



AGRICULTURAL  
TECHNICAL  
INSTITUTE

# ADVISING MANUAL

**Academic Affairs Office**

Revised February 2007

---

ADVISING AT OHIO STATE ATI .....	1
QUICK REFERENCE GUIDE .....	2
STUDENT RECORDS .....	4
CONFIDENTIALITY OF RECORDS .....	5
ACCESS TO RECORDS BY PARENTS.....	6
INSPECTION AND REVIEW OF RECORDS BY STUDENT.....	6
IMPORTANT DATES.....	7
THE MASTER SCHEDULE OF CLASSES .....	7
REGISTRATION PROCEDURES.....	7
PAYING FEES .....	8
CHANGING SCHEDULES.....	8
ADDING A COURSE .....	8
DROPPING A COURSE .....	9
WITHDRAWING FROM THE UNIVERSITY .....	10
RETROACTIVE ACTIONS .....	10
PASS/NON-PASS.....	11
AUDITS.....	11
INCOMPLETE.....	12
EXAMINATION CREDIT .....	13
PETITION FOR EARLY FINALS.....	14
DUAL MAJORS.....	14
SUBSTITUTING REQUIRED COURSES .....	14
MODIFY INTERNSHIP REQUIREMENTS.....	15
INDIVIDUAL STUDIES LEARNING CONTRACTS.....	15
TECHNOLOGY/DEGREE CHANGES .....	15
CAMPUS CHANGE .....	16
TENTATIVE COURSE EVALUATIONS FOR TRANSIENT STUDENTS.....	16
ACADEMIC STANDARDS - THE UNIVERSITY GRADING SYSTEM.....	17
ACADEMIC ACTION.....	18
ACADEMIC WARNING.....	18
ACADEMIC PROBATION.....	18
SPECIAL ACTION PROBATION.....	18
ACADEMIC DISMISSAL.....	19
REINSTATEMENT .....	19
DIRECTOR'S LIST DESIGNATIONS.....	21
FRESHMAN FORGIVENESS RULE.....	21
FRESH START RULE.....	22
GRADUATION .....	23
GLOSSARY .....	24
APPENDIX.....	26
OHIO STATE ATI TELEPHONE NUMBERS.....	27
PROGRAM CODES.....	28
DEGREE CODES .....	28
ACADEMIC DIFFICULTY .....	29
HOW TO CALCULATE YOUR QUARTERLY AND CUMULATIVE POINT-HOUR RATIO.....	30

## ADVISING AT OHIO STATE ATI

Academic Advising at the Ohio State University Agricultural Technical Institute is a service provided to assist students in making progress toward meeting their academic and career goals. Although every effort is made to inform students of the University/Institute requirements, progress from enrollment to graduation is ultimately the responsibility of the student. This Advising Manual outlines both policies and procedures of The Ohio State University and additional information unique to the ATI campus.

This manual should be used to complement several other University and ATI publications including the:

- \* [ATI Bulletin](#)
- \* [Rules of the University Faculty](#)
- \* [ATI Student Handbook](#)
- \* [ATI Internship Handbook](#)

Academic advising plays an essential role in the higher education process for students. Advisors should be the most knowledgeable individuals in providing academic information and guiding students in course selection. At Ohio State ATI, advisors are selected on the basis of their expertise and interest in the technology career fields. Students are assigned to advisors on the basis of their technology/major selection.

Advising involves helping students with course and internship selection, making career choices and with making wise academic decisions. It involves careful listening, discussion, informing and helping students make decisions about their lives and careers. It requires a realistic understanding of one's capability to advise and a willingness to refer students to other offices and resources when the needs exceed one's capability to assist. Therefore, good advising requires a comprehensive awareness of the Institute's resources for assisting students (e.g. Student Success Services, Counseling, Health, Interfaith, etc.).

All advising interactions must be tailored to fit the situation and the student with the ultimate objective of providing a positive influence and outcome. The quality of academic advising significantly impacts the students' academic success or failure, satisfaction or discontent, and retention or attrition.

At Ohio State ATI the role of the academic advisor includes assisting the student:

1. in developing realistic goals related to the student's interests and competencies.
2. with scheduling courses.
3. in planning for internship and eventually a career in the industry.
4. in preparation to transfer within the OSU system or to another institution.
5. with periodic evaluation of academic progress.
6. in identifying any special needs for assistance (e.g. Student Success Services, Health, Counseling, and Financial Aid).
7. in understanding the importance of checking their OSU e-mail on a regular basis for University/Institute correspondence regarding grades, registration, statement of account, etc.

## QUICK REFERENCE GUIDE

Academic Assistance	Instructor, Advisor, Program EXCEL, or Student Success Services
Academic Warning, Probation, Dismissal	Academic Affairs (Dr. Neal), 219 Halterman
Accident (Injury)	Health Office (Karen Myers) or Emergency Squad (9-1-1)
Accident Report	Online at <a href="http://www.oardc.ohio-state.edu/ehs/Forms/Wooster%20Accident%20Report.pdf">http://www.oardc.ohio-state.edu/ehs/Forms/Wooster%20Accident%20Report.pdf</a> ATI Business Office (Helen Thompson), 211 Halterman
Accident (Vehicle)	University Police, 1423 Station Dr., OARDC
ADD and DROP Tickets	Faculty Advisor, or Academic Affairs (Jill Gallion), 219 Halterman
Advising Report	<a href="http://www.ureg.ohio-state.edu/Indexes/faculty-staff.html">http://www.ureg.ohio-state.edu/Indexes/faculty-staff.html</a>
Audit Classes	Academic Affairs (Jill Gallion), 219 Halterman
Books & Supplies	University Bookstore (Pat Paxton)
Change of Record Form	Academic Affairs (Jill Gallion), 219 Halterman
Change of Major	Previous and new Faculty Advisor and Academic Affairs (Jill Gallion)
Code of Student Conduct	<a href="http://studentaffairs.osu.edu/resource_csc.asp">http://studentaffairs.osu.edu/resource_csc.asp</a>
Commencement/Graduation	Academic Affairs (Peggy Lambert), 219 Halterman
Complaints	Division Chair, Associate Director
Computers	Computer Labs, Writing Lab, Student Success Services, Library
Counseling (Academic)	Faculty Advisor or Program EXCEL (Jim Lawrence), 128 Skou
Counseling (Personal, Career)	Student Success Services (Nancy Brooker), 128 Skou
Course Offerings	Ohio State ATI Bulletin, Faculty Advisor, or online at <a href="http://www.ureg.ohio-state.edu/courses/">http://www.ureg.ohio-state.edu/courses/</a>
Course Conflict	Instructor, Advisor, Academic Affairs (Jill Gallion), 219 Halterman
Course Substitution Form	Academic Affairs (Jill Gallion), 219 Halterman
Crime Reporting	University Police (Greg Ferrell), 1423 Station Dr., OARDC
Customer Service Complaints	Institutional Services (Rhonda Billman), 220 Halterman
Damaged ATI Equipment	Faculty Advisor or Institutional Services, 220 Halterman
Enrollment Verification	Requested online at <a href="http://www.ureg.ohio-state.edu">www.ureg.ohio-state.edu</a>
Examination Credit	Faculty or Academic Affairs (Peggy Lambert), 219 Halterman
Faculty Concerns	Faculty, Division Chair, Academic Affairs, or Director
Fees (Information/Adjustments/Payment)	Business Office, 211 Halterman
Financial Aid	Financial Aid Office (Barbara LaMoreaux), 219 Halterman
Forms (Academic)	ATI forms at <a href="http://www.ati.ohio-state.edu">http://www.ati.ohio-state.edu</a> under <i>Academics</i> and OSU forms at <a href="http://www.ureg-ohio-state.edu">http://www.ureg-ohio-state.edu</a> , or Academic Affairs Office, 219 Halterman
Grades	Course Instructor, Division Chair, or Academic Affairs
Graduation (Audit)	Academic Affairs (Peggy Lambert), 219 Halterman
Graduation (Petition)	Academic Affairs (Jill Gallion), 219 Halterman

## QUICK REFERENCE GUIDE

Housing (On Campus)	Applewood Village, 1901 Apple Orchard Dr., Wooster Residence Hall, 1427 Dover Rd., Wooster
I.D. (Ohio State ATI Buck ID Card)	Carol Piper, Applewood Village
Information (General)	Receptionist, 211 Halterman
Internship	Faculty Advisor and/or Technology Coordinator
Judicial – Investigations Hearings	University Police (Greg Ferrell), 1423 Station Dr., OARDC Institutional Services, Residence Hall Director
Lab Accident/Concerns	Course Instructor, Lab Technician, or Division Chair
Library	Librarian or Library staff
Lockers	Skou Hall and Student Activities Center
Lost & Found	Business Office, 211 Halterman
Master Schedule	Academic Affairs (Peggy Lambert), 219 Halterman <a href="http://www.ureg.ohio-state.edu/courses/">http://www.ureg.ohio-state.edu/courses/</a> or RMSL screen of MARX
Medical Services	Health Services (Karen Myers), 103 Skou Hall Contracting Physicians: Comprehensive Internal Medicine Debra A. Fast, D.O., Dana M. Bonezzi, M.D., Kathleen Fearon, D.O. (330) 262-0091
Medical, Emergency Squad	Emergency Squad, 9-1-1
Misconduct (Academic)	Faculty Instructor, Advisor, Division Chair, Academic Affairs
Name Change	Academic Affairs (Jill Gallion), 219 Halterman
Non-Traditional Student Assistance	Counseling Center (Nancy Brooker), Student Success Services
Parking (Handicapped)	Business Office, 211 Halterman
Parking (Enforcement/Info)	University Police (Greg Ferrell), 1423 Station Dr., OARDC
Parking (Fine Payment/Appeals)	Business Office, 211 Halterman
Personnel	Institutional Services, Rhonda Billman, 220 Halterman
Program Excel	Student Success Services, 128 Skou
Quiet Study Area	Library, Student Success Services, Math Lab, Writing Lab
Registration	Faculty Advisor, Academic Affairs
Reinstatement	Academic Affairs (Dr. Neal), 219 Halterman
Room Scheduling	Academic Affairs (Peggy Lambert), 219 Halterman
Stolen Items	University Police (Greg Ferrell), 1423 Station Dr., OARDC
Student Employment (ATI)	Financial Aid Office (Barbara LaMoreaux), 219 Halterman
Student Health Insurance – Add or waive Coverage Questions	Academic Affairs (Jill Gallion), 219 Halterman <a href="http://www.shi.osu.edu">www.shi.osu.edu</a>
Textbooks	Course syllabus, course instructor, and ATI Bookstore (Pat Paxton)
Transcripts	Ordered online at <a href="http://www.ureg.ohio-state.edu">www.ureg.ohio-state.edu</a>
Transfers – Within/out of Ohio State, and Evaluation & Credit	Academic Affairs (Peggy Lambert), 219 Halterman
Tutoring	Student Success Services, Program EXCEL, 128 Skou

## QUICK REFERENCE GUIDE

Unsafe/Hazardous Conditions	Advisor, Institutional Services (211 Halterman), or University Police (Greg Ferrell),
Withdrawal From ATI	Academic Advisor and/or Technology Coordinator, Academic Affairs (Jill Gallion or Peggy Lambert), Financial Aid Office (Barbara LaMoreaux), and Office of Housing

## STUDENT RECORDS

1. A Student Record File is maintained on each student in the Office of Academic Affairs. When the student enrolls and begins taking course work at ATI, the following materials are placed in the file:

- The most recent Quarterly Advising Report
- All Petitions filed by the student
- Correspondence to, from, or about the student
- The SOAR testing results and placement levels
- Other miscellaneous materials

NOTE: The Office of Academic Affairs maintains all student record files. This includes students currently enrolled, students not currently enrolled and students who have graduated.

2. An Advising Folder is maintained and kept by the assigned advisor in the advisor's office. It should contain the following items:

- a. Student's name, address, phone
- b. The SOAR testing results and placement levels
- c. The most recent Quarterly Advising Report. A current advising report can be accessed at any time via the web at: <http://www.ureg.ohio-state.edu/ourweb/online.html>
- d. Notations, made by the advisor, to record each contact with the student. These notes should be signed and dated.
- e. Correspondence to, from, or about the student

## COPIES OF RECORDS

The Advising Folder should contain an accurate record of the student's enrollment and academic performance. However, it is **not** the "official" record of the student. The official record is the computer record maintained by the Office of the University Registrar. [Requests for official transcripts](#) of records should be directed to that office.

If a student needs an **unofficial** copy of their academic record (to use in preparing scholarship applications or reports) the advisor or student may print a copy of the most recent Quarterly Advising Report via the web from the Online Services Page at: [www.ureg.ohio-state.edu/ourweb/online.html](http://www.ureg.ohio-state.edu/ourweb/online.html)

## STUDENT DATABASE

Access to the University's computerized Student Database is provided through the MARX System. This system provides the most up-to-date information on the registration and grades of all students enrolled at the University. Advisors are encouraged to use this system for information because it is an invaluable tool in determining the status of a student's current or previous registration when questions arise or adjustments are necessary.

It is important to note that the MARX System is an internal system. Not all of the information that appears on the MARX screens appears on documents such as a student's Quarterly Advising Report or Transcript (i.e. alternate grade on the RGID screen).

## CONFIDENTIALITY OF RECORDS

### ADVISOR ACCESS AND RELEASE OF INFORMATION

Advisors have full and direct access to all student records as needed. However, student records are confidential. Records may never be removed from ATI offices or verbally communicated to a person other than the corresponding student unless this action is part of official ATI or University business.

Students have the right to have directory information withheld from the public if they so desire. Directory Release is indicated on the MARX system on the right side of the header on all student screens. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a [Request for Change of Record](#) form. At least 10 days should be allowed for the processing of these requests through the student information system. Students should note that having a "do not release information" on their record applies to everyone – even the student. Information is only communicated in person or via the student's OSU e-mail account. No acknowledgement of the person even being a student here can be given to any other party whether requested via phone, written correspondence, or in person.

THE PRIVACY OF STUDENT RECORDS MUST BE STRICTLY MAINTAINED. In conformity with federal and state requirements, ATI's policy is that no information, other than "Directory Information," IF THE STUDENT HAS AGREED TO ITS RELEASE, is to be released by any faculty or staff member to anyone outside the institute or university other than those parties identified on the FERPA Release form on file. The definition of "[Directory Information](#)" is outlined in the Ohio State University's policy concerning privacy and release of student education records.

In accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, as amended, consent must be obtained from students for the release of education records, specifying the records to be released, the reasons for release, and to whom. If the student wishes to give consent for the release of information from their educational records to specific parties, a FERPA release form must be completed, in person, by the student in the ATI Office of Academic Affairs. Once a student has completed a FERPA release form, a copy of the form is kept in their student record file and the original is sent to the University Registrar's office, where a notation is placed on the student's record in the MARX system. Advisors can easily determine whether or not a student has granted consent to release information from their educational records to specific parties by checking the **RCOM** screen in the MARX system. A notation on that screen will list the person(s) to whom the student has granted consent.

### CIRCUMSTANCES WHERE CONSENT OF STUDENT IS NOT REQUIRED

Certain requests for information may be fulfilled without consent of the student, in accordance with FERPA. The requirement for consent does not apply to the following:

- A. Requests from faculty and staff members of The Ohio State University who have a legitimate educational interest on a "need to know" basis. This provision also applies to the use of student information by employees, including student employees, or agents of the institution if necessary to conduct their official business.
- B. Requests in compliance with a lawful subpoena or judicial order.
- C. Requests in connection with a student's application for or receipt of financial aid.
- D. Requests by State authorities and agencies specifically exempted from the prior consent requirements by the Act such as organizations conducting studies on behalf of the University; if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
- E. Information submitted to accrediting organizations.
- F. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. See '[ACCESS TO RECORDS BY PARENTS](#)'.
- G. In the case of emergencies, the University may release information from educational records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- H. To authorized federal officials who have need to audit and evaluate federally supported programs.

- I. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- J. Requests for "directory information", unless the student has requested a "Do Not Release Information" be put on their record.

## REQUESTS FOR INFORMATION

Whenever a request (other than those identified in A-J above) is received for information about students, refer the request to the Academic Affairs Office.

## ACCESS TO RECORDS BY PARENTS

### UNIVERSITY POLICY

Section 99.31 of the [Department of Education's "FERPA Final Regulations"](#), provides that prior consent of the students for disclosure of information found in the student's educational record is NOT required when the parent or legal guardian verifies in writing that he or she is the parent or legal guardian of a student who was claimed as a dependent at the time of filing of their last federal income tax statement. A FERPA release form must be completed by the parents confirming this information is true and requesting access to the student's educational records. The form can be sent to the parent(s) to complete and must be notarized before it is returned to the ATI Office of Academic Affairs. A copy of the form is kept in the student's record file and the original is sent to the University Registrar's Office, where a notation is placed on the student's record in the MARX system. Advisors can easily determine whether or not someone has been granted access to a student's educational record by checking the RCOM screen in the MARX system. A notation on that screen will list the person(s) to whom access has been granted. In such cases, dependent students should be notified about the release of their education records to a parent or guardian. Education records may be disclosed to a parent/guardian of a dependent student without the student's prior consent.

In lieu of a FERPA release on file, an advisor may discuss a student's academic record in a meeting with the parent(s) if the student is present during the meeting and gives verbal consent. However, it is recommended even in these circumstances that you have the student sign the form so the permission is documented.

Note: The FERPA release for academic information does not cover discussion of financial information. A separate release form must be signed to discuss financial information regarding fees, etc. with parents. The academic FERPA form is handled through the ATI Office of Academic Affairs; the financial FERPA form is handled through Fees and Deposits in the ATI Business Office.

## INSPECTION AND REVIEW OF RECORDS BY STUDENT

Each ATI student has the right to inspect and review all of their education records except the following:

- A. Financial records of parents
- B. Confidential letters and statement of recommendations placed in education records prior to January 1, 1975.
- C. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975 for which students have waived their right of access.

If a student wishes to review his or her education records, the student should be referred to the Academic Affairs Office for an appointment with the Associate Director. The Associate Director will assemble all of the student's education records (excluding items A-C above) held in the Academic Affairs Office. The student should, therefore, not expect to see their record immediately upon demand. The law provides for a waiting period of up to 45 days before the college is obligated to show the record to the student. The Associate Director will, however, make every effort to meet with the student as soon as possible, and the normal waiting time should be only a day or two.

## IMPORTANT DATES

1. Consult the University Registrar's University Calendar ([www.ureg.ohio-state.edu/ourweb/more/](http://www.ureg.ohio-state.edu/ourweb/more/)) for general quarterly dates. Advisors should familiarize themselves with all the common procedural dates listed on the website for the quarter in progress and with relevant dates for the next quarter.
2. The Ohio State ATI Office of Academic Affairs distributes a detailed quarterly calendar of important dates and deadlines that refer to registration, tuition payments, refunds, course withdrawals, health insurance, graduation petitions and other pertinent activities.
3. Advisors should make students aware of the essential references available through the University Registrar ([www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu)).

## THE MASTER SCHEDULE OF CLASSES

The [Master Schedule of Classes](#) is available online at the Registrar's website. In MARX, the RMSL (Master Course List) screen also lists the Master Schedule of Classes for a specific quarter and year. Note: ATI course call numbers begin at 70001. Entry format: RMSL [5-digit call #]/QtrYr

## REGISTRATION PROCEDURES

1. The student and advisor should confer regarding courses to be scheduled.
2. The student logs into their account at <http://buckeyelink.osu.edu/>. From this site, the student may view the Master Schedule, register for their classes, and print/view their final schedule.

### PROCEDURES

Registration for classes in the University is accomplished in one of the following ways, depending on whether the student is a **new** student, a **continuing** student, or a **returning** student.

#### 1. New Student

A "new student" is a freshman or transfer student who is enrolling for their first quarter at the University. New students obtain their registration materials during the SOAR Program. At that time they meet with their advisor to select the appropriate classes to schedule. The student is then directed to the computer lab for instruction/assistance in registering online.

#### 2. Continuing Students

A "continuing student" is a student who is currently enrolled. Continuing students obtain registration information via e-mail.

Each student has a "registration window" (time period when student is able to register) assigned to them to avoid overloading the registration system.

Continuing students who are on academic warning or probation have been "locked out" of registration until they have a conference with their advisor to schedule. Advisors should contact Academic Affairs to have the "lock" removed.

A late registration fee will be assessed to any continuing student who fails to initially register by the first day of the quarter.

#### 3. Returning Students

A "returning" student is a student who is returning to the University after an absence of one or more quarters (excluding Summer Quarter).

Returning students should contact the registration office to be reactivated to the current quarter and receive registration information.

A late registration fee will be assessed to any returning student who fails to initially register by the second Friday of the quarter.

### PAYING FEES

A student's enrollment is not complete until fees have been paid. There are serious financial penalties for students who pay fees late – after the first day of the quarter or after their due date. Late payment penalty of \$100 begins the 2<sup>nd</sup> day of the quarter. Late payment penalty increases to \$300 after the second Friday of the quarter.

1. Fee statements are available online at <http://www.treasurer.ohio-state.edu/> and fees may be paid online by check (not credit card), via US mail, or at the ATI Business Office.
2. Unpaid students will receive no credit or grades.
3. The advisor and course instructors should make every effort to inform students to have fees paid by their due date to avoid late payment penalties.

Students who express doubt or anxiety over their ability to pay their fees on time should be advised to contact the Financial Aid Office. Don't let students assume that they are not eligible for financial aid without contacting the Financial Aid Office.

### CHANGING SCHEDULES

Most students are able to accomplish basic schedule adjustments via the web before the end of the first week of the quarter.

1. A [Course Enrollment Permission form](#) is used for adding courses after the first Friday of the quarter.
2. A [Change Ticket](#) is used for dropping courses after the 3<sup>rd</sup> Friday and continuing through the 7<sup>th</sup> Friday of the quarter.
3. After the 7<sup>th</sup> Friday of the quarter, a student must **petition to drop a course** using the [Post 7<sup>th</sup> Friday Drop](#) form. **A petition to drop after the 7<sup>th</sup> Friday will only be approved due to circumstances beyond the students' control.**

### ADDING A COURSE

1. Through the First Friday of the Quarter  
A student may add a course without written permission of the instructor – unless the student does not meet the course prerequisite(s), the course is filled, or there is a time conflict. If the student requests to audit a course or desires more than 20 hours, written permission from the advisor is necessary. The Course Enrollment Permission form is completed and taken to the Academic Affairs Office for processing.
2. During the Second Week of the Quarter  
All courses added after the first Friday of the quarter require the written permission of the instructor. The Course Enrollment Permission form with the instructor's permission should be taken to the Academic Affairs Office for processing.

3. During the Third Week of the Quarter

Any course added after the second Friday of the Quarter should be considered a highly unusual request. Adding a course after the second Friday requires the permission of the instructor **and the division chair** on the Course Enrollment Permission form.

4. Late Adds

After the third Friday of the quarter, course adds are not permitted except due to clerical error or other unusual and extenuating circumstances. This requires approval of the instructor, advisor, division chair, and the Associate Director.

5. Scheduling More Than 20 Credit Hours

Student completes Course Enrollment Permission Form. The advisor reviews petition and forwards it to the Associate Director with recommendation. The Associate Director approves and the petition is processed, or denies the petition and returns it to the advisor.

A course load of 20 or more hours should be attempted only by a student with a strong academic background. All schedule requests of more than 20 hours represent a significant deviation from the norm and must be reviewed and approved by the Associate Director.

See [Faculty Rule 3335-9-17.1](#) for more information.

## **DROPPING A COURSE**

Through 3rd Friday of the quarter – student may drop courses online or use a Change Ticket; student receives no mark on their record

4th through 7th week of the quarter – use a Change Ticket; student receives a mark of "W" (withdrew) for the course

After 7th Friday through last day – use a Post 7<sup>th</sup> Friday Drop form; student receives a mark of "W" (withdrew) for the course

**STUDENTS WHO ARE RECEIVING FEDERALLY OR UNIVERSITY SPONSORED FINANCIAL AID MUST BE AWARE OF THE EFFECT DROPPING BELOW FULL-TIME ENROLLMENT STATUS MAY HAVE ON THEIR FINANCIAL AID AWARDS. ADVISORS SHOULD REFER STUDENTS TO THE FINANCIAL AID OFFICE IF THERE ARE QUESTIONS ABOUT HOW THE CHANGE IN HOURS OF ENROLLMENT WILL AFFECT ELIGIBILITY FOR FINANCIAL AID.**

## **PROCEDURE**

1. Through the third Friday of the Quarter

- a. The student contacts their academic advisor to discuss the proposed course drop.
- b. The advisor reviews the student's total academic situation and advises the student as to whether the proposed action is appropriate.
- c. If, after consultation with the advisor, the student decides dropping is the appropriate action, the course may be dropped online or a completed Change Ticket can be taken to the Academic Affairs Office for processing.

2. After the third Friday and through the seventh Friday of the Quarter:

- a. A Change Ticket must be completed.
- b. The student will automatically receive a mark of "W" (withdrew) for the course.

3. After the seventh Friday of the Quarter or second Friday of a Summer term
- a. Requests to drop a course after the seventh Friday of the quarter will be permitted only on the basis of extenuating circumstances (i.e. illness on the part of the student or a family emergency). Poor performance in the course and the negative effects this might have on a student's grade point average are **NOT** considered extenuating circumstances. When approached by a student regarding a course drop after the seventh Friday, the advisor (or course instructor) should counsel the student as to whether or not their reason for desiring to drop the course is sufficient. In no instance should the advisor refuse to provide the student with a petition, even if it seems unlikely that the petition will be approved.
  - b. The Post 7<sup>th</sup> Friday Drop is to be used during this period. If approved by the Associate Director the student will receive a "W" in the course. **If denied, the student continues enrollment and is responsible for the course.**
  - c. A student who stops attending class or fails to fulfill any requirements of the course in the belief that the petition will be approved must do so **at their own risk**. A student should usually be advised to continue attending class until the decision on the petition is known.
  - d. The advisor may decide if input from the instructor would be helpful in approving or denying the petition. If instructor input is desired, the student should be directed to take the petition to the instructor, have the instructor attach a note giving their comments on the student's request, and then take the petition to the Academic Affairs Office as promptly as possible. Instructor input is optional.
  - e. The Associate Director makes the decision on the petition and informs the student.
  - f. Additional Comments:
    - (1) If the petition is approved, the student will receive the grade of "W" in the course. If the petition is denied, the student continues to be enrolled in the course and will receive whatever grade the instructor considers appropriate.
    - (2) If it can be determined that the student was specifically advised or misled by an Ohio State ATI employee regarding deadlines and procedures for dropping a course, this may be considered an extenuating circumstance; but will be documented through contact with the person responsible for the information.
    - (3) The last day to drop a course is the last day of regularly scheduled classes. The Post 7<sup>th</sup> Friday Drop procedure does NOT extend into finals week.
    - (4) In cases when the petition has been denied by the Associate Director, the student has the right to appeal the decision to the Director. A student desiring to appeal a denial should be counseled by the advisor as to why the petition was denied and encouraged to appeal the denial to the Associate Director. Then, if not satisfied, the student will be invited to make an appointment with the Director to appeal the decision.

## WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University (dropping all courses) must be done by completing a [Withdrawal](#) form and submitting your request to the Academic Affairs Office for approval. A withdrawal form must be submitted **any time** a student with fees paid (Status 1) is dropping all their courses for the quarter.

See [Faculty Rule 3335-8-32](#) for more information on Drops and Withdrawals.

## RETROACTIVE ACTIONS

1. A student's record should accurately reflect their academic performance at the University and Institute. At times, clerical errors, administrative errors, and misunderstandings regarding rules and procedures can result in inaccuracies in a student's record. Retroactive changes are sometimes necessary to correct these inaccuracies.
2. A retroactive change in a student's academic record will only be made when there is clearly a justifiable reason for doing so. Retroactive actions should never be treated by the student or advisor in a routine or perfunctory manner. Retroactive actions will only be approved when a clearly explained and well documented case can be presented.

3. Students should be referred to the Academic Affairs Office for preparing the retroactive action request. Students will be asked about the validity of the request, or the accuracy and completeness of the reason. The advisor and instructor, if necessary, will be consulted in making a decision regarding approval.

### PASS/NON-PASS

A student may request to take a course **not required for their major** as Pass/Non-Pass. The student receives credit for the hours toward their degree but the grade does not impact their GPA.

1. Pass(PA)/Non-Pass(NP) may be used for free elective hours only.
2. PA = A through D; NP = E
3. PA hours count as credit toward a degree.
4. Student must have a 2.00 CPHR or higher.
5. PA/NP marks are not computed in a student's point hour ratio.
6. PA/NP option must be made by 5:00 p.m. on the third Friday of the quarter.

### POLICIES

1. The Academic Affairs Office administers all Pass/Non-Pass requests.
2. **The PA/NP option may not be used for required or "required elective" courses.** Prerequisites of required courses are considered to be "required" courses rather than "elective" courses and therefore may not be taken PA/NP. Example: A student places into Gen Math T103. Gen Math T103 may not be taken PA/NP since it is a prerequisite for a required course - Gen Math T140.
3. To be eligible to use the PA/NP option, a student must have a cumulative grade point average of at least 2.0. Exception: First quarter students with no cumulative average are eligible to use the rule.

### PROCEDURE

1. If the student decides to use the PA/NP option, the following procedure should be observed:
  - a. The student completes a "Course Enrollment Permission" form.
  - b. The student gets the instructor's permission to enroll PA/NP.
  - c. The advisor signs the "ADVISOR RECOMMENDATION" line certifying that the course is not one required in the student's technology.
  - d. The student submits the completed form to the Academic Affairs Office prior to the third Friday so it can be processed. Forms received after that date cannot be accepted.
2. A student may elect to cancel the pass/non-pass option while the course is in progress, but this decision **must** be made by the third Friday of the quarter. To cancel the PA/NP option, the advisor completes a new Course Enrollment Permission form for the course, marks the PA/NP option then writes "CANCEL" in bold letters on the form and processes the form as described above.

See [Faculty Rule 3335-8-21\(K\)](#) for more information.

### AUDITS

A student may audit a course upon the approval of the instructor and the dean of the college, or designee, in which the student is registered. Legitimate uses of audit include:

- The student wishes to refresh their knowledge of a course for which they already have credit.
  - The student wishes to gain exposure to a course which has no association with their major program.
1. Student must have permission of both the instructor and the Associate Director.
  2. Student must petition for approval.
  3. A switch from credit to audit may not occur after 5:00 p.m. on the 3rd Friday of the quarter.

## PROCEDURE

1. The student and advisor should discuss the appropriateness of auditing the course. The advisor should make sure that the student understands the purpose of the audit option.
2. The student completes a Course Enrollment Permission Form and obtains instructor permission to audit the course.
3. The advisor indicates approval or disapproval and has the student take the form to the Academic Affairs Office.
4. The Associate Director makes the decision and notifies the student and instructor of the action taken.
5. The Records Manager will process the audit into the database.
6. If a student is registered for a course for credit, the decision to audit that course must be made by 5:00 p.m. on the 3rd Friday of the quarter (deadline to drop with no mark on the permanent record).

See [Faculty Rule 3335-8-21\(L\)](#) for additional information.

## INCOMPLETE

A mark of "I" indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed.

1. Student should **request** the "Incomplete" from their instructor.
2. If the instructor grants the request, the instructor submits a mark of "I" plus an alternate grade.
3. Student must complete the work by the 6th Friday of the following quarter. The instructor will then complete a Grade Assignment/Change form to finalize the incomplete. (Form available in the Academic Affairs Office or online at [www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu) – Faculty/Staff tab – Frequently Used Forms)
4. If student fails to complete the work, the alternate grade is entered on the student's record.
5. "I" is a temporary grade, not a permanent grade.

## PROCEDURE

If a student contacts their advisor and expresses some concern over their ability to complete the work required in a course due to illness or some other problem, an "Incomplete" may be a valid solution. The advisor should make certain that the student is aware of the possibility of arranging for an Incomplete, since many students do not know of this option and do not understand how to use it effectively. An advisor should help a student who has fallen behind in their work, as the end of the quarter nears, to understand all of the options including withdrawal from the University, withdrawal from one or more courses, arranging for one or more Incompletes, and attempting to take final examinations thereby completing their work. Sometimes, a combination of these options may be the best way to resolve the student's problem.

If it is determined that the student will attempt to arrange an Incomplete, the following procedure should be observed:

1. The student must contact the course instructor to discuss their situation, requesting that the instructor submit a grade of Incomplete. (The instructor must also submit an alternate grade which will be placed on the student's record if the work is not successfully completed by the deadline.)
2. The student and the instructor should come to a clear agreement as to what additional work will be expected from the student and what the deadline date will be for the submission of this work. This deadline will not be later than the sixth Friday of the following quarter, but **the instructor has the option to require that the work be submitted earlier.**
3. The advisor should make certain that the student understands that an Incomplete is a **temporary grade**, not a permanent grade, and that it will change to the alternate grade which the instructor submits.

## INSTRUCTOR ASSIGNED INCOMPLETE

Occasionally, an instructor will assign a grade of Incomplete to a student who has not requested it. If the advisor, in reviewing grade reports, has reason to believe that this has occurred, they should try to arrange for the student and the instructor to confer about the Incomplete so that the total situation is understood by all concerned parties.

**NOTE:** An incomplete is usually arranged between the student and the instructor. A grade of Incomplete is usually submitted by an instructor only when the student requests it. The instructor is under no obligation to submit a grade of Incomplete, thereby giving the student additional time to complete the course requirements.

## ADVISOR ARRANGED INCOMPLETE

The advisor may become involved in arranging for an Incomplete for a student if assistance is requested by the student. This situation may occur if a student is ill or otherwise detained away from campus at the end of the quarter. In such a case, the student may contact their advisor and ask that the advisor contact their instructors to make them aware of the student's problem and ask that a grade of "I" be assigned.

## EXTENSION OF AN INCOMPLETE

If, due to prolonged illness or similar problems, a student is unable to complete the course requirements by the sixth Friday of the following quarter, it may be possible to arrange for an extension of the Incomplete. The following procedure should be observed if the student wishes to have extra time beyond the sixth Friday of the following quarter in which to complete their Incomplete:

1. The student should contact the instructor and request additional time to complete the course requirements.
2. The instructor should complete a Grade Assignment/Change and submit it to the Academic Affairs Office.
3. An extension is generally not granted beyond the end of the quarter after the Incomplete grade was assigned to the student. (Spring Quarter Incompletes, which are to be completed during the summer, are an exception to this, since some faculty and students may be away from campus.)

Refer to [Faculty Rule 3335-8-21\(G\)](#) for more information.

## EXAMINATION CREDIT

1. Students are allowed to earn course credit by examination without enrolling in the course.
2. Testing must be done during a quarter that the course is offered and the student must be enrolled at the Institute with fees paid.
3. EM tests are given throughout the quarter, but are not repeatable. However, **students currently enrolled in a course may take an EM test for that course only during the first week of the quarter.**
4. Instructors determine the level of achievement necessary to receive credit by examination for a course based on the criteria that is required for letter grades in that course.
5. EM credit is not given for a course in which a student has previously earned a letter grade.
6. EM credit is not given for a course in which a student has received transfer credit from another college or university.
7. No course for which a student has received EM credit can be taken later for a grade or credit.

## PROCEDURES

1. The student meets with the instructor to discuss course expectations.
2. When it's agreed upon to attempt credit by examination, testing arrangements are made between the student and instructor.

3. If the student successfully passes the exam, the instructor submits an "EM" credit report to their division chair for approval. The form is then forwarded to the Academic Affairs Office for processing. In the event the student is enrolled in the course, when the "EM" credit report is submitted for processing, the Academic Affairs Office will retroactively drop the course back to the time of registration. (Form available in the Academic Affairs Office or online at [www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu) – Faculty/Staff tab – Frequently Used Forms)
4. The student will receive credit for the course but no credit points. The credit appears as "hours earned" but not as "hours attempted."

See [Faculty Rule 3335-8-21\(F\)](#) for additional information.

### **PETITION FOR EARLY FINALS**

1. Occasionally, due to special circumstances, a student is unable to participate in final exams during the regular exam time.
2. The student completes the Petition for Early Finals, gains approval of advisor, all instructors involved and the division chair.

#### **PROCEDURES**

1. The student and advisor meet to discuss the student's situation.
2. If agreed the situation warrants taking final examinations before the regularly scheduled exam period, the student completes the "Petition for Early Finals."
3. The advisor substantiates the student's situation and signs the petition to indicate approval of the request.
4. The student takes the petition to each instructor to gain approval and made arrangements to complete the final examination in a timely manner. The instructor(s) signature indicates approval of the plan.
5. The Petition is forwarded to the Academic Affairs Office for Associate Director approval and placement in the student's file.

See [Faculty Rule 3335-8-20](#) for additional information.

### **DUAL MAJORS**

1. Occasionally students desire to complete two technologies to earn a "dual degree".
2. The student must complete all requirements for both technologies including practicum and internship (when required).
3. The technology coordinator of both majors must sign the Dual Major form which the student then turns in to the Academic Affairs Office.
4. If students complete all requirements for both technologies in the same quarter, they receive one diploma. If they complete the requirements in two different quarters, they will receive two diplomas. If the two technologies are different degree options (AS, AAS, Cert.) they will receive two diplomas regardless of whether they finish both in the same quarter or not.

### **SUBSTITUTING REQUIRED COURSES**

1. Occasionally it is appropriate for a student to change curricular requirements by taking an alternative course.
2. The student submits a Petition to Substitute Required Course for advisor, division chair, and Associate Director approval.

#### **PROCEDURES**

1. The student completes the Petition to Substitute Required Course including providing the academic reason for this request.
2. The advisor approves or disapproves the request and forwards the Petition to the division chair who reviews the request and approves or disapproves it.

3. The Petition is then forwarded to the Associate Director who either accepts the previous recommendations or meets with the advisor to discuss concerns before finalizing the acceptance or rejection of the request.

NOTE: The Ohio Board of Regents does not permit substituting a technical course for a general course and vice versa. Only technical courses can be substituted for technical courses and general courses for general courses.

### **MODIFY INTERNSHIP REQUIREMENTS**

Occasionally a student desires to modify the internship requirement. The circumstances that warrant this consideration are:

1. Self-employment
2. Previous experience as a full-time worker (non-traditional student)
3. Similar internship experience in another technology

#### **PROCEDURE**

1. The student and advisor meet to discuss the student's situation and experience.
2. The student completes the Request to Modify Internship Requirements form.
3. The advisor signs the form indicating approval and submits the form to the division chair for approval.
4. The form is then submitted to the Academic Affairs Office for processing.

### **INDIVIDUAL STUDIES LEARNING CONTRACTS**

1. From time to time students desire to participate in an individualized learning experience.
2. The student meets with the instructor to discuss project expectations.
3. The ATI Learning Contract is completed by the student and instructor to describe the individualized project goals, activities and basis for evaluating successful completion. The student and instructor both sign the contract to indicate agreement and submit it to the division chair for approval. A Course Enrollment Permission slip (ADD ticket) is also needed to register the student for the course.
4. If the student plans to use the Independent Study as a substitution for a required course or elective, they must also submit a Petition to Substitute a Required Course form along with their Learning Contract and ADD ticket.
5. Approved Learning Contract packets should be forwarded to the Academic Affairs Office for processing.

### **TECHNOLOGY/DEGREE CHANGES**

1. Student may start discussions of proposed technology change with the advisor of their current program or new program.
2. If a change is determined to be appropriate, the student and their new advisor (coordinator of the technology the student is transferring to) complete a Petition to Change Technologies form.
3. Student also obtains the signature of their current advisor to inform them of the change of technology.
4. Form is submitted to the Academic Affairs Office for processing.
5. New advisor obtains student folder from previous advisor.

A technology change is an important transaction for several reasons. Changing one's field of study is a significant step for a student and needs to be treated as such. The student typically has put considerable thought into moving from one technology to another and, in addition to conferring with you as the advisor, has probably discussed the move at length with parents, friends, and others whose opinions are valued by the student. Consequently, a technology change should not be treated in a routine or perfunctory manner.

#### **PROCEDURE**

The student usually begins the technology change procedure by consulting with his or her current academic advisor in order to determine the feasibility of making a technology change. However, some students take the initiative to

contact the advisor in the proposed technology without consulting the current advisor. Therefore, the technology change process may begin with either the current or the prospective advisor.

#### DEGREE CHANGE

The procedures to change from the Associate of Applied Science degree program to the Associate of Science degree program or vice versa are the same as those for changing a technology.

#### **CAMPUS CHANGE (FROM ATI)**

1. The student completes an Intra-University Transfer/Campus Change (IUT) form (available in the Academic Affairs Office).
2. The student submits the IUT form to the new college to initiate the transfer and review their ATI record.
3. The student meets with their new advisor to select courses for the next quarter.
4. The ATI record is reviewed by the Ohio State Admissions Office for comparison to the conditional/unconditional admission criteria.

When a student enrolls at ATI, they become a student of The Ohio State University. However, the baccalaureate program has a competitive admission procedure. Therefore when a student leaves ATI for another unit of the University their record must be processed through the Admissions Office for review.

#### PROCEDURE

1. The student must meet with an advisor in their desired unit to initiate the process. It is usually preferable to have the student start with the College Secretary of the new college. This office can complete the transfer transaction electronically via the Student Database and will assign the student to the appropriate advisor.
2. The College Secretary and the student will review the student's ATI academic record to determine which courses will apply toward the new major/degree.
3. The student with their new advisor will select appropriate courses for the next quarter and the student follows their registration procedures.

#### **TENTATIVE COURSE EVALUATIONS FOR TRANSIENT STUDENTS**

Students who plan to complete course work at another college or university while pursuing a degree at ATI may request assistance in ensuring that the credit earned will be acceptable toward their ATI degree program requirements. Tentative evaluations of course credit are available through the Academic Affairs Office.

#### PROCEDURES

1. The student consults with their advisor to determine if a course from another college or university is a feasible alternative.
2. After gaining tentative approval for taking a course at another college or university, the student should consult with the Academic Affairs Office to determine the appropriate specific course and complete a Petition to Apply for Transient Status.
3. Many colleges/universities require institutional approval for a student to be admitted or transient status. The Academic Affairs Office will complete any required forms for this approval.

#### TRANSFER CREDIT POLICIES

All academic credit that is non-remedial, non-developmental, and completed at a regionally accredited college or university will transfer to ATI. Effective autumn 2005, a grade of "D" or higher is accepted from public colleges/universities within the State of Ohio. At all other schools, whether in-state or out of state, a grade of "C-" or

better is required to receive transfer credit. However, if the student completes an Associate of Science or Associate of Arts degree, then grades of "D" are accepted whether the college/university is in-state or out of state/public or private.

Unless a student has received, in writing from the Academic Affairs Office, the determination that a course at another college or university is equivalent to a course at ATI, the student should **not** assume that the credit transferred will substitute for any specific course at ATI. Transferability and applicability are two different things. All courses may transfer but only certain ones may apply to their degree requirements at ATI.

In order to receive credit for work taken at another institution, the student must arrange for an official transcript to be sent directly from the other institution to the Academic Affairs Office for processing.

### ACADEMIC STANDARDS - THE UNIVERSITY GRADING SYSTEM

The current plus and minus grading system is based on the quality point scale listed below:

A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	E or EN*	0.0

(NOTE: There is no A+, D-, or E+.)

\*EN refers to a failing grade of E and non-attendance.

The official marks of the university are as follows: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," "EM," "EN," "I," "K," "P," "PA," "NP," "R," "S," "U," "W."

Only grades A through E/EN are included in the calculation of a student's point-hour ratio.

See [Faculty Rule 3335-8-21](#) for more information.

#### CALCULATING POINT-HOUR RATIOS AND DEFICIENCY POINTS

An example of how to compute a student's point-hour ratio (PHR) or grade point average (GPA) and deficiency points, using this system, would be:

DEPT.	NUMBER	CR HRS	GRADE	CREDIT POINTS
BUS TEC	T232	04	B (3.0)	12.0 = (4 x 3.0)
GEN COMM	T111	03	D (1.0)	3.0 = (3 x 1.0)
GEN MATH	T140	05	C-(1.7)	8.5 = (5 x 1.7)
GEN STDS	T201	01	D+(1.3)	1.3 = (1 x 1.3)
HORT TEC	T243	<u>03</u>	C+(2.3)	<u>6.9</u> = (3 x 2.3)
		16		31.7

In the parentheses beside each grade, the quality point value of that grade is indicated; i.e., each hour of C- is worth 1.7 points. Thus, in GEN MATH T140 the total number of credit points is 8.5 (5 X 1.7). In determining the credit points for the quarter, total them as in the example above.

In order to determine the quarterly point-hour ratio (QPHR), divide the total credit points (31.7) by the total number of credit hours attempted for a grade (16). The result for this quarter is 1.98.

In order to determine the number of deficiency points, double the number of hours attempted (2 X 16 = 32), and subtract from this the total number of credit points earned (32 - 31.7 = 0.3). This student has 0.3 deficiency points.

## ACADEMIC ACTION

1. A student whose cumulative point-hour ratio is below 2.0 has accumulated deficiency points and is subject to academic discipline.
2. Ohio State has three levels of academic discipline: warning, probation, and dismissal.
3. A student must be placed on probation before being considered for dismissal.

### ACADEMIC WARNING

"Warning" status indicates the student's progress is below the standard necessary to earn a degree. A student who has between 0.1 and 14.9 cumulative deficiency points will be placed on "academic warning" by the Academic Affairs Office to alert them that they are in academic difficulty. The student will be asked to meet with their advisor to work out a plan to decrease the deficiency points through various available student services.

### ACADEMIC PROBATION

"Probation" indicates the student is in severe academic difficulty and their academic career is in jeopardy. A student who has 15 or more cumulative deficiency points will be placed on "academic probation" and given conditions which must be met for continued enrollment. When a student is placed on probation the Academic Affairs Office will, at the end of each succeeding quarter, review their academic record and take appropriate action to place them on academic warning, to continue on probation, or to proceed with dismissal.

Refer to Faculty Rules [3335-9-23](#), [3335-9-24](#), and [3335-9-25](#) for additional information.

### SPECIAL ACTION PROBATION

University rules clearly empower a college to place a student on Special Action Probation (rather than warning) even if the student has not accumulated 15 or more deficiency points. The circumstances under which a student may be placed on Special Action Probation are set forth in [Rule 3335-9-25, section B](#). Some students (in their own best interests) should be placed on probation even though they have not accumulated 15 deficiency points.

### CRITERIA FOR IDENTIFYING STUDENTS FOR SPECIAL ACTION PROBATION

Students who fall into the following categories will be considered for Special Action Probation:

1. A student who has a cumulative point-hour ratio of less than 2.00 and who earns a 0.00 QPHR for any one quarter;
2. A student with one or more grades of Incomplete (I) on their quarterly grade report who would have 15 or more deficiency points if the I's become E's.
3. A student who, in the professional judgment of their academic advisor or the Associate Director, is making little or no satisfactory progress toward their degree objective.

### IDENTIFICATION OF STUDENTS FOR SPECIAL ACTION PROBATION

When reviewing the quarterly "Below 2.0 list", the Associate Director will review those grade reports containing a cumulative total of 0.1-14.9 deficiency points (students who would normally be placed on "Warning"). Students who meet the above criteria will receive special consideration.

If the Associate Director judges Special Action Probation to be appropriate, the student will be sent a letter notifying them that they have been placed on Special Action Probation. The letter will contain a clear statement of the probationary conditions the student will be required to fulfill to remain enrolled.

NOTES: 1. Special Action Probation is **optional**, not mandatory, for students meeting the above criteria. If there is reason to believe that (a) the student's record is a reflection of extenuating circumstances or (b) an "I" will eventually be reported as a satisfactory grade, Special Action Probation may not be the appropriate action.

2. In a very small number of cases, it may be appropriate to place a student on Special Action Probation who has a cumulative grade point average in excess of 2.00.

## **ACADEMIC DISMISSAL**

A student who has 15 or more cumulative deficiency points for two consecutive quarters will normally be "dismissed" after the second quarter, unless they meet the probation conditions. A student who has been academically dismissed is not permitted to enroll in any courses at the University until they have been reinstated.

### **ACADEMIC STANDARDS**

After admission to Ohio State, University rules specify minimum standards of academic achievement that must be met for a student to be permitted to continue enrollment at the University. Students who do not meet these standards are subject to dismissal.

### **CLASS ATTENDANCE**

Dismissed students are automatically disenrolled from all classes and are not permitted to continue attending or participating in classes and/or University or Institute activities.

### **RETURN OF FEES**

If the student paid fees for the coming quarter, they are entitled to a full refund. Refund procedures are included with the notification of dismissal.

Refer to Faculty Rules [3335-9-26](#), [3335-9-27](#), and [3335-9-28](#).

## **REINSTATEMENT**

A student who has been dismissed may petition for reinstatement to ATI or the University. Reinstatement is approved only when the petitioner presents convincing evidence that the problems that led to dismissal have been resolved. Dismissed students are required to sit out three academic quarters prior to reinstatement. Reinstatement is rarely approved before an absence of three quarters.

### **PETITIONS COMMITTEE**

1. An ATI Petitions Committee meets with the Associate Director to review petitions for reinstatement following academic dismissal. The members of this committee are selected by the Associate Director. The Associate Director acts as the Committee's Executive Secretary and in this role convenes the Committee, gathers information and records on the cases to be reviewed, and implements the decisions of the Committee. The Associate Director is also a voting member of the Committee.
2. Reinstatement Petition Deadlines - Students must submit a Petition for Reinstatement to the Associate Director on or before the following dates.

<u>Reinstatement for</u>	<u>Published Deadline</u>
Autumn Quarter	August 1
Winter Quarter	November 1
Spring Quarter	February 1
Summer Quarter	May 1

Advisors should encourage students, whenever possible, to submit their petition for reinstatement much earlier than the deadline. An early decision for reinstatement will help students make plans for returning to school.

## ADVISING DISMISSED STUDENTS

1. Conference with advisor - Every student seeking reinstatement should have a conference with an academic advisor before submitting a reinstatement petition. The student should confer with the advisor in the technology to which the student is seeking reinstatement (example: A student who was enrolled in the Landscape Contracting and Construction Technology at the time of dismissal and who wishes to be reinstated in the Turfgrass Management Technology should meet with the Turfgrass advisor). It is important for a student seeking reinstatement to have contact with an advisor in the technology they are seeking to enter because the requirements of the new technology should be known before a reinstatement petition is submitted. If the student's former advisor is still on the staff, the new adviser should, of course, seek the input of the former advisor in advising the student.

When conferring with a student seeking reinstatement, the advisor should do the following:

- a. Instruct the student on the petitioning procedures and the deadline dates.
  - b. Offer advice on the validity of the student's case for reinstatement. A student who is obviously not prepared for reinstatement should be discouraged (but not prohibited) from petitioning until they are able to present a stronger case.
  - c. Review the deficiency point system with the student.
  - d. Caution the student against premature reinstatement.
  - e. Never "guarantee" a student that the reinstatement petition will be approved.
  - f. Instruct the student to pick up a reinstatement petition in the Academic Affairs Office and advise the student to obtain as much documentation as possible as supportive evidence to submit with the petition (letters of recommendation, grades from other schools, etc.)
  - g. Instruct the student to return the completed petition and related documents to the Associate Director who will check the materials for accuracy and completeness.
2. Preparation of the Petition - Guidelines for the Advisor  
The following information is provided to help clarify committee policy and procedure to assist advisors who are offering guidance to a dismissed student in the preparation of their "case" for reinstatement.
    - a. Be familiar with the reinstatement petition and the [insert included with each dismissal letter](#) (Academic Difficulty and How To Calculate Your Quarterly and Cumulative Point-Hour Ratio).
    - b. Please note that the ATI Petitions Committee very rarely approves reinstatement petitions of students who have been dismissed within three quarters. Students who petition within that time will be reinstated only if they present compelling evidence of their ability and readiness to succeed at college work.
    - c. The Committee will use two primary criteria in considering petitions for reinstatement:
      - (1) Is there sufficient documented evidence to indicate that the problem or problems that led to dismissal have been eliminated or adequately reduced?
      - (2) Does the applicant have a reasonable chance for success as an ATI student?

### 3. Reporting Results

The results of the Committee meeting will be reported as follows:

- a. The Associate Director will notify the student by letter of the results of the Committee meeting. The student's advisor receives a copy of this letter.
  - b. Reinstated students return to ATI on probationary status. The advisor should review the reinstatement conditions with the student to make certain that the student understands them.
4. Appeal Procedure  
A student may appeal a decision of the Committee. Appeals should be discouraged unless the student is able to present new evidence which was not previously available to the Committee.

If the student has new evidence which was not available when their case was originally reviewed by the Committee (e.g. grade reports, letters of recommendation, physician's statement, etc.), the following procedure should be observed.

- a. The student should write a letter to the Committee.
- b. The student should attach the new evidence with their letter.
- c. The student should submit their appeal materials to the Associate Director.

- d. The results of the Committee's review of the appeal will be transmitted to the student and the advisor in the manner outlined in part 3 above.
- e. Students wishing to appeal a second denial by the Petitions Committee should be referred to the Director.

If the student has no new evidence to present but wishes to make an appeal of the Committee's denial of his petition, the student should be directed to make an appointment with the Director.

NOTE: A student wishing an **explanation** for the denial of the reinstatement petition should NOT be referred to the Director's Office. These types of conferences should take place at the advisor's and Associate Director's levels in accordance with the procedures described earlier in this section.

5. Registration Procedures for Reinstatement Students  
In the letter notifying them that their petition was approved, all reinstated students are told to contact their advisor as soon as possible to register for classes in accordance with the conditions of reinstatement.
6. Students Subject to Academic **and** Disciplinary Dismissal  
Students subject to both academic and disciplinary dismissal must first secure clearance for reinstatement from the disciplinary dismissal through the Assistant Director for Institutional Services before petitioning for Academic Reinstatement.

### DIRECTOR'S LIST DESIGNATIONS

At the end of each quarter, the Ohio State ATI student who has earned a quarterly point-hour ratio of 3.5 or above and completed 12 or more hours is placed on the Director's List. This review takes place in the University Registrar's Office.

The quarterly Advising Report will have a notation of this designation. The Registrar's office will inform the Office of University Communications which will send press releases to local and hometown newspapers regarding all students at Ohio State who have been named to the Dean's/Director's Lists. Students who are placed on the Director's List also receive a congratulatory letter from the Associate Director.

### ELIGIBILITY FOR DIRECTOR'S LIST HONORS

Director's List honors are determined at the end of each quarter and are based only on the work completed during that quarter. To be eligible for the Director's List, a student must meet the following criteria:

1. must have earned a 3.5 or better quarter point-hour ratio,
2. must not have received any grades of "E," "U," or "NP,"
3. must have earned 12 or more credit hours on graded course work. For the purpose of determining Director's List honors, the following standards apply when determining "graded" course work:
  - a. grades of "S" (satisfactory) may be included in the 12 hours required
  - b. grades of "PA" (Pass) cannot be part of the 12 hours required
  - c. EM credit (credit by examination) cannot be counted toward the 12 hours
  - d. K (transfer) credit cannot count toward the 12 hours required

### FRESHMAN FORGIVENESS RULE

If a student receives a grade of "D+", "D", "E", or "EN" in a course taken during the freshmen year (the period during which the first 44 credit hours are accumulated (earned) on the student's official record), they are allowed to repeat the course before the end of that student's sophomore year (when the accumulated total is 89 credit hours) and have the original grade "forgiven". The original course credit and grade will be automatically excluded from the calculation of the student's cumulative record, but will remain on the student's official record. This rule may be applied for a maximum of fifteen credit hours.

## PROCEDURES

1. A student wishes to repeat a course in which they received a "D+", "D", "E", or "EN". The Forgiveness Rule will be automatically applied to a student's record when the following conditions exist:
  - a. the student is eligible to use the rule; and
  - b. the student retakes the course for the first time after earning a grade of "D+", "D", "E", or "EN".
2. The Forgiveness Rule cannot be automatically applied to a student's record when the course has been renumbered or a suffix added (i.e. Bus Tec T202 vs. Bus Tec T202D).
3. In cases where the Forgiveness Rule cannot be automatically applied, the student should be referred to the Academic Affairs Office where the course will be verified and an OSU Notification of Course Eligibility for Freshman Forgiveness Course form completed to send to the Registrar's Office for processing.

## ADDITIONAL INFORMATION

1. The Registrar's Office has provided the following information about the Forgiveness Rule which may be helpful in understanding non-routine cases.
  - a. To be eligible for Freshman Forgiveness when repeating a course, the student must be taking the repeated course for an equivalent or greater number of credit hours. This would be applicable in the case of variable credit courses (e.g. Internship or Practicum).
  - b. Transfer credit and credit earned by examination cannot be used to forgive a course in which a freshman student has earned a "D+", "D", "E", or "EN".
  - c. A student who has had their cumulative grade point average recalculated according to the provisions of the Fresh Start Rule is not eligible for the Forgiveness Rule.
2. To avoid delays during the processing of grades, during the 7th week of each quarter the Registrar's Office posts the Freshman Forgiveness Rule notations and recalculations of deficiency points and point-hour ratios on the records of eligible students. Courses are, in effect, pre-forgiven based on course registration at that time in the quarter and assuming a passing grade will be earned.

[Faculty Rule 3335-8-27.1](#) provides additional information.

## FRESH START RULE

1. The student must have been continuously absent from ATI or the University for 5 years (20 consecutive quarters).
2. The student resumes their academic program with no point-hour ratio.
3. The student receives credit for courses in which "C-" or better was earned and only those courses can now apply to their degree requirements.
4. The student must re-enroll (register for classes with fees paid) before filing an application for the use of the "Fresh Start" Rule.

## PROCEDURE

1. The advisor should have the student contact the Academic Affairs Office for the actual processing of the petition.
2. If the student is eligible to use the rule, the petition will be approved and processed. Once the petition has been completed and properly submitted to the Registrar's Office, the student and advisor may assume that the student's point-hour ratio will be recalculated according to the rule.

NOTES: 1. A student does **not** have to have been dismissed, or even in academic difficulty, to use the rule. Any returning student who has been away from Ohio State or ATI for a minimum of 5 years (20 consecutive quarters) is eligible to use the rule.

2. Be especially careful in counting and recounting the total number of consecutive quarters absent. Students have occasionally been advised to start back earlier than this rule allows, and their expectations are disappointed with the news that with only one or two additional quarters away, they could have used this provision.

Refer to [Faculty Rule 3335-8-26.1](#) for specific details.

## GRADUATION

1. Student submits a Petition to Graduate to the ATI Academic Affairs Office.
2. An 'applied' notation is posted to the student's record.
3. The Academic Records Manager completes an audit of the student's record to ascertain degree requirements have been met.
4. If the audit is approved, the University Registrar's Office is notified and posts the 'college confirmation' to the student's record.
5. The University Registrar's Office then generates a list of graduates which is sent to the Academic Records Manager for review; and then distributed to the faculty.
6. Diplomas are mailed to all graduates with the exception of spring quarter graduates who participate in commencement.

Each quarter ATI processes graduation petitions for those students completing degree requirements. The Ohio State University is one of few universities which hands the official diploma to a student during the commencement ceremony. However, ATI conducts a commencement ceremony only at the end of spring quarter. During summer, autumn, and winter quarters diplomas are mailed to ATI graduates.

## PROCEDURE

1. The procedure to receive a diploma is initiated when a student submits a "Petition to Graduate." This petition should be submitted by the second Friday of the quarter before the quarter they expect to graduate.
2. The Academic Records Manager completes an audit of the student's record to ascertain they have met all degree requirements. The advisor can assist this process by encouraging the student to run their own degree audit ([http://buckeyelink.osu.edu/advising\\_degree.html](http://buckeyelink.osu.edu/advising_degree.html)) which can be reviewed by the advisor to ascertain all course requirements will be met (or appropriate substitution forms approved) upon successful completion of the courses being taken.
3. If the audit indicates a requirement is not met, the student is informed about the discrepancy. The student is given an opportunity to reconcile records and correct any oversights. However, if all requirements are not met, the petition is not processed further.
4. If the audit indicates all requirements will be met by successful completion of all current courses, the petition is processed. The Academic Records Manager notifies the Registrar's Office and the ATI faculty. If there are any questions from these offices, the student is notified and asked to reconcile concerns as necessary.
5. If the student successfully completes all courses during the final quarter, the Academic Records Manager completes one final review to determine the grade average requirement is met.
6. Diplomas are mailed to all graduates unless arrangements are made by the student to pick up their diploma in the Academic Affairs Office.
7. At the end of spring quarter when ATI conducts its annual Commencement Ceremony, the diplomas are handed to the graduates as part of the proceedings.
8. Graduates of the previous summer, autumn, and winter quarters are also invited to return to campus to participate in the Commencement Ceremony. If they choose to participate, they are included in the procession and are handed a blank cover to represent the diploma they received earlier.
9. Students who have not met graduation requirements are not allowed to participate in the Commencement Ceremony.

## GLOSSARY

**ACCOMMODATIONS:** Accommodations are services provided to students who have a documented disability to allow them equal participation (access) to ATI programs and classes.

**ASSOCIATE DEGREE:** A degree awarded to students who have completed a two-year curriculum.

**ASSOCIATE OF APPLIED SCIENCE (AAS):** An Associate Degree program that prepares students for a career in their chosen technology. Each technology includes courses in communications, social sciences, mathematics, and science basic to the technical component of their program.

**ASSOCIATE OF SCIENCE (AS):** An Associate Degree program that prepares students to transfer to another college or university. A highly coordinated program is in place for students desiring to transfer to The Ohio State University College of Food, Agricultural, and Environmental Sciences.

**ATI HOUSING COMMUNITY COUNCIL:** Residence Hall governing board for activities and programming.

**AWARD LETTER:** Offer of financial assistance programs for an academic year sent to students for acceptance or rejection of aid offered.

**BULLETIN:** A published listing of curriculum, course descriptions, and graduation requirements.

**CALL NUMBER:** The identification number for a specific course or section of a course.

**CANCELLATION STATUS:** Status of a financial aid recipient who failed to maintain satisfactory progress. The student will not be eligible to receive federal or University-administered financial aid until the recipient is maintaining satisfactory progress.

**CASH OUT:** After payment of fees, student will receive a refund of excess financial aid via direct deposit or check.

**CONDITIONAL STATUS:** Warning status of a financial aid recipient who is failing to maintain satisfactory progress. Financial aid will continue while on conditional status.

**DISABILITY:** Any physical, mental, emotional, and/or educational impairment which substantially limits one or more of a person's major life activities.

**EMERGENCY LOAN:** Short-term loans for college-related expenses available through the Ohio State ATI Financial Aid Office to eligible students when classes are in session. \$10 processing fee – no interest charged – repayment within the quarter or 30 days, whichever occurs first.

**FEDERAL DIRECT SUBSIDIZED STAFFORD/FORD LOAN:** A need based Federal loan awarded only to students who demonstrate financial need. Interest does not accrue and repayment does not begin until 6 months after the student ceases to be enrolled for 6 or more credit hours.

**FEDERAL DIRECT UNSUBSIDIZED STAFFORD/FORD LOAN:** A non-need based Federal loan available to students who are ineligible for the FEDERAL DIRECT SUBSIDIZED STAFFORD/FORD LOAN. Interest begins to accrue from the date of disbursement.

**FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS):** A loan available to parents of a dependent undergraduate student. This loan is based on educational costs -- not financial need.

**FEDERAL PELL GRANT:** Federal grant available to undergraduate students who have not earned a bachelor's degree and is based on family financial circumstances.

**FEDERAL WORK-STUDY:** Federal financial assistance through student employment for students who qualify.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG):** Federal grant awarded to full-time undergraduate students who have not earned a bachelor's degree and is based upon family financial circumstances.

**FEDERAL PERKINS LOAN:** Federal loan available to students who qualify.

**FINANCIAL AID:** Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet the total educational cost. Programs consist of grants (non-repayable gift aid), loans (which must be repaid), and part-time employment.

**JUDICIAL HEARING:** The University Judicial Panel is responsible for cases of non-academic misconduct, except for cases involving disruption of professional college codes. The panel is authorized to impose any Code-authorized sanction. (For further details, see Student Code of Conduct.)

**LATE PENALTY:** Additional fee assessed to students who pay fees after the deadline indicated on their Statement of Account (fee billing).

**LIVE REGISTRATION:** Scheduling of courses is done online by the student. Scheduling information is sent to the student via e-mail. The earlier the student schedules within their appointed window, the better their opportunity to get into classes that may fill up.

**OHIO COLLEGE OPPORTUNITY GRANT (OCOG):** Provides need-based grants to Ohio residents without a bachelor's degree.

**PROGRAM EXCEL:** A federally funded program (Title IV) designed to provide academic, personal and career assistance to students.

**REMEDIAL:** Remedial courses are designed to assist students with underdeveloped skills in certain subject matter areas. These remedial courses will prepare students to take the college level courses required for their degree. The credit from remedial courses will not apply toward degree requirements.

**SCHOLARSHIP:** Financial award granted to students who have demonstrated high academic achievement.

**SPONSORED STUDENT:** Student who is receiving assistance through Bureau of Vocational Rehabilitation, Job Training Partnership, Private Industry Council or other programs that offer students tuition assistance.

**STUDENT ACADEMIC PROGRESS (SAP):** Federal measurement required of a college or university to determine whether a student who is otherwise eligible for Title IV student assistance is maintaining satisfactory academic progress according to the standards and practices of the University. This requirement is in addition to requirements set forth by colleges or schools within the University regarding academic progress, degree requirements, or student classification of good standing, warning, or probation.

**STUDENT SUCCESS SERVICES:** This office provides comprehensive academic and personal assistance for students.

**TRANSCRIPT:** A transcript is the official copy of your academic record listing courses, credits and grades, etc.

**TUTOR:** An individual who assists a student in studying their course work.

**UNIVERSITY LOANS:** Long or short term loans available through Ohio State's Financial Aid Office for college-related expenses. The annual rate of interest is 7%. Short term loans have a maximum \$500/academic year and repayment begins immediately. Long term loans have a maximum \$1000/academic year and repayment begins 6 months after the student ceases to be enrolled at least half time.

**VA BENEFITS:** Benefits available through Veterans Administration to qualifying veterans and veterans' dependents.

# **APPENDIX**

## OHIO STATE ATI TELEPHONE NUMBERS

Phone: 330-287-1331 – Fax: 330-287-1333

DEPARTMENT	EXTENSION
Academic Affairs	7-1303
Academic Programs:	
Division of Horticultural Technologies	7-1243
Division of Agricultural and Engineering Technologies	7-1289
Division of Arts and Science and Business Technologies	7-1248
Admissions Office	7-1327
Bookstore	7-1254
Business Office	7-1296
Business Training and Education Services	7-5711
Counseling Center	7-1302
Financial Aid Office	7-1214
Health Services	7-1275
Housing	7-7506
Institutional Services	7-1281
Interfaith Office	7-1250
Student Success Services	7-1340
Learning Disabilities	7-1253
Library	7-1294
Master Schedule	7-1376
Ohio State ATI Police	7-0111
Program EXCEL	7-1247
Student Activities Center	7-1283
Student Registration	7-1303
Testing Room	7-1251
Tutoring	7-1223

## PROGRAM CODES

### Associate of Applied Science Degree

658	Agricultural Commerce
668	Beef and Sheep Production and Management
658	Business Management
694	Construction Management
660	Crop Management and Services
661	Dairy Cattle Production and Management
547	Environmental Resources Management
662	Floral Design and Marketing
665	Greenhouse Production and Management
666	Horse Production and Management
505	Hydraulic Power and Motion Control (formerly Fluid Power)
657	Laboratory Science
667	Landscape Contracting and Construction
669	Nursery Management
656	Power and Equipment
668	Swine Production and Management
671	Turfgrass Management

### Associate of Science Degree

504	Agricultural Business
511	Agronomy
521	Construction Science
509	Dairy Science
527	Environmental Resources Science
513	Horse Science
514	Horticultural Science
510	Livestock Science
523	Pre-Agricultural Communication
507	Pre-Agricultural Education
522	Pre-Food Business
515	Undeclared

### Certificate of Competency

517	Hydraulic Service and Repair
518	Sports/Commercial Turf Equipment

## DEGREE CODES

01	Associate of Applied Science (AAS)
GT	Associate of Science (AS)
ER	Associate of Technical Study (ATS)
HS	Sports/Commercial Turf Equipment Certificate
DL	Hydraulic Service & Repair Certificate

## The Ohio State University Agricultural Technical Institute Academic Difficulty

### Minimum Scholastic Requirements

When your grade point average or cumulative point-hour ratio (CPHR) falls below a 2.0, you are considered to be in academic difficulty. This can lead to academic warning, probation, probation by special action or even dismissal. It is your responsibility as a student to know your academic status. Below are descriptions of the different levels of academic difficulty. On the other side of this sheet is an example of how your cumulative point-hour ratio is calculated. (Rule 3335-9-23)

### Academic Warning

You will be placed on academic warning when you have initially accumulated between .1 and 14.9 deficiency points (and have not been placed on probation by special action). You will receive a notice of academic warning from Ohio State ATI's Office of Academic Affairs. Once your CPHR reaches a 2.0 or above, you will again be in good academic standing and will be removed from warning. (Rule 3335-9-24)

### Academic Probation

You will be placed on academic probation when you have accumulated 15 or more deficiency points. You will receive a notice of academic probation from Ohio State ATI's Office of Academic Affairs and the letter will specify what conditions must be met for you to avoid dismissal from the Institute/University. Once your CPHR reaches a 2.0 or above, you will again be in good academic standing and will be removed from probation. (Rule 3335-9-25A)

### Probation by Special Action

You may be placed on special action probation, even if you have less than 15 cumulative deficiency points, when Ohio State ATI has determined, by a review of your grades, that you are not making satisfactory progress toward a degree. Ohio State ATI will send you a notice of special action probation. The letter will specify the conditions that must be met to avoid academic dismissal from the Institute/University. Once your CPHR reaches a 2.0 or above, you will again be in good academic standing and will be removed from special action probation. (Rule 3335-9-25B)

### Academic Dismissal

Any student in academic difficulty is at risk of being dismissed from the University. There is no particular CPHR below a 2.0 or number of cumulative deficiency points that warrants a dismissal. These decisions are made on a case-by-case basis and given serious thought. You are a likely candidate for dismissal if you are on academic probation and continue to accumulate deficiency points, or if you do not show steady academic progress. Dismissed students will be notified of their status by Ohio State ATI. (Rule 3335-9-26)

### Freshman Forgiveness

If a student receives a grade of D+, D, E, or EN in a course taken during the freshmen year (the period during which the first 44 credit hours are accumulated (earned) on the student's official record), they are allowed to repeat the course before the end of that student's sophomore year (when the accumulated total is 89 credit hours) and have the original grade "forgiven". The original course credit and grade will be automatically excluded from the calculation of the student's cumulative record, but will remain on the student's official record. If you earn a worse grade the second time around, that grade counts, not the higher grade. This rule may be applied for a maximum of fifteen credit hours. It is best to retake the course(s) as early as possible. Use of the Freshman Forgiveness rule is the fastest way to remove deficiency points. (Rule 3335-8-27.1)

### Reinstatement

Reinstatement may be extended to students who present sufficient evidence that they have corrected the factors that led to academic dismissal. The interval between dismissal and reinstatement is three or more academic quarters. Students seeking reinstatement must submit a formal petition. Contact the Ohio State ATI Office of Academic Affairs to obtain the petition and information on this process. (Rule 3335-9-28)

**Sources:** Ohio State ATI Student Handbook <http://www.ati.osu.edu/handbook.html>  
Ohio State University Undergraduate Student Academic Services: <http://www.usas.ohio-state.edu/>

## How to Calculate Your Quarterly and Cumulative Point-Hour Ratio

**It is essential for you to know how to calculate your quarter point-hour ration (QPHR) and your cumulative point-hour ratio (CPHR).** In order to set academic goals, which help lead to success, it is important to understand how success is measured. Ohio State, like most universities, grades on the four-point scale. An A is worth 4 points, a B is worth 3 points, a C is worth 2 points, a D is worth 1 point, and an E or EN is worth 0 points<sup>\*</sup>. Ohio State also has a plus and minus grading system to help make finer distinctions within the A, B, C, D, E scale. The entire scale can be found below. **A student's point-hour ratio is calculated by taking the total number of points earned and dividing it by the number of hours attempted for a grade.** First, multiply the credit hour value of each course by the point value of the grade. For example, a five credit hour course in which you earn a B (3.0) is worth 15 points. Second, total the points you have earned in all your courses. Finally, divide by the number of hours you have attempted for a letter grade. Example:

Course	Hr	Grade	Points	
English 110.01	05	A-	(5 x 3.7) =	18.5
Psych 100	05	B+	(5 x 3.3) =	16.5
Math 148	04	B	(4 x 3.0) =	12.0
ASC 100	01	A	(1 x 4.0) =	4.0
	15			51.0

QPHR = 51.0/15.0 = 3.40

This student's quarter point-hour ratio (QPHR) would be 3.40 (51 points divided by 15 hours attempted). The student's quarter point-hour ratio and cumulative point-hour ratio (CPHR) would be the same, given that this is the student's first quarter of enrollment at Ohio State. **After the subsequent quarter at Ohio State, you must calculate the cumulative point-hour ratio (CPHR) by dividing the total points earned by total hours attempted for a letter grade (not including S/U, PA/NP, EM, or K credit<sup>†</sup>).** Using our previous example, consider the following grades as the student's second quarter at Ohio State:

Course	Hr	Grade	Points	
History 151	05	B	(5 x 3.0) =	15.0
Math 150	05	C	(5 x 2.0) =	10.0
Theatre 100	05	B+	(5 x 3.3) =	16.5
EDU PAES 102	02	A-	(2 x 3.7) =	7.4
	17			48.9

QPHR = 48.9/17.0 = 2.87

Remember, last quarter the student earned a 3.40. The QPHR for the second quarter would be a 2.87 (48.9 points divided by 17 hours equals 2.87). The student's cumulative point-hour ratio (CPHR) would be found by dividing the total number of points earned (51.0 + 48.9 = 99.9) by the total number of hours attempted (15 + 17 = 32). The CPHR would then be 3.12. By earning good grades and maintaining a cumulative point-hour ratio well above the minimum standard of 2.0 required for graduation, the student in our example is considered to be in "Good Academic Standing".

Grades	Credit Points Earned for Varying Numbers of Credit Hours per Class <sup>‡</sup>				
	1	2	3	4	5
A	4.0	8.0	12.0	16.0	20.0
A-	3.7	7.4	11.1	14.8	18.5
B+	3.3	6.6	9.9	13.2	16.5
B	3.0	6.0	9.0	12.0	15.0
B-	2.7	5.4	8.1	10.8	13.5
C+	2.3	4.6	6.9	9.2	11.5
C	2.0	4.0	6.0	8.0	10.0
C-	1.7	3.4	5.1	6.8	8.5
D+	1.3	2.6	3.9	5.2	6.5
D	1.0	2.0	3.0	4.0	5.0
E	0.0	0.0	0.0	0.0	0.0
EN	0.0	0.0	0.0	0.0	0.0

<sup>\*</sup> You earn no points for an "E" or "EN", but the hours are calculated into the point-hour ratio

<sup>†</sup> S/U = Satisfactory/Unsatisfactory, PA/NP = Pass/Non-Pass, EM = Examination Credit, K = Transfer Credit

<sup>‡</sup> OSU does not offer the grades of "A+" and "D-"