do not turn in assignments, take examinations, or earn a grade. The course will be recorded on the student's transcript as "audit." The number of auditors in any course may be limited.

No student will be permitted to change from audit to credit after the fifth class day of the semester. No student will be permitted to change from credit to audit after the twelfth week of the semester.

For each audited course, an audit fee applies (and when there is a course fee, the course fee applies); see the Finances section in this catalog for information. The regular audit fees do not apply to courses that are part of an off-campus program (e.g., the Study Abroad Program). There is no refund of tuition on audited classes.

ACADEMIC HONORS

All full-time undergraduate students who have earned at least 12 credit hours of college-level work with a grade point average of 3.5 or above for a particular semester are placed on the Dean's List for that semester.

Juniors and seniors who meet selection criteria may also be eligible for inclusion in the Alpha Chi honor society. In addition, juniors and seniors who have a cumulative GPA of 3.0 or higher will be considered for nomination to *Who's Who Among Students in American Universities and Colleges*.

Graduation honors for undergraduates will be based on the following cumulative grade point averages:

<i>cum laude</i>	3.35 to 3.59
<i>magna cum laude</i>	3.60 to 3.84
<i>summa cum laude</i>	3.85 to 4.0

CREDIT HOUR DEFINITION

The US Department of Education and OVU's accrediting body, the Higher Learning Commission, have established requirements regarding how much time is required to be spent on a course for each credit hour earned. OVU expects you to spend a minimum of two hours outside of class doing coursework (reading, doing homework, writing papers, reviewing for tests, etc.) for each hour you spend in the classroom. For each credit hour, Ohio Valley University schedules at least 50 minutes of classroom time and 10 minutes for students to have one-on-one interaction with the faculty and/or to travel to the next course for approximately fifteen weeks for one semester. An equivalent amount of classroom time is scheduled when classes meet for a different number of weeks (e.g., summer school). For other academic activities, such as laboratory work, internships, practica, studio work, and independent studies, an equivalent amount of work, a minimum of 45 hours of work for each one hour of credit earned, is required; a detailed explanation of how credit hours are computed is available from the registrar.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress to remain eligible for Federal Financial Aid. The following chart can be used to determine future and continued eligibility based on satisfactory academic progress, which requires a pace to complete a baccalaureate degree in six (6) years. Transfer students will be evaluated prior to enrollment and at the end of each enrolled semester.

The following chart shows satisfactory academic progress guidelines for full-time undergraduate students.

STUDENTS MUST MEET ALL THREE REQUIREMENTS	Requirement 1: Qualitative	Requirement 2: Quantitative	Requirement 3: Completion Rate
	Achieve Cumulative GPA	Successfully Complete	Must Successfully Complete
Fall	2.0	9 credit hours	70% of attempted credit hours
Spring	2.0	9 credit hours	70% of attempted credit hours
Summer	2.0	0-6 credit hours	70% of attempted credit hours
Academic Year (fall to summer)	2.0	24 credit hours	70% of attempted credit hours

The chart on the following page shows unsatisfactory academic progress for full-time undergraduate students.

AFTER ANY ENROLLED TERM	1 st Term	2 nd Term	3 rd Term
Failure to meet any <u>one</u> of the three requirements	Initial Warning: <u>Eligible</u> for federal financial aid.	Final Warning: <u>Ineligible</u> for federal financial aid; however, student may appeal. If appeal granted, aid is available.	Suspension: Not permitted to return to OVU without completing 6 credit hours with a 2.0; <u>ineligible</u> for federal financial aid.
Semester GPA below 1.0	Skips Initial Warning and goes directly to Final Warning: <u>Ineligible</u> for federal financial aid; however, student may appeal. If appeal granted, aid is available.	Suspension: Not permitted to return to OVU without completing 6 credit hours with a 2.0; <u>ineligible</u> for federal financial aid.	
To return to Satisfactory Academic Progress after Initial Warning	Must meet all 3 requirements in the next term to return to Satisfactory Academic Progress; <u>eligible</u> for financial aid.		
To return to Satisfactory Academic Progress after Final Warning	Must meet all 3 requirements in the next term to return to Initial Warning; <u>eligible</u> for federal financial aid.	Must all 3 requirements in the subsequent term to return to Satisfactory Academic Progress; <u>eligible</u> for federal financial aid.	
To return to Satisfactory Academic Progress after Suspension	May not enroll in following fall or spring term.	Must complete 6 credit hours with a 2.0 or higher GPA to apply for permission to return on Final Warning.	See requirements to return to Satisfactory Academic Progress when on Final Warning.

SATISFACTORY ACADEMIC PROGRESS GUIDELINES

Satisfactory academic progress guidelines are instituted to ensure that students are making progress toward meeting graduation requirements; students who do not meet academic progress guidelines

jeopardize their ability to continue as a student at Ohio Valley University as well as their financial aid eligibility, as explained below.

To maintain satisfactory academic progress, a full-time undergraduate student at Ohio Valley University must meet three requirements:

- 1) **Qualitative Progress:** Achieve a cumulative grade point average of 2.0 at the end of each term of full-time enrollment.
- 2) **Quantitative Progress:** Successfully complete 9 credit hours each fall semester and 9 credit hours each spring semester; in addition, students must successfully complete 24 credit hours each academic year, including summer. A course is successfully completed if one of the following grades is earned: *A, B, C, D, or P*.
- 3) **Completion rate:** Successfully complete 70 percent of the cumulative attempted credit hours. If a student receives one of the following grades in a course, it will count toward the student's attempted hours: *A, B, C, D, F, W, I, FI, FIW, P, IP, NP, NC, and NG*. A course is successfully completed if one of the following grades is earned: *A, B, C, D, or P*.

To maintain satisfactory academic progress, a part-time undergraduate student at Ohio Valley University must meet the requirements above relating to qualitative progress and completion rate.

Students enrolled in summer courses do not need to earn a minimum number of credit hours during the summer term in order to remain in good academic standing (quantitative progress). However, if a student completes summer courses at OVU or transferable credits from another university or college, he or she must earn a minimum cumulative GPA of 2.0 in order to remain in good academic standing (qualitative progress).

After each term, based on his or her academic performance on all three requirements (qualitative progress, quantitative progress, and completion rate), a student will be considered at one of the following levels: good academic standing, initial academic warning, final academic warning, academic suspension, or academic dismissal. In order to maintain eligibility for federal financial aid, a student must maintain satisfactory academic progress, which is defined as good standing or initial academic warning.

A student's academic standing may change only at the end of fall semester (in December), at the end of spring semester (in May), and at the end of the summer term(s) (in August). An exception will be made when a grade of *I* or *IP* is converted to a letter grade. The academic standing of all students is reviewed automatically at the end of fall and spring semester. Students taking summer school courses to improve their academic standing should initiate a review when all courses have been completed but before fall semester begins.

Except when a grade of *I* or *IP* is converted to a letter grade, a student's academic status cannot change during a semester. Courses taken at another academic institution while the student is enrolled full-time at OVU might affect a student's academic standing, but only when standing is reviewed at the end of the fall, spring, or summer term.

Length of Financial Aid Eligibility

Depending on the specific parameters for each federal financial aid program, a recipient of federal financial aid who is pursuing a bachelor's degree and who maintains satisfactory academic progress

may receive assistance for as many as twelve semesters or until he or she has attempted 180 credit hours, whichever comes first; in addition, when a student has met all program requirements of a bachelor's degree program and is eligible to graduate, he or she may no longer receive financial aid. A student who is pursuing an associate degree and who maintains satisfactory academic progress may receive assistance for as many as six semesters or until he or she has attempted 96 credit hours, whichever comes first; in addition, when a student has met all program requirements of an associate program and is eligible to graduate, he or she may no longer receive financial aid, unless he or she is pursuing a bachelor's degree.

Good Academic Standing

Each term, to be considered in good academic standing, a student must achieve satisfactory academic progress following the three standards described above: qualitative progress, quantitative progress, and completion rate. In addition, if the student is also enrolled in developmental courses (those numbered below 100), additional requirements must be met—see the section below entitled “Students Taking Developmental Courses.” If a student in good standing does not achieve any one of the three standards for satisfactory academic progress (or if a student taking developmental courses does not meet requirements specific to those courses), he or she will be placed on either initial academic warning or final academic warning, as explained below.

Initial Academic Warning

If a student in good academic standing does not achieve satisfactory academic progress following the three standards describe above (qualitative progress, quantitative progress, and completion rate), he or she will be placed on initial academic warning. (However, if a student in good academic standing earns a term GPA below 1.0, he or she will be placed on final academic warning, not initial warning.) Students on initial academic warning are required to meet with the dean of student success and may be required to attend study tables. These students also may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Also, a student on initial academic warning will be placed on initial warning for financial aid eligibility.

If a student on initial academic warning achieves the three satisfactory progress standards, he or she will ordinarily be returned to good academic standing; however, if the student is also enrolled in developmental courses (those numbered below 100), additional requirements must be met—see the section below entitled “Students Taking Developmental Courses.” If a student on initial academic warning does not achieve the three satisfactory progress standards, he or she will be placed on either final academic warning or academic suspension, as explained below.

Final Academic Warning (and Financial Aid Suspension)

If a student on academic warning does not achieve the three satisfactory academic progress standards (qualitative progress, quantitative progress, and completion rate), he or she will be placed on either final academic warning or academic suspension. In addition, if the student is also enrolled in developmental courses (those numbered below 100), the student must also meet specific requirements regarding developmental courses—see the section below entitled “Students Taking Developmental Courses.” If the student's term GPA is below 1.0, the status will be academic suspension; otherwise, the status will be final academic warning. In addition, a student in good academic standing who earns a term GPA below 1.0 will be placed on final academic warning.

Students on final academic warning are also on financial aid suspension; the financial aid suspension is a direct result of having failed to meet satisfactory academic progress, which is a requirement for receiving federal financial aid. To appeal, students must follow the procedures of a financial aid suspension appeal; the relevant forms for filing an appeal are available at forms.ovu.edu.

Students on final academic warning are required to meet with the dean of student success and may be required to attend study tables. They also may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Furthermore, a student on final academic warning cannot hold an elective campus office, cannot represent Ohio Valley University in public functions unrelated to an academic course, cannot participate in University-supported travel unrelated to an academic course, and cannot compete in intercollegiate athletics; final academic warning status is designed to encourage struggling students to concentrate on their studies so that suspension can be avoided. Students on final academic warning are limited in their academic load to fifteen credit hours (sixteen if a laboratory science course is included). Also, a student on final academic warning will be placed on final warning for financial aid eligibility.

If a student on final academic warning achieves the three satisfactory academic progress standards, he or she will ordinarily be placed on initial academic warning; however, if the student is taking developmental courses (those numbered below 100), additional requirements must be met—see the section below entitled “Students Taking Developmental Courses.” If a student on final academic warning does not achieve one of the three satisfactory progress standards, the student will be placed on academic suspension, as explained below.

Academic Suspension

If a student on final academic warning fails to achieve one of the three satisfactory progress standards (qualitative progress, quantitative progress, or completion rate), he or she will be placed on academic and financial aid suspension. In addition, if a student on initial academic warning earns a term GPA below 1.0, he or she will be placed on academic and financial aid suspension.

A student on suspension will not be permitted to enroll at Ohio Valley University as a full-time student, will not be allowed to participate in on-campus activities, and will not be permitted to represent Ohio Valley University in any public functions.

Any student on suspension who chooses not to return to OVU to complete the requirements to be readmitted will be marked as withdrawn.

As indicated above, students on academic suspension are also on financial aid suspension; the financial aid suspension is a direct result of having failed to meet satisfactory academic progress, which is a requirement for receiving federal financial aid. As a result, to appeal an academic suspension, students must follow the procedures of a financial aid suspension appeal; the relevant forms for filing an appeal are available at forms.ovu.edu. An appeal to academic suspension will be granted if the appeal to the financial aid suspension is also granted.

Students on academic suspension may enroll for up to six credit hours per semester at Ohio Valley University, but they are not eligible for federal or institutional financial aid; in other words, the cost of those credit hours will be the responsibility of the student. In addition, a student on suspension might not be eligible to receive federal financial aid in future periods of enrollment.

Academic Dismissal

If a student who has already been placed on academic suspension once receives a second academic suspension, the student's status will be academic dismissal. An academic dismissal is permanent.

Readmission Following Academic Suspension

Students who wish to reapply to the university after academic suspension may do so after at least one fall or spring semester. To be readmitted after academic suspension, one of two conditions must be met: (1) The student must have completed a minimum of 6 credit hours of transferable, college-level coursework at a regionally accredited college or university with a minimum GPA of 2.0; the coursework must be approved by the registrar. (2) Three or more calendar years must have passed since the suspension.

A student readmitted after suspension will return on either initial academic warning or final academic warning. The status will be initial academic warning if, since suspension, the student has completed a minimum of 24 credit hours of transferable, college-level coursework with a minimum GPA of 2.0 at a regionally accredited college or university. Otherwise, the status will be final academic warning.

A student readmitted on initial academic warning can return to good standing if he or she achieves the three satisfactory academic progress standards (qualitative progress, quantitative progress, and completion rate) at the end of the first semester of reenrollment. A student readmitted on final academic warning can return to good standing if he or she achieves the three satisfactory academic progress standards at the end of two consecutive semesters of reenrollment. Until a student admitted after academic suspension has been returned to good academic standing, any course in which he or she earned a failing grade must be retaken (if those courses are being offered). Some students admitted after academic suspension will be eligible for and will benefit from Academic Forgiveness; application for Academic Forgiveness must be made within the first two semesters of re-enrollment at OVU. For an explanation of that policy, see the section "Academic Forgiveness."

A student readmitted after academic suspension might not be eligible for financial aid. If a readmitted student is denied financial aid, an appeal may be filed with the director of financial aid in order to renew financial aid eligibility (see *Appealing a Financial Aid Suspension* below).

Students Taking Developmental Courses

Developmental courses (those numbered below 100) do not affect a student's GPA nor do they count toward the total number of credit hours earned toward a degree. In addition to the other requirements regarding satisfactory academic progress described in this section, students who take developmental courses must meet the following policies; if there is a discrepancy between the policies described in this paragraph and in the other requirements for Satisfactory Academic Progress, the more stringent guideline will be followed. (1) A student admitted on initial academic warning or final academic warning must complete all required developmental courses before the student can move to good academic standing. (2) If a student in good academic standing fails to pass one developmental course in a semester, he or she will be placed on initial academic warning. If a student on initial academic warning fails to pass one developmental course in a semester, he or she will remain on initial academic warning. If a student on final academic warning fails to pass one developmental course in a semester, the student will remain on final academic warning. (3) If a student fails to pass two developmental courses in a semester, his or her academic standing will be

dropped one level (from good standing to initial academic warning, or from initial academic warning to final academic warning, or from final academic warning to academic suspension). (4) If a student fails to pass three developmental courses in a semester, his or her academic standing will be dropped two levels (from good standing to final academic warning, or from initial academic warning to academic suspension, or from final academic warning to academic suspension).

Appealing a Financial Aid Suspension

A student whose financial aid eligibility has been suspended as a result of a failure to maintain satisfactory academic progress may appeal in writing to the director of financial aid to have his or her financial aid eligibility reinstated. The appeal must be made one week prior to the first day of classes for the upcoming term. To make the appeal, the student should fill out all parts of the form “Financial Aid Suspension Appeal,” which is available on the OVU website at forms.ovu.edu. The appeal must explain why the student failed to make satisfactory progress and what has changed in his or her situation that will enable the student to make satisfactory academic progress at the next evaluation.

Written appeals will be considered on an individual basis. The director of financial aid will form a committee to decide on the appeal; members of the committee will be a faculty member, a student, an academic dean, a representative from the financial aid office, and the registrar. While ordinarily the committee will make its decision based on the written appeal made on the form “Academic Suspension Appeal” and attached documentation, the student may request to meet with the committee to further explain his or her reasons for the appeal.

If, based on the appeal, it is determined that the student should be able to meet satisfactory academic progress standards by the end of the next term for which financial aid is awarded, and the appeal committee determines the appeal should be granted, the student will be placed on final academic and financial aid warning for the subsequent term. If, based on the appeal, it is determined that the student will require more than one term to meet satisfactory academic progress standards, and the appeal committee determines the appeal should be granted, the student will be put on final academic and financial aid warning and will be required to complete an academic plan. The academic plan should be developed with the dean of student success, and it must include information that will guide the student towards meeting the university’s satisfactory academic progress guidelines by a specific time. The academic plan will be housed in the Office of the Registrar, and the student’s progress will be reviewed at the end of each term to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student will be eligible to receive financial aid as long as the student continues to meet those requirements. If a student wants to change his or her academic plan, he or she must file an appeal with the dean of student success. When filing the appeal, the student must explain what has happened to make the change necessary and how satisfactory academic progress will be achieved.

In any case in which financial aid eligibility is reinstated, the student must continue to maintain satisfactory academic progress. His or her satisfactory academic progress will be reviewed at the end of each term, as is consistent with the university’s satisfactory academic progress policy. If a student who has had his or her financial aid eligibility reinstated and who has been placed on final academic and financial aid warning fails to meet either the university’s satisfactory academic

progress guidelines or the specific requirements set forth in the student's academic plan, he or she will again receive a financial aid suspension and might permanently lose eligibility for financial aid.

If a student's financial aid suspension is denied, the student may continue on a cash-only basis until good academic standing has been achieved.

Students Admitted on Initial or Final Academic Warning

Some students are admitted on initial or final academic warning; those admitted on final academic warning are ineligible for federal financial aid. All provisionally admitted students are admitted on initial or final academic warning, and they may be required to sign a contract that imposes additional requirements for satisfactory academic progress. A provisionally admitted student who fails to complete required developmental courses within the first year may lose eligibility for federal financial aid.

A transfer student's academic standing is determined by the cumulative GPA and hours transferred to the university from all previous institutions and will be assessed using Ohio Valley University's satisfactory academic progress guidelines. The student's academic standing after the first term completed at Ohio Valley University will be based on the student's cumulative hours from all institutions, but the student's GPA will reflect only the credit hours earned at Ohio Valley University. Similarly, the academic standing of a former OVU student applying to return to OVU will be determined by the student's academic record.

Notice of Initial Warning, Final Warning, and Suspension Status

At the conclusion of each fall and spring term (and at the conclusion of summer term for students who enroll in summer courses), students who fail to achieve the three standards for satisfactory academic progress (qualitative progress, quantitative progress, and completion rate) will be notified by the registrar of their standing. In addition, students who, at the end of spring term, are not on track to complete 24 credit hours per academic year will be notified by the registrar that they are not on track to make quantitative progress.

All notifications will be made via an e-mail to their OVU e-mail address OR by post to the permanent address the student has supplied to the university. (If a student fails to supply a valid address to the university, it will not affect the student's academic standing or the time allowed for appeal.) The notification from the registrar will inform students of a status of initial academic warning, final academic warning, suspension, or dismissal from the university, explain the consequences of the student's status, and provide information about steps to return to good academic standing. Students on initial or final academic warning are still eligible for federal financial aid.

For students who are suspended, the notification will also describe procedures for re-admission to the University after a suspension period and the effect of taking classes at other institutions during the suspension period.

Course Grades of Incomplete and In Progress

When a GPA is calculated, a grade of *I* (Incomplete) or *IP* (In Progress) is equivalent to a grade of *F* until a course instructor has submitted a grade change form; until the course is completed, these grades can adversely affect a student's academic standing, as they may affect all three standards for satisfactory academic progress (qualitative progress, quantitative progress, and completion rate). A

student receiving a grade of *I* must complete the course by the end of the sixth week of the following term; otherwise, a grade of *I* changes to an *FI* (Failure to Finish an Incomplete) as the final grade in the course. A student receiving a grade of *IP* must complete the course within one year after the close of the semester or session in which the student registered for the relevant course; otherwise, the grade of *IP* changes to an *F*.

Withdrawals

A grade of *W* (withdrawal) does not affect a student's GPA. A grade of *W*, however, will adversely affect a student's quantitative progress and completion rate, and thus may cause a student's academic standing to be lowered.

Repetitions

To determine whether a student meets the minimum requirements for GPA and for the number of credit hours completed, Ohio Valley University will compute only the most recent grade for a course that has been repeated to remove a lower grade. If a student has already earned credit hours for a course, repeating it to earn a higher grade will not earn additional credit hours.

Semesters

For the purposes of this policy, a semester is defined as any term in which a student is enrolled in at least twelve credit hours on the last day to add a class. Coursework completed during the period between fall and spring semester does not affect academic standing. Part-time students will be considered to have completed a semester for each period of time in which sixteen credit hours have been attempted.

Satisfactory Academic Progress in the Special Education Endorsement Program and the Graduate School of Learning and Leading

Maintaining satisfactory academic progress and continuing eligibility for Title IV financial aid are just as essential in the Special Education Endorsement Program and the Graduate School of Learning and Leading as in each of the university's baccalaureate programs. However, due to the unique nature and purpose of these programs, there are some differences in the programs' satisfactory academic progress standards as compared to the traditional undergraduate programs.

Students in these programs take courses as they are offered on a pre-determined schedule during the fall, spring, and summer terms. The minimum grade requirement for satisfactory progress in each program is given in the section of the catalog describing the program. A student who fails to achieve the minimum grade standards will be placed on initial warning until he or she has repeated (with a higher grade) the course(s) in which minimum standards were not met. While on initial warning, if a student again fails to meet the minimum standard, the student will be placed on final warning until he or she has repeated (with a higher grade) the courses in which minimum standards were not met; while on final warning, any future course grade below the minimum standard will result in both a permanent suspension from the program and a suspension of Title IV eligibility at the University.

Also, students enrolled in the Special Education Endorsement Program who wish to maintain their federally-funded financial aid eligibility must complete the 42 hours required in the program in no more than nine terms. Students in the Graduate School of Learning and Leading will have a maximum of ten terms to complete the required 36 hours in the program. Students who fail to

complete their programs within the specified limits may be allowed to continue without the assistance of federal financial aid.

The University's policies regarding the effect of grades of Incompletes (*I*), In Progress (*IP*), and Withdrawal (*W*) and the effect of course repetitions in determining satisfactory academic progress are equally applicable in each of these programs. Students who withdraw from a course prior to completing it may receive a grade of *W*. Because these courses are offered only periodically on a rotating basis, it is advisable for students to do everything they can to avoid withdrawing from a course. Since all courses in these programs are required for program completion, students must repeat those courses in which they receive a *W*. In such instances, students may not be able to complete their coursework within the specified time limits for financial aid.

ACADEMIC FORGIVENESS

Academic forgiveness is a program that enables students returning to Ohio Valley University after an absence of three or more years the opportunity to begin a new cumulative GPA; in other words, if a student is granted academic forgiveness, the student's GPA will no longer be affected by grades earned during his or her previous enrollment. The program is designed for students who earned low grades during the previous enrollment but who are doing well during their current enrollment—it prevents their current cumulative GPA from being penalized by low grades earned during the previous enrollment.

When academic forgiveness is granted, no grades (whether low grades or high grades) from the previous enrollment will be computed in the student's cumulative GPA. Credit hours earned during the previous enrollment will generally continue to count toward the student's degree program, with this exception: no more than six credit hours of *D* work from the previous enrollment will continue to count toward the degree (in other words, a student who earned more than six credit hours with a grade of *D* will lose some credit hours that had been awarded previously). If the student is granted academic forgiveness, all decisions based on GPA and the number of credit hours earned (satisfactory academic progress, academic honors, scholarships, etc.) will be based on the new cumulative GPA and the revised number of credit hours earned.

To qualify for the program, several conditions must be met:

- The student must fill out an application form; the application form is available from and should be submitted to the registrar's office.
- The student must not have been enrolled at OVU during the three years previous to the current enrollment.
- A student must apply for the program within the first two semesters of re-enrollment at OVU (or, for a part-time student, before 24 credit hours have been earned).
- A student cannot be on final academic warning at the time of application.
- Before academic forgiveness is granted, during the current enrollment period the student must complete a minimum of 12 credit hours with a 2.0 GPA; furthermore, the student must be in good academic standing before academic forgiveness can be granted (though students on initial academic warning may apply).

Students applying for academic forgiveness should be aware of the following:

- The academic forgiveness program is not beneficial for all students who return to OVU; a student should discuss the advantages and disadvantages of the program with his or her academic advisor.
- Academic forgiveness can be granted only once, and once it has been granted, it will not be rescinded.
- Some degree programs require minimum grades in certain courses in order for the course to fulfill program requirements; a student who had taken such a course during the previous enrollment and not received the minimum grade will still need to retake the course to earn the minimum required grade—in other words, academic forgiveness does not negate any minimum course grade requirements.
- A student receiving academic forgiveness must still bear all financial obligations incurred during the previous enrollment; these obligations are not affected by academic forgiveness.
- Students granted academic forgiveness do not receive additional semesters of financial aid eligibility; the student's complete academic history will be reviewed when eligibility for financial aid is determined.

DISMISSAL FROM CLASS

Students who consistently fail to attend classes, to prepare assignments, to act honestly and responsibly in the academic community, or to behave appropriately in class may be considered to have forfeited their status as students and may be dismissed from one or all of their classes by the provost.

If a student is dismissed from a class or classes, the student will earn a grade of *F* and a note of explanation will be affixed to his or her permanent record. A student who is dismissed from a required Bible course faces suspension from the university for the next full semester.

GRADE APPEALS

If a student believes that a final grade is unjust, the student may appeal for the grade to be reviewed. (If the student is objecting to the final grade because he or she has been accused of academic dishonesty, then the appeal procedure below under “Academic Integrity” should be followed) The student should first present a formal written appeal and meet with the instructor to discuss it. The formal written appeal should explain the reasons for the appeal; copies should be sent to the chair of the OVU school offering the course as well as to the relevant college dean. This written appeal must be submitted no more than seven calendar days after classes begin in the next term (fall, spring, or summer session). After meeting with the student, the instructor may take up to three business days to deliberate the appeal and communicate the decision to the student in writing.

If the matter is not resolved between the student and the instructor, the student may appeal in writing to the provost; this appeal must be submitted no more than seven calendar days after the instructor's response to the initial written request. (If the provost is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are ordinarily assigned to the provost.) Within three business days, the provost will convene an ad hoc grade appeal committee to consider the appeal. The committee will consist of three faculty members, one junior or senior student, and one administrator. (The faculty member and the student may refuse any two of the initial appointees; however, the replacement appointees must be accepted.) Within seven calendar days of their appointment, the grade appeal committee will meet to hear the testimony of the student, the instructor, and any other appropriate witnesses. (It is permissible for the meeting to occur over the telephone or through other electronic means.) Both the student and the instructor may call witnesses; however, neither the student nor the instructor may bring legal counsel or other advisors to the Committee's hearings. All hearings will be taped for the record.

The committee will communicate its decision to the student, the instructor, and the registrar within one business day after the conclusion of the meeting. The committee's decision is final; since both the student and the instructor have had full opportunity to testify before the committee, neither may appeal the decision unless it can be demonstrated to the president that the committee failed to follow proper procedures.

ACADEMIC INTEGRITY POLICY

Because Ohio Valley University expects students to follow the highest standards of honorable conduct in all areas of life, it is essential that students maintain high standards of academic integrity. Cheating, plagiarizing (whether intentionally misrepresenting another's work as one's own or failing to follow appropriate requirements of documentation), and helping others cheat or plagiarize are all violations of these standards, as is falsifying records such as those kept for field experience, practica, internships, and similar programs. Students who engage in these behaviors in a course in which they are enrolled will face appropriate consequences, which could include failing the assignment in question, failing the course, being placed on restricted status (i.e., the student will not be allowed to participate in on-campus activities, including intramurals, and may not represent Ohio Valley University in public events, including athletic competitions, performances, and presentations), or being suspended or dismissed from Ohio Valley University. Students who engage in these behaviors when they are unrelated to a course in which they are enrolled will also face appropriate consequences, which could include being placed on restricted status or being suspended or dismissed from Ohio Valley University.

If a student believes that he or she is being falsely accused of academic dishonesty, or if the student believes the consequences of an incident of academic dishonesty are unjust, the student may ask that the situation be reviewed.

To ask for a review, the student should give to the provost written notice of the appeal and the reasons for it within three business days of being informed of the consequences of the alleged incident. (If the provost is the instructor involved, the faculty representative to Academic Council will receive the notice of the appeal and will handle the responsibilities described below that are

ordinarily assigned to the provost.) Within three business days of receiving notice of the appeal, the provost will form an ad hoc Academic Integrity Appeal Committee consisting of three faculty members, one junior or senior student, and one administrator. (The faculty member and the student may refuse any two of the initial appointees; however, the replacement appointees must be accepted.) Within one week of their appointment, the Academic Integrity Appeal Committee will meet with the parties concerned to hear testimony from the student, instructor, and any other appropriate witnesses. (It is permissible for the meeting to occur over the telephone or through other electronic means.) Both the student and the instructor may call witnesses; however, neither the student nor the instructor may bring legal counsel or other advisors to the Committee's hearings. All hearings will be taped for the record.

Within one business day of the conclusion of the meeting, the Academic Integrity Appeal Committee will officially communicate its decision to the student, instructor, and provost. The committee's decision is final; since both the student and the instructor have had full opportunity to testify before the committee, neither the student nor the instructor may appeal the decision unless it can be demonstrated to the president that the committee failed to follow proper procedures.

A student making an appeal during a semester should continue to attend all class sessions and complete any required assignments while the appeal is underway.

GRADES AND QUALITY POINTS

The following scale is used; however, grades earned in courses numbered below 100 do not affect a student's GPA:

<i>A</i> designates excellent work	4 quality points per credit hour
<i>B</i> designates good work	3 quality points per credit hour
<i>C</i> designates average work	2 quality points per credit hour
<i>D</i> designates poor work	1 quality point per credit hour
<i>F</i> designates failing work	0 quality points per credit hour
<i>I</i> designates incomplete work	0 quality points per credit hour
<i>FI</i> designates failure to finish an incomplete	0 quality points per credit hour
<i>FIW</i> designates failure due to improper withdrawal	0 quality points per credit hour
<i>IP</i> designates work in progress	not computed in the GPA
<i>NC</i> indicates no credit was awarded	not computed in the GPA
<i>NG</i> indicates no grade was awarded	not computed in the GPA
<i>NP</i> indicates course requirements were not met	not computed in the GPA
<i>P</i> designates passing	not computed in the GPA
<i>T</i> (including <i>TR</i> , <i>TA</i> , <i>TB</i> , etc.)	not computed in the GPA
<i>W</i> designates withdrawal	not computed in the GPA.

Grades that begin with a *T* are designated for transfer work. *TR* means the transfer grade is not being recorded. *TA* means the student earned a grade of *A* in the course being transferred, *TB* means the student earned a grade of *B* in the course being transferred, etc. Incomplete grades are given only because of illness, emergency, or special circumstances. A grade of *I* (incomplete) becomes an *FI* if the coursework is not completed within six weeks after the start of the subsequent semester or session. An *IP* (in progress) becomes an *F* if it is not completed within one year after the close of the

semester or session. An *IP* may be changed to a *W* within nine months after the close of the semester or session; a grade of *I* cannot be changed to *W*. Grades of *IP* are appropriate when the student is enrolled in a course for which the work may not be completed during one semester, for example, when the student is completing independent research that takes longer than a semester to complete or participating in an internship (or practica) that will be completed after the term ends.

INCOMPLETES

A faculty member may submit a grade of Incomplete for a student who meets the following criteria:

- The student could not complete assigned work for the class because of an extraordinary life-event that prevented the student from completing the coursework within the semester dates.
- The student has completed a request form for a grade of Incomplete (*I*) through the office of the registrar.
- The provost has approved the request to receive a grade of Incomplete.

The request form for a grade of incomplete requires a student to provide written documentation about the circumstances that led to the incomplete work in a specific course or courses. A student should submit a request for an incomplete grade seven days prior to the last day of classes to be considered for the award of an incomplete. The request form must be signed by the instructor of the course and the dean of the college in which the course resides, and then given to the registrar's office. The provost will review the request, and the registrar will notify the student whether the request was approved.

A grade of *I* (incomplete) becomes a grade of *FI* (failure to finish an incomplete) if the coursework is not completed within six weeks after the start of the following semester.

FINAL EXAM WEEK

Final examinations are given at the end of each semester. No examination will be given before the scheduled time; in cases of emergency, a test may be given later. If a student has more than three exams scheduled on one day, he or she may petition the provost to reschedule one or more exams.

No major assignment can be due during Final Exam week unless that assignment is a take-home final or some other assignment given in lieu of a traditional final exam.

ADDRESS CHANGES

Students should notify the registrar's office of any address changes.

EMAIL ADDRESSES

Each student enrolled in Ohio Valley University is issued an Ohio Valley University email address. Each student is expected to check this address frequently as important information is sent to it from various campus offices. Students may choose to forward this email to a more frequently checked email account for their convenience; the IT staff can show students how to forward email.

GRADE REPORTS

Ohio Valley University does not send out paper grade reports at midterm or at the end of the term. Students can learn their grades by checking their online student records. Students are expected to check grades in a timely manner.

TRANSCRIPTS

For a nominal fee, the registrar's office will send official transcripts of Ohio Valley University coursework. Because student transcripts are confidential, they will not be sent unless the student makes a written request. The registrar's office only prints official copies of transcripts; students needing unofficial transcripts must print them themselves. A transcript request form is available in the registrar's office or online at www.ovu.edu/transcripts.

STUDENT RECORDS

Students have the right to inspect, view, and/or request a copy of any of their records that are not specifically exempted by Section 438 of the General Education Provisions Act. The cost of reproduction will be \$1 per page.

The registrar maintains all student records, and all requests for examination of student records should be made in writing and directed to the registrar. All examinations of student records will take place in the registrar's office with a representative of the university present.

After examining their records, students or former students may request that certain records be removed on grounds that the records in question are inaccurate, misleading, or otherwise in violation of student rights. Should the request be refused, students have the right to a formal hearing before a committee appointed by the president within 60 days of receipt of the original request.

REPEATING COURSES TO IMPROVE GRADES

Students may repeat only those courses in which they have earned a grade of C or below. When a course is repeated, the most recent grade is the one counted in computing the grade point average.

REPEATING COURSES FOR ADDITIONAL CREDIT

In most cases, credit can only be earned once for each course; ordinarily, if a student repeats a course, the student will earn no additional credit, and Ohio Valley University will compute the most recent grade for a course. However, certain courses are repeatable for additional credit. The following courses may be repeated for additional credit, but except for specific exceptions made for students in certain majors, no more than four credit hours earned in that course may apply toward a student's degree at Ohio Valley University:

BUS 298	Business Competitions (0-4 credit hours)
COM 111	Newspaper Workshop (1-3 credit hours)
COM 113	Private Acting (1 credit hour)
COM 115	Theatre Production Workshop (1-4 credit hours)
COM 117	Ambassadors (1 credit hour)
COM 221	Intercollegiate Forensics (1 credit hour)
HUM 101	Chapel in Service to God and Humanity (1 credit hour)
NSC 451	Senior Seminar (2 credit hours)
MUS 110	Instrumental Ensemble (1 credit hour)
MUS 111	Jazz Ensemble (1 credit hour)
MUS 112	A Cappella Singers (1 credit hours)
MUS 114	Express (1 credit hour)
MUS 113	Private Piano (1-2 credit hours)
MUS 115	Private Voice (1-2 credit hours)
MUS 116	Private Brass (1-2 credit hours)
MUS 117	Private Percussion (1-2 credit hours)
MUS 118	Private String (1-2 credit hours)
MUS 119	Private Woodwind (1-2 credit hours)
MUS 313	Private Piano (1-2 credit hours)
MUS 315	Private Voice (1-2 credit hours)
MUS 316	Private Brass (1-2 credit hours)
MUS 317	Private Percussion (1-2 credit hours)
MUS 318	Private String (1-2 credit hours)
MUS 319	Private Woodwind (1-2 credit hours)
PHED 244	Varsity Men's Track & Field (1 credit hour)
PHED 245	Varsity Women's Track & Field (1 credit hour)
PHED 250	Varsity Baseball (1 credit hour)
PHED 251	Varsity Basketball, Men (1 credit hour)
PHED 252	Varsity Basketball, Women (1 credit hour)
PHED 253	Varsity Cheerleading (1 credit hour)
PHED 254	Varsity Cross-Country, Men (1 credit hour)
PHED 255	Varsity Cross-Country, Women (1 credit hour)
PHED 256	Varsity Golf, Men (1 credit hour)
PHED 257	Varsity Soccer, Men (1 credit hour)
PHED 258	Varsity Soccer, Women (1 credit hour)
PHED 259	Varsity Softball (1 credit hour)
PHED 260	Varsity Volleyball (1 credit hour)
PHED 261	Varsity Golf, Women (1 credit hour)

PHED 262	Varsity Men's Lacrosse (1 credit hours)
PHED 263	Varsity Wrestling (1 credit hour)
PHED 264	Varsity Women's Lacrosse (1 credit hour)

STUDENT LOAD

For a student to be considered full-time, the minimum load is 12 credit hours. To take more than 18 credit hours, a student must receive special permission from the provost. In no case will a student be allowed to take more than 21 credit hours.

ACADEMIC ADVISING

Each student at Ohio Valley University is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the university's expectations, requirements, and resources, and to help students complete a degree successfully. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

CHANGING MAJORS

To change majors, a student should pick up the correct form from the registrar's office and fill it out. The student will retrieve his or her advising file from the current advisor and give it to the advisor in the new major.

ADDING AND DROPPING COURSES

Students may make changes to their schedule by adding and dropping courses until the add-drop period closes. The add-drop period for a fifteen-week semester lasts through the fifth day of classes. The add-drop period for a term that is between four and fifteen weeks long lasts through the third day of classes. The add-drop period for a term that is less than four weeks long lasts through the second day of classes. Courses dropped by the close of the add-drop period are not shown on the student's grade report or transcript.

Students may drop or withdraw from a course any time through the last class day of the term. During a regular semester, courses may be dropped without penalty through Friday of the twelfth week; the student's grade report and transcript will show a grade of *W* for such withdrawals. Courses dropped after Friday of the twelfth week and the Friday before final exam week may be dropped with penalty; the student's grade report and transcript will show a grade of either *W* or *F*, depending on whether the student is passing or failing at the time of the withdrawal. A course may not be dropped after the last class day of the term.

Students may not drop or withdraw from a developmental course, Freshman Focus, an English course numbered below 199, or a course that fulfills the university's Bible course requirement.

A fee will be charged for any course dropped after the drop-add period closes.

To add or drop a course (or courses), a student should obtain the appropriate form from the registrar's office. The student's advisor and the business office must sign the form; if the student is a student-athlete, his or her coach's signature is also required, as a reduced number of hours may affect athletic eligibility. If the course is being dropped between the Friday of the twelfth week and the Friday before finals, the instructor's signature is also required, as the instructor will assign a grade of *W* or *F*, depending on whether the student was passing (*W*) or failing the course (*F*) at the time of withdrawal. The completed form must be returned to the registrar's office. If a student does not follow the proper drop procedure, the student has not officially withdrawn from a course, and he or she may receive a grade of *FIW* (failure due to improper withdrawal) in the course.

Because a change in course load may adversely affect financial aid, students are advised to consult with the financial aid office and the business office before dropping a course, especially if dropping a course changes the student's status from full-time to part-time.

If a student is withdrawing from all courses, the procedure for withdrawing from the university must be followed.

LATE ARRIVALS

Students are expected to be on campus by the first day of classes each semester. Students who do not attend any of the face-to-face sessions of any of their classes during the first calendar week of the semester will be assessed a \$500 late arrival fee; they also risk being dropped from some or all courses. Instructors are not expected to make accommodation for students who arrive after the first day of classes. A student may request to have this fee waived by submitting a written request to the provost; the request should explain the student's situation and justification for the late arrival.

PARTICIPATION IN ONLINE OR BLENDED COURSES

Students who enroll in online or blended courses must make contact with the instructor by the add-drop date; a student who does not make contact by that date will be dropped from the course. A student who makes contact with the instructor by the add-drop date but who wishes to drop the class may do so by following regular add-drop procedures. A student will not be given a refund for any course dropped after the add-drop date.

For students taking online or blended courses in the College of Business, dismissal will occur if the student falls behind more than one week of the scheduled work outlined in the course syllabus. The student will be allowed to re-enroll in the course, if a re-enrollment of \$10 per credit hour is paid and scheduled work is current. Re-enrollment must be completed at the registrar's office within 72 hours of the online-blended course dismissal date.

WITHDRAWAL FROM THE UNIVERSITY

During a fall or spring semester, a student who decides to drop all classes and leave the university on or after the first day of classes must follow the steps for a complete withdrawal. This option applies only to the regular fall and spring semesters. A student may initiate the withdrawal with the dean of students in person, by phone, or by email, with the date of the initial contact counted as the date of withdrawal. A student may not initiate withdrawal after the Friday before final exams. To process a complete withdraw from the university, a student must complete the following steps:

- 1) Meet with the dean of student's office to explain the reasons for the withdrawal.
- 2) Obtain a withdrawal form from the registrar's office and complete it. The form must be signed by the student, registrar, dean of students, provost, financial aid office, Perkins loan officer (if appropriate), and business office.
- 3) Complete a financial aid exit interview.
- 4) Turn in his or her student ID card.
- 5) Return all library books and receive clearance from library personnel.
- 6) Provide a forwarding address for mail.
- 7) If a residence hall student, completely check out of the residence hall, receive clearance from the residence hall supervisor, and return all keys.

If a student initiates a complete withdrawal by the end of the add-drop period (the fifth day of classes), there is no academic penalty and no courses will be shown on the student's transcript for that semester. If a withdrawal is initiated between the end of the add-drop period and Friday of the twelfth week, transcripts will show a grade of *W* for withdrawal on the transcript; if the withdrawal is initiated between the Friday of the twelfth week and the Friday before finals, transcripts will show a grade of either *W* or *F* on the grade report depending on whether the student is passing or failing at the time of the withdrawal. If at the time of withdrawal, a student has already receiving a failing grade on a transcript due to nonattendance in a class, the grade will not be changed to a *W*; the grade of *F* will remain. A complete withdrawal after the add-drop period closes will affect a student's academic standing; a student in good standing will move to initial academic warning, a student on initial academic warning will move to final academic warning, and a student on final academic warning will move to academic suspension. (See Satisfactory Academic Progress guidelines for details.)

If the student initiates withdrawal before the 25th day of classes, the student may receive a partial tuition refund, but if the withdrawal is initiated on or after the 26th day of classes, the student is not eligible for any refund of tuition (see the section "Withdrawals and Refunds" in the Finances portion of the catalog for details on withdrawal and tuition).

A withdrawal becomes final only when a student has completed the withdrawal process. Students who simply absent themselves from class without providing appropriate notice of intent to may have failing grade(s) posted to their records. This is considered an unofficial withdrawal and student records will be marked the following semester as withdrawn from the institution.

If a student completes a semester or more at Ohio Valley University, but decides not to continue to enroll, he or she will be marked as withdrawn on the 60th day of the semester following the student's last completed semester.

ADMINISTRATIVE WITHDRAWAL

The registrar will administratively withdraw all students, regardless of class level, who miss more than 50% of their class meetings in each of their courses during the first four weeks of a fall or spring semesters. Students may be exempt if they provide to the registrar documentation of continued active enrollment.

Upon being notified of a student's failure to attend classes, the registrar will request confirmation of non-attendance from all of the student's instructors. If the registrar verifies the student is not attending classes, the student will be notified that he or she may be administratively withdrawn. The student will then have five business days to complete the formal withdrawal process described in the catalog (a student who undergoes the formal withdrawal may be eligible for a partial refund and may receive grades of *W* in his or her classes). Otherwise the student will be administratively withdrawn. Students who are administratively withdrawn will not receive any refund for the semester and will receive a grade of *FIW* (Failure due to Incomplete Withdrawal) in all of their courses. *FIW* grades are failing grades that adversely affect a student's academic standing.

LEAVE OF ABSENCE

Undergraduate students wishing to leave the University temporarily are able to return to campus after a one- or two-semester absence without having to reapply or pay readmission fees if they are granted a Leave of Absence. To be granted a Leave of Absence, a student needs to satisfy each of the following criteria:

- 1) The student must be registered during the semester immediately prior to the beginning of the leave.
- 2) The student must have a cumulative GPA of 2.0 or higher; the student must have this GPA at the time of applying for a Leave of Absence and after final grades have been posted for the term that immediately precedes the term of the requested Leave of Absence.
- 3) The student must have his or her university account paid in full, both at the time of applying for a Leave of Absence and after final grades have been posted for the term that immediately precedes the term of the requested Leave of Absence.
- 4) The student must have no pending disciplinary action.

A student who is considering leaving the university temporarily is encouraged to discuss this desire with his or her college dean or advisor before initiating Leave of Absence procedures in order to discuss the potential academic consequences of this action. To begin Leave of Absence procedures, a student should pick up the required form in the registrar's office. The form must be signed by the student, the registrar, the dean of students, the provost, the financial aid office, a Perkins loan officer (if appropriate), and the business office; the completed form should be returned to the registrar's office. Students needing assistance through the withdrawal process should contact the dean of students.

The deadline for a completed Leave of Absence application to be received (not mailed) in the registrar's office is the last day to drop courses, i.e., the fifth class day of the semester. If a student submits an incomplete application, it will be sent back to the student; if this action causes the deadline to be missed, the student will not be eligible for a Leave of Absence. A final decision

regarding approval or disapproval of a Leave of Absence request will be available after grades have been posted for the term that immediately precedes the term of the requested Leave of Absence. After processing the application, the registrar's office will email the student confirmation and also send confirmation to the appropriate college dean and to the student's advisor.

For a decision on a Leave of Absence request to be made before the first day of classes, the request must be received three business days before the first day of classes.

A student who does not return at the end of two semesters leave must reapply for readmission and comply with readmission rules.

The Leave of Absence becomes final only when a completed Leave of Absence form or a written notice of intent to take a leave of absence has been approved and filed with the University. Students who simply absent themselves from the university without providing appropriate notice will be considered unofficially withdrawn from the institution.

For a summer term, a Leave of Absence is only necessary if the student's program requires summer enrollment.

A student on a Leave of Absence will be marked as "Not Attending" until the expiration date of the leave.

CLASS ATTENDANCE POLICY

Regular class attendance is most important. There is the potential for learning during each class session, and these opportunities are irreplaceable. By attending class, students have a deeper and richer learning experience, and they are often exposed to others' viewpoints.

Instructors are responsible for recording attendance in each of their classes.

The instructor of each course will outline in the course syllabus the attendance policy for that course. Such a policy will define an excused absence, describe how being late for class will affect absences, and explain the consequences of unexcused absences; if the course is an online or blended course, the instructor will define participation for that course. Potential consequences for unexcused absences include (but are not limited to) dropping the student from the course (perhaps with a failing grade—see below for details) or lowering the student's grade in the course. (If a potential consequence is that the student will be dropped from a course, the syllabus will also describe the circumstances, if any, under which the student could be reinstated into the course.) Instructors may require that attendance at a specified percentage of the scheduled class sessions (or online activities) be required to receive credit for a course; in other words, an instructor's policy may mean that if a student misses more than a specified percentage of the class sessions (including both excused and unexcused absences), the student will be dropped from the course, perhaps with a failing grade.

As explained elsewhere in this catalog under the section "Adding and Dropping Courses," students are not allowed to withdraw from certain courses: Freshman Focus, developmental courses, English courses numbered below 199, and a course that meets the university's Bible requirement; if

a student is dropped from one of these courses for nonattendance, he or she will receive a grade of *F-IW* (Failure-Improper Withdrawal). With all other courses, if a student is dropped from a course for nonattendance before the Friday of the twelfth week of a semester (i.e., the last day that students may withdraw from a course and be guaranteed a *W*), the student will receive a grade of *W*. If the student is dropped for nonattendance during the last three weeks of the semester, the student will receive a grade of *F-IW* (Failure-Improper Withdrawal).

Students are responsible for knowing the attendance policy for each course and clearing excused absences with the instructor. Although students involved in Ohio Valley University activities may need to be excused from a class session, it is the student's responsibility to request the absence from the instructor and to discuss with the instructor how the absence may affect the student's ability to meet course requirements. While instructors should make reasonable accommodations for students who miss class because of Ohio Valley University-sponsored activities (e.g., academic competitions, performances, and athletic competitions) or other sound reasons (e.g., illness or family emergencies), students should recognize that not every course can accommodate absences and that neither the absence nor the notification of the absence will relieve the student from meeting course requirements.

A student who stops attending class sessions (or participating in an online course) for three consecutive weeks without a justifiable reason will be dropped from the course and given a grade of *W* (Withdrawal) if dropped before the 12th week of the semester; if the student is dropped after the 12th week of the semester, the grade will be *F-IW* (Failure-Improper Withdrawal). If the course in question is a course from which a student may not withdraw, the grade will be *F-IW* regardless of when in the semester the student is dropped.

If a student is participating in a course at another university that has a consortium (or similar) agreement with Ohio Valley University, the attendance policy of the other university will be followed for that course.

Students who, due to nonattendance, receive failing grades (or grades of *W*) in all of their courses before the end of the semester will be withdrawn from Ohio Valley University.

Any student who is dropped from two or more classes for excessive absences may be suspended for the next full semester.

BIBLE CLASS ATTENDANCE POLICY

A student who is dropped from a required Bible course for violating the university's Class Attendance Policy (see above) will receive a grade of *F-IW*. If this is the first time a student has received a final grade of *F-IW* in a required Bible course, the student will be placed on Bible Course Probation for the next full semester. While on Bible Course Probation, a student will not be allowed to participate in university-sponsored activities, including student organizations and intramurals, and may not hold an elective campus office. In addition, a student on Bible Course Probation will not be allowed to represent Ohio Valley University at various events, including performances (except those required as part of a course), intercollegiate athletics, and other competitions.

If a student on Bible Course Probation earns a grade other than *F-IW* on a Bible course in the subsequent semester, he or she will be removed from probation. If a student on Bible Course Probation earns a grade of *F-IW* on a required Bible course, he or she will be suspended from the university for one semester (Bible Course Suspension) for the next full semester.

A student is eligible to have status of Bible Course Probation only once. If a student who has been on Bible Course Probation (even if the status has been removed) receives a grade of *F-IW* in a required Bible course, he or she will be suspended from the university for one semester (Bible Course Suspension).

A student who has been placed on Bible Course Suspension is eligible to be readmitted to the university after one semester. At the time of readmittance, he or she will not be on Bible Course Probation; however, any subsequent grade of *F-IW* in a required Bible course will result in permanent dismissal from the university.

A student who is being placed on Bible Course Probation or Bible Course Suspension is granted the right of an appeal. Within two weeks of the notice of Probation or Suspension being sent (or, if the Probation or Suspension occurred within the last two weeks of a fall semester, by the end of the first week of spring semester), the student must first write a formal written appeal with the provost. The appeal must explain the reasons for the appeal. The provost will convene an ad hoc committee consisting of two faculty members, one staff member, one student, and one administrator who will decide the appeal. The student appealing has the right to meet with the committee, but he or she may rely only on the written appeal. The student may not bring legal counsel or other advisors to the appeal hearing.

CHAPEL & ASSEMBLY ATTENDANCE

Chapel & Assembly is designed to gather the OVU community on a daily basis to strengthen and support the identity, mission, and values of Ohio Valley University. Additionally, Chapel & Assembly is designed to enhance relationships within the community and to enhance each participant's character development and spiritual formation.

All students are required to attend Chapel & Assembly each semester of fulltime enrollment (12 or more credit hours) and are required to attend fifty (50) of the seventy-five (75) Chapel and Assembly sessions scheduled each semester. All students are expected to meet the above mentioned requirements; students facing certain circumstances may request that their attendance requirement be reduced by the Chapel & Assembly Attendance Committee. Students may request a reduction based on one of the following reasons: because they are student teaching, because they have a work-related conflict, or because they are a commuting student who does not have classes between 9:00 a.m. and 1:00 p.m. on two or more days per week.

A request for a reduction based on one of the above reasons must be submitted to the Associate Dean of Student Life no later than the Friday of the second week of the semester; the request will be reviewed by the Office of Student Life. Students who petitioned for a reduced minimum attendance requirement will be notified of their attendance requirement by the Friday of the third week of the semester. With the exception of student teachers, no full time student will receive a reduced minimum attendance requirement below 28 days.

Students approved to be excused from attending one or more days per week for one of the above mentioned reasons will have their attendance requirement adjusted in the following way: those who are excused one day a week will still need to attend at least 50 chapel sessions, those who are excused two days a week will still need to attend at least 42 chapel sessions, and those who are excused three days a week will still need to attend 28 chapel sessions.

Students are asked to respect the Chapel & Assembly environment by refraining from the use of laptops, headphones, cell phones, and other electronic equipment. Students are also asked to refrain from any behavior that disrupts the attention of those around them. A student who disregards this policy will be marked absent and will be notified of this absence by an email sent to his or her OVU e-mail address; in addition, those who leave chapel early for non-emergency reasons will be marked absent and notified by the Dean of Student Life.

A student who arrives at 11:05 a.m. or later will be considered tardy and must fill out a tardy slip. Three tardies will be counted as one absence.

Each student's schedule will list "CHAPEL – Attendance Requirement," and the student's grade report and transcript will also show "CHAPEL – Attendance Requirement." Students will earn a grade of either *S (satisfactory)* or *U (unsatisfactory)*, based on whether they meet their chapel attendance obligation. Although chapel will look like a course on a student's transcript, it will be for 0 credit hours; consequently, a student's Grade Point Average (GPA) will not be affected by whether chapel attendance obligations are met (or not met).

Students who fail to meet the minimum attendance requirement will be placed on Chapel & Assembly Warning. Students on Chapel & Assembly Warning must attend a minimum of 50 Chapel & Assembly sessions during the semester in which they are on warning. Students on warning will not have their minimum attendance requirement reduced for extenuating circumstances.

If a student on Chapel & Assembly Warning meets Chapel & Assembly attendance requirements, he or she will be removed from Warning. If at any point in the semester it becomes clear that a student on warning will not be able to meet the minimum attendance requirement, he or she will immediately be placed on "Chapel & Assembly Probation" and will remain on probation the following semester.

Students on Chapel & Assembly Probation must meet with the Dean of Student Life to determine appropriate strategies for successfully fulfilling the requirements for the following semester. While on Chapel and Assembly Probation, a student will not be allowed to participate in university-sponsored activities, including student organizations and intramurals, and may not hold an elective campus office. In addition, a student on Chapel & Assembly Probation will not be allowed to represent Ohio Valley University at various events, including performances, intercollegiate athletics, and other competitions.

If a student on Chapel & Assembly Probation meets Chapel & Assembly attendance requirements, he or she will be removed from Probation. If a student on Chapel & Assembly Probation fails to meet the minimum attendance requirements, he or she will be suspended from the University for one semester; the notification of suspension will occur during the week that follows the last day of finals.

A student who is placed on Chapel & Assembly Probation or Suspension is granted the right of an appeal. The student must first write a formal written appeal to the Dean of Student Life explaining the reasons for the appeal. This formal written appeal must be submitted prior to the first day of classes of the semester during which the student will be on probation or suspension. The Chapel & Assembly Attendance Committee will meet to review the appeal and may request a personal interview with the student. The student appealing has the right to meet with the committee, but he or she may rely only on the written appeal. The student may not bring legal counsel or other advisors to the appeal hearing.

LATE INSTRUCTORS

Students are expected to wait a minimum of 15 minutes for a late instructor; unless they receive word of a necessary delay, students may leave after 15 minutes without being marked absent from class.

DISABILITIES

Ohio Valley University recognizes that many people who have physical or psychological issues, difficulty with standardized tests, or learning problems are quite capable of achieving their academic goals with effective assistance. A student with any documented disability who needs special accommodations should notify the dean of student success, who serves as the Americans with Disabilities Act (ACA) coordinator. The provost serves as the ADA officer.

CHANGES IN CLASSES

To accommodate enrollment or staffing requirements, Ohio Valley University reserves the right to change instructors, cancel and/or add classes, and alter room or time assignments without notice.

INDEPENDENT STUDY

Students desiring an independent study course must submit, in cooperation with the teacher who would guide such study, a learning contract to the provost, who must approve it prior to registration for the semester involved and before work begins. Learning contract forms are available from the registrar and the provost.

Students may not take a course by independent study if it is possible to take the course in the classroom. The provost may grant exceptions to this policy in certain circumstances.

CONSORTIUM AGREEMENTS

If a student needs to enroll in courses that are not being offered by Ohio Valley University in order to fulfill program requirements, a consortium agreement may be entered into with another college or university, called a host institution. The host institution must agree to the consortium contract. Once a student has completed the courses at the host institution, a transcript of the student's work

must be sent to Ohio Valley University. Enrolling in courses at a host institution may affect a student's financial aid.

UNIVERSITY ORIENTATION REQUIREMENT

Incoming students are required to enroll in Freshman FOCUS during their first semester of enrollment as a full-time student at Ohio Valley University. This requirement is waived for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.

DOUBLE MAJORS AND ADDITIONAL BACHELOR'S DEGREES

Students who are seeking an additional bachelor's degree will need to complete a minimum of 30 additional credit hours for each degree sought. Students completing a second bachelor's degree must earn a minimum of 150 credit hours; students completing a third bachelor's degree must earn a minimum of 180 credit hours. If a student is seeking a second major, but not a second degree, he or she does not need to earn a minimum number of additional hours. In either case, if both programs require a practicum, the same experience may count for both programs if it meets the objectives of both programs and is approved by the dean responsible for each program. In addition, in some cases it may be possible for one senior seminar course to fulfill the requirements of both programs; for the same senior seminar to count for both programs, it must meet the objectives of both programs and be approved by the dean responsible for each program.

MAJOR AND MINOR REQUIREMENTS

A major requires at least 40 credit hours, 21 of which must be in upper-level work; a minor requires at least 18 credit hours, at least 6 of which must be in upper-level work (or a designated equivalent).

GRADUATION POLICIES

The following policies apply to all students seeking a degree from Ohio Valley University:

- 1) Students may graduate under the degree requirements of the catalog in force at the time of enrollment or any subsequent catalog, as long as that catalog is not more than seven years old.
- 2) Candidates must pay the graduation fee.
- 3) Students must apply for a degree in the registrar's office by the published deadline; at that time, students must indicate their intended major(s) and, if applicable, any minor(s).
- 4) All students receiving degrees must participate in graduation exercises unless excused in writing by the provost.
- 5) Candidates must complete the required courses specified for the degree earned as well as the specific courses required for the major and, if applicable, any minor(s).

- 6) A candidate may not be awarded an associate degree at the same graduation at which he or she is awarded a bachelor's degree.
- 7) Currently enrolled students may participate in May or December graduation even if not all degree requirements have been met, if the student will have 9 or fewer credit hours left to complete.
- 8) To participate in graduation exercises, a candidate not currently enrolled at Ohio Valley University must have met all degree requirements.

GENERAL INSTITUTIONAL REQUIREMENTS FOR AN ASSOCIATE DEGREE

The following requirements apply to students seeking an associate of arts or an associate of science:

- 1) Candidates must complete at least 65 credit hours.
- 2) Candidates must satisfy the Bible course requirement.
- 3) Candidates must select an Associate of Arts, an Associate of Arts in Bible and Ministry, or an Associate of Science; a candidate may not be granted multiple associate degrees.
- 4) Candidates must have a minimum cumulative GPA of 2.0.
- 5) Candidates must earn at least 32 credit hours from Ohio Valley University.
- 6) At least 23 of the last 32 credit hours completed must be earned from Ohio Valley University; in other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours.
- 7) Candidates for the Associate of Arts must fulfill the Associate of Arts Course Requirements, candidates for the Associate of Arts in Bible and Ministry must meet the Associate of Arts in Bible and Ministry course requirements, and candidates for the Associate of Science must meet the Associate of Science course requirements..

GENERAL INSTITUTIONAL REQUIREMENTS FOR A BACHELOR'S DEGREE

The following requirements apply to students seeking a bachelor of arts or a bachelor of science:

- 1) Candidates must have a minimum cumulative GPA of 2.0 (some programs require a higher GPA or have other GPA requirements).
- 2) Candidates must complete 120 credit hours, unless the program calls for a specific number of hours.
- 3) Candidates must complete 40 credit hours of upper-level work (i.e., 300- or 400-level courses); at least 15 of these hours must have been earned from Ohio Valley University.
- 4) Candidates must earn at least 32 credit hours from Ohio Valley University.
- 5) At least 23 of the last 32 credit hours completed must be earned from Ohio Valley University; in other words, a maximum of 9 of the last 32 credit hours completed may be transfer hours. In addition, at least 30 of the last 60 credit hours completed must be earned from Ohio Valley University.

- 6) Candidates must fulfill all general education program requirements and related policies; for a Bachelor of Arts degree, the Foreign Language Requirement must also be met.
- 7) Candidates must meet the specific requirements for their program explained elsewhere in this catalog as well as the requirements published by their colleges or schools.