

STUDENT ADVISING HANDBOOK

Endorsed by the UFS on November 9, 2000

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I. ADVISING BASICS

A. Advising Roles

Academic Advisor's Skills and Responsibilities

An academic advisor assists a student in pursuing his/her educational goals, facilitating access to the full range of learning opportunities and services available at Shawnee State University (SSU). Quality advising depends upon the following knowledge and skills:

- a thorough understanding of the current curriculum, institutional requirements, course sequences, and general education requirements. In addition to the General Education Program (GEP), an advisor must have knowledge of the specific requirements for major/minor concentrations offered by his/her department.
- a working knowledge of current institutional policies and procedures.
- familiarity with current institutional support services, special programs, and co-curricular activities for accurate and appropriate referrals.
- basic interpersonal communication skills.

In assisting students in the realization of their educational goals, an advisor is responsible for:

- aiding each advisee in planning each quarter's program of courses and, as soon as possible, helping to determine a comprehensive educational plan. It is recommended that a degree checksheet be kept by both advisor and advisee. The advisor should explain the GEP and departmental requirements and counsel the advisee in the selection of appropriate courses.
- reviewing with each advisee the record of his/her academic progress. It is suggested that advisors maintain records for each advisee, including progress reports, major checksheet, advisor's copy of quarterly schedule sheet, and transfer credit evaluations, if applicable. (The record should indicate the date of the last advising session, the advisor's name, and session notes.) Advisors should assist advisees in accessing appropriate support services and activities needed to successfully pursue the student's educational plan. The advisor should support the advisee's periodic review of his/her educational plan.

Limitations to Responsibilities of the Academic Advisor

The academic advisor serves as a facilitator and role model. However, there are limitations to an advisor's responsibilities. An academic advisor:

- can NOT make decisions for an advisee but can be a sympathetic listener and offer alternatives to consider.

- can NOT alter the native abilities of a student but can encourage maximum development of talents.
- can NOT change college policy or academic requirements but can inform and recommend a course of action.

Student Responsibilities in the Advising Relationship

Students should take the initiative to seek advisement and develop working relationships with their advisors. Students must be proactive in regard to their educational plans. The advisee has primary responsibility for:

- making decisions about his/her educational goals, including selection of courses, major, and career.
- scheduling all advising sessions early in the advising period and arriving promptly and prepared to make full use of the advising session. Adequate preparation includes reviewing GEP and major requirements, course offerings, academic checksheet, academic progress, and educational plan where appropriate. An advisee is then primed to effectively discuss selections and maximize use of the advisor's knowledge and experience.
- consulting with an advisor on changes in the approved schedule or academic plans. An advisor should be consulted before changing majors, transferring, or withdrawing from college.
- discussing academic difficulties with an advisor and taking action to correct the difficulties.
- reading all college communications and meeting all college deadlines pertinent to him/her (for example, the college catalog, the course schedule booklet, the student handbook, letters/postcards from the registrar, deans, department chairs, etc.).

B. The Advising Session

Preparation for the Advising Session

In certain situations students may require assessment and advising by the Student Success Center. The following key points should be reviewed and/or discussed with the advisee before beginning an advising session: Freshman Studies, academic status, financial aid status, and holds.

Freshman Studies

Students should be screened to verify that their advising department is not the Student Success Center. Students who have developmental course placements should be advised by the Student Success Center until the students satisfactorily complete and exit the developmental course(s). Students who are undecided majors should be advised by the Student Success Center until they declare a major. After these requirements have been met, the students are exempted from Freshman Studies and referred to the appropriate academic department for advising.

Academic Status

An advisee's grade point average should be checked prior to an advising session to determine academic standing. Students who have been placed on academic probation and who could benefit from learning assistance should be referred to the Student Success Center. Students who meet the academic dismissal criteria should be referred to the Student Success Center for assessment and services.

Financial Aid Status

If the student has been placed on financial aid probation or suspension, she/he should be referred to the Student Success Center for assistance.

Holds

Prior to registration, a student must have all holds that block registration cleared. There are some holds that do not block registration such as Library and Assessment Test holds. Bursar holds for non-payment of fees and Student Success Center holds for mandatory reentry must always be lifted prior to registration.

The Session

While the student retains responsibility for making decisions, the academic advisor plays a key role in the student's educational growth. By giving meaning to the assumptions which guide the curriculum, academic advisors help glue one course to another, relating general education to major to career goals. By incorporating appropriate services and co-curricular programming information into the advising process, academic advisors help students connect to valuable support resources and further their college experience.

Contacts between advisor and student also influence the student's perception of self, the field of study, and the institution. Faculty should establish procedures, within their

departments, to ensure appropriate accessibility throughout the quarter and that necessary support materials are in place. Students should be encouraged to prepare for meetings with their advisors. Advising procedures and the utilization of support materials should be reviewed periodically within the department to maximize a positive outcome.

Typical Requests

Students usually come to their advisors with three basic types of requests: short-term assistance, information, or long-term assistance.

Short-term Assistance

Short-term assistance involves such things as approval of class schedules and confirmation of graduation requirements. Academic advisors need a working knowledge of the curriculum, institutional procedures, course sequences, and degree requirements within their departments.

Information

Students frequently request information about where to go for financial aid, what the job market is for specific majors, and how to get involved in campus activities. The academic advisor needs to be current on college services and opportunities.

Long-term Assistance

Long-term assistance a student may seek involves such things as developing an educational plan, choosing a major/minor, evaluating personal skills, academic challenges, and/or social/personal problems. The academic advisor needs certain helping skills. These include an ability to listen and to respond in a manner that can help the student explore, understand, and solve his/her own problems. Also, the advisor must know when it is appropriate to refer a student to someone else for assistance.

C. General Education Program Advising

- Students who plan to transfer to another state institution in Ohio should contact the GEP Coordinator or the Registrar for advice concerning the state's transfer module for general education.
- By the 45th credit hour attempted, a student must declare a major or be accepted into a selective program.
- By the 45th credit hour attempted, students must either (a) score at the collegiate level on the required placement tests, or (b) satisfactorily complete prescribed developmental education courses if placement test scores are not at the collegiate level.
- Most categories in the GEP allow students to choose from a list of approved courses. In these cases, the student should consult with an academic advisor since some degree programs require particular courses within these lists. Requirements for the GEP are listed in the catalog and on pages 26-31 of this handbook.
- Students should complete the following categories of the General Education Program as soon as possible: English Composition and Quantitative Reasoning. English Composition is a prerequisite for many other courses in the General Education Program. Likewise, courses in Quantitative Reasoning are prerequisites for some science courses as well as a number of degree program requirements.
- In order to take Senior Seminar, a student must have senior standing and complete 44 hours of GEP coursework. Thus, the following categories must be completed by the time a student takes Senior Seminar: Fine and Performing Arts, Social Sciences, Natural Science, Ethics, and Cultural Perspectives. The timing of the completion of these courses will likely be influenced by the major.
- Students must complete English Composition before taking any of the Civilization and Literature courses that can be used to satisfy the Cultural Perspectives category.

This procedure was revised on 9-22-99 by the General Education Advisory Council.

If you have questions, please contact:

Robert Mauldin, Ph.D., Coordinator
General Education Program
Commons Building, Room 136
Phone: 740-355-2137
Fax: 740-355-2501
Email: rmauldin@shawnee.edu

D. Confidentiality Statement

Student data is considered confidential and MUST not be released to anyone, other than the student and those SSU employees and agents who have a legitimate educational purpose to access the information, without the written permission of the student. Specifically do not release (post, discuss, distribute) rosters, grades, grade sheets, etc. bearing individual names, social security numbers, grades, or any other data related to the student. To do so violates SSU policy, Ohio law, and several federal statutes.

E. How to Complete a Degree Audit

Advisors are frequently in need of completing a degree audit for a student advisee. In order to adequately support students in this process, advisors should prepare for the degree audit, become familiar with the process of obtaining records, and have knowledge about their department's policies concerning transfer credits and double counting of courses.

Preparing for the Degree Audit

Each Shawnee State University employee who needs access to student records must be oriented to the Family Educational Rights and Privacy Act (FERPA) regulations by the Registrar.

Conducting the Degree Audit

Following that orientation, student records are made available via SSU's administrative computing package currently named TIMON. The degree audit system is maintained in student records. The following is designed to assist advisors with the completion of a degree audit.

1. Log into TIMON to access the degree audit system. TIMON accounts are established by UIS, University Information Services, at the time of hire. If you do not have a TIMON account, contact UIS. A session must be planned with the registrar prior to accessing the new account.
2. Select **Degree Audit** from the menu by using your down arrow or by typing "degree audit" (no quotation marks) next to the selection prompt.
3. The **ATTENTION** screen asks for a declaration of confidentiality. You must respond with "Y" (no quotation marks) or the system will not allow you to proceed.
4. When asked to enter a **Requirements object file?**, you must respond with the catalog that the student is using to complete academic requirements. Enter the catalog name in the form: SSU1999-01 (no spaces). Catalogs that are available for your use include: **SSU1989-90, SSU1990-91, SSU1991-92, SSU1992-93, SSU1993-95, SSU1995-96, SSU1996-97, SSU1997-99, SSU1999-01**. If students declare earlier catalogs as their catalog of record, please contact the Registrar's Office for assistance.

You are then given an **EVALUATE OPTIONS MENU** which includes the following choices:

ALL	Evaluate all students in a selected data file
LOAD	Load an additional requirements file
NAME	Rebuild the name look-up file for DASTUDENT file
POINTER	Evaluate students by a pointer file
SELECT	Evaluate individual students interactively
HELP	Display help messages

You will see the following prompt: **Selection?**

Rarely will the advisor use all of the options. The options used mainly are **Load** and **Select**. Seek the assistance of the Registrar's Office to use the advanced options.

Special Note: If you would like to load multiple catalogs choose **LOAD** from the menu and at the prompt enter the catalog you wish. Continue this process until all catalogs needed have been loaded. Usually, only one catalog is needed at a time. Some students like to compare to see which catalog might be more advantageous to use.

5. If you have loaded the appropriate catalog of record, Step 4, then choose the **Select** option by typing "**Select**", (no quotation marks) next to the prompt. The evaluation can begin.
6. At the Student Identifier prompt, enter the student's ID, which is currently the social security number. Do not use dashes. The system will respond with

Social Security number - Name - OK <Yes>?

If it is the correct student, press <enter.>

If it is not the correct student, type "N" (no quotation marks) which will return you to the student ID entry to reenter the correct ID.

If the correct catalog (requirements title) is shown at the prompt, hit <enter>.

You will be given a list of degrees from which to choose. Choose the appropriate degree by typing in the number to the left and hitting <enter>. This will take you to a screen that lists majors. Choose the major by typing in the number to the left and hitting <enter>.

The General Education Program option screens will then appear. Most students choose Option 1 of the Non-Western Cultural Perspectives Category (described on page 31); however, each student should be asked which option he/she is using. Choose the appropriate option by typing in the number to the left and hitting <enter>.

The evaluation will begin and end with a prompt **Output file or device <TT:>**. Enter a filename. Any filename can be selected. A recommendation is to use the student's first name and then hit <enter>. If you do not enter a filename, the degree audit will be shown on your screen only. The filename ensures that the audit will be printed. However, you may return to the **Evaluate Command Menu** after viewing the degree audit on the screen and print it.

The next prompt, **Paper Type <LANDSCAPE>**, asks you to tell the printer how you want the degree audit to look when it is printed. You should consult UIS or departmental support personnel as to the print type on your printer. Options are landscape or compressed. Your printer is configured to do one or both. If landscape is acceptable, press <enter>. If you would like compressed print, type "**compressed**" (no quotation marks). This prints the audit in an easy to read "portrait" format.

You will then see the print prompt **Print queue <your print queue>?** If the print queue is correct, press <enter>. If it is not the correct print queue, type in the correct print queue. Consult UIS or departmental support personnel for your print queue name.

The degree audit will then print to that printer. You are then given the option by hitting <enter> to continue which leads you back to the **Evaluate Command Menu**.

EVALUATE COMMAND MENU

Student Identifier:

LOAD	Load another requirements file
PRINT	Print a Degree Audit Transcript
REVIEW	Examine/change current requirement choices
QUIT	Return to main option menu
HELP	Display help messages

After considering the degree audit produced for a student, you may wish to consider other alternatives—a different major program or a different requirements file which would reflect a different catalog. Students may use any catalog for degree requirements starting with the year of entry or any subsequent year. It may be to the student's advantage to use a more recent set of requirements, especially since the previous General Education Core was replaced with the new General Education Program requirements in Fall of 1995.

To use this option, type in "**Review**" (no quotation marks) next to the selection prompt. The same steps above are used with the Review option.

If you are finished with this session, enter "**QUIT**" (no quotation marks). The system will respond with **student ID** making it possible for a degree audit to be run on

another student. If you do not wish to run another degree audit, use the F10 function key to exit to the TIMON main menu.

Information Regarding Transfer Credits

Many transfer students have been locked into a catalog of record. The reason behind this is that their transcripts were evaluated using that catalog. In this case, the Degree Audit system will automatically choose the catalog of record and complete the degree audit based upon the major choice at the time of the transcript evaluation. After this automatic evaluation, the advisor may use the “Review” option on the main menu to choose another major to evaluate. Transfer students who change their major following an initial transcript evaluation need to make the Registrar’s Office aware of the major change and ask for a new transcript evaluation. The degree audit may not be correct without a new evaluation.

When a student arrives at SSU from another institution, he or she should contact the Registrar’s Office in order for transfer credits to be examined. However, some students will wait for some time before transferring credits and some students will continue to take courses at another institution at the same time they are attending SSU. Ask your advisee whether he or she has transfer credits and whether the credits have been applied at SSU. If not, encourage the student to contact the Registrar’s Office to take care of this as soon as possible so that effective curricular planning can occur.

Waiving Courses

It should be noted that in cases where a single course meets both the General Education Program and requirements of the major, the total number of hours required for the GEP will be reduced by the number of related course hours. The minimum credit hours required for the baccalaureate degree shall not, however, be less than 186.

An example of course waiving would be the requirement of Math 131 in the degree program requirements in the major of Computer Engineering Technology. Since this one course satisfies a requirement of the major and the Quantitative Reasoning category of the GEP at the same time, then the number of hours of the GEP is decreased from 48 to 44 as shown in the catalog description of this degree program. Also, since these majors must take a full year of calculus-based physics as part of the requirements of the major, the 8 hour Natural Science requirement is fulfilled via option 2 of the Natural Science category of the GEP. Again, the catalog description of this degree program clearly states that the total hours of GEP is reduced from 48 to 36 due to the math and science requirements in the major.

It is important to note that, at present, the degree audit software does not waive courses. Rather, the adjustment in the degree audit for each student must be done manually. In order to have this done, an e-mail from the department chair (of the department in which the student is a major) and the GEP Coordinator must be sent to the Registrar’s Office. If the course to be waived satisfies two requirements of a

degree program but does not involve GEP requirements, the e-mail must come only from the department chair(s).

II. ADVISING SPECIFIC CONSTITUENCIES

To provide useful assistance to SSU students, a clearer understanding of these students and the current intake procedures is needed. The general categories which advisors would be most apt to encounter include: Freshman Studies, continuing/returning students, transfer students, transient students, students with learning disabilities, students with physical challenges, and special non-degree seeking students.

A. Students in the Freshman Studies Program

All new degree-seeking students will be admitted to the Freshman Studies Program. By the end of the 45th credit hour attempted, students must move into academic major areas as follows:

Score at the collegiate level on the required SSU placement test(s) and declare an academic major or be accepted into a selective program, OR;

If placement test scores are not at the collegiate level, satisfactorily complete prescribed Developmental Education courses and declare an academic major or be accepted into a selective program.

The Freshman Studies Program, located in the Student Success Center, has two goals:

- to prepare students to meet the academic standards of the faculty; and
- to help students select the appropriate degree program that will lead toward graduation.

B. Continuing/Returning Students

All continuing/returning students who have fewer than 45 credit hours must obtain an advisor's signature prior to registration. The faculty advisor and/or Student Success Center staff should review all schedules to check for prerequisites, corequisites, and sensibility to keep their work schedules, co-curricular activities, and family responsibilities in mind. Please reference the Advising Policy for more information regarding the responsibilities of students as they become upperclassmen.

C. Students Transferring to Shawnee State University

All students wishing to transfer from other institutions will be advised by the appropriate department and/or Student Success Center. Upon receipt of the transcript of courses, the Office of Admission will forward such to the Office of the Registrar for evaluation of transfer credit. The Student Success Center and/or the faculty advisor will then advise

the student using the degree audit system. Note that the Financial Aid Transcript must be on file with the Financial Aid Office for aid to be transmitted to the student's account.

D. Students Transferring Out of Shawnee State University

Explanation of the Transfer Module and the State's Articulation and Transfer Policy

The Ohio Articulation and Transfer Policy is published by the Ohio Board of Regents and is available in the office of the GEP Coordinator. In this document, the transfer module is characterized as follows:

It is assumed that a common body of knowledge, comprised of a subset of a general education curriculum, can be found at all institutions, and from this broader general education curriculum can be drawn a "Transfer Module." Each institution will need to identify its Transfer Module according to the guidelines appended. Students who successfully complete the Transfer Module at one institution will be considered to have met the Transfer Module requirements of the receiving institution.

Guidelines for courses that are acceptable in transfer modules are published in the Articulation and Transfer Policy. The following general statement precedes the specific guidelines:

The intent of the Transfer Module is to help students acquire foundational learning experiences that will assure their ability to achieve success in upper-division course work. The Transfer Module may be a subset or the complete set of a college's or university's general education requirements that represent a body of knowledge and academic skills common across Ohio colleges and universities. It contains 54-60 quarter hours or 36-40 semester hours of course credit in the fields of (1) English composition, (2) mathematics, (3) arts/humanities, (4) social and behavioral sciences, (5) natural and physical sciences. As a general rule, courses for the Transfer Module should be selected from 100- and 200-level general education requirements, and should provide a basic understanding of the modes of inquiry common to each of the functional areas below.

Each institution's transfer module can be revised as often as once per year. A faculty subcommittee meets twice per year in order to approve proposed changes to transfer modules.

Referring to SSU's transfer module grid, one should note that there are four columns: content category, general education requirements needed to meet minimum required hours in each category, additional general education requirements to complete the transfer module, and additional general education requirements beyond the transfer module for graduation at SSU. The first three columns are relevant for those students who plan to transfer from SSU to another state university in Ohio. The fourth column is applicable to students who bring a completed transfer module from another campus, e.g. Southern State Community College. The fourth column lists those extra courses that

"transfer-in" students must take (the upper-level requirements of SSU's GEP: Ethics and Senior Seminar) in order to graduate from SSU.

TRANSFER MODULE

Category	I. General Education Requirements Needed to Meet Minimum Required Hours in Each Category	II. Additional General Education Requirements to Complete TM	III. Additional General Education Requirements Beyond the TM for Graduation at SSU
English Minimum 6 qtr hrs	Both of the following: ENGL 111S (4) ENGL 115S (4)	ENGL 112S (4)	
Mathematics Minimum 3 qtr hrs	One of the following: MATH 110S (4) MATH 201 (4) MATH 131 (4) MATH 220 (4) MATH 170 (4) MATH 250 (4) MATH 190 (4)	MATH 132 (4) MATH 202 (4)	
Arts/Humanities Minimum 9 qtr hrs	One of the following: IDST 225S (4) PHIL 200 (4) IDST 226S (4) And two of the following: ARTH 101 (4) MUSI 120 (4) ENGL 275 (4) MUSI 220 (4) HIST 260 (4) THAR 100 (4) IDST 227S (4)	ARTH 261 (4) ENGL 212 (4) ARTH 262 (4) MUSI 221 (3) ENGL 200 (4) MUSI 222 (3) ENGL 203 (4) MUSI 223 (3) ENGL 210 (4) PHIL 103 (4) ENGL 211 (4) PHIL 105 (4)	
Social Science Minimum 9 qtr hrs	One of the following: ANTH 250 (4) SOCI 101 (4) GEOG 130 (4) SOCI 110S (4) And two of the following: ANTH 101 (4) HIST 111 (4) ECON 101 (4) HIST 112 (4) GEOG 125 (4) HIST 113 (4) GOVT 101 (4) PSYC 101 (4)	ECON 102 (4) HIST 203 (4) GEOG 201 (4) PSYC 151 (4) GOVT 240 (4) PSYC 273 (4) GOVT 250 (4) SOCI 201 (4) HIST 201 (4) SOCI 205 (4) HIST 202 (4)	
Natural Science Minimum 9 qtr hrs	Select at least 9 qtr hrs of courses from the following: BIOL 151 (5) GEOL 111 (4) BIOL 162 (5) GEOL 112 (4) BIOL 202 (5) GEOL 201 (4) BIOL 203 (5) PHYS 201 (4) CHEM 121 (4) PHYS 202 (4) CHEM 122 (4) PHYS 203 (4) CHEM 141 (5) PHYS 210 (4) CHEM 142 (5) PHYS 211 (4) CHEM 143 (5) PHYS 212 (4) CHEM 200 (4) PHYS 213 (4) Note: Credit not allowed for both CHEM 121/122 and CHEM 141/142 series.	GEOL 202 (4) NTSC 240 (4)	
Interdisciplinary Up to 9 qtr hrs	*NTSC 110S (4) – may substitute for a Natural Science course in Column I (above).		
Subtotal Minimum 36 qtr hrs	45 – 48 qtr hrs	9 – 12 qtr hrs	IDST 490S (4) and one of the following: PHIL 320S (4) PHIL 334 (4) PHIL 331 (4) ROCI 485S (4) PHIL 332 (4)
54– 60 qtr hrs total			

General Education Advising Procedure for Students Who Plan to Transfer to Another State University in Ohio

I. Courses Common to SSU's General Education Program and the Transfer Module

English Composition (12 hours)

All three of the following: ENGL 111S, 112S, 115S

Mathematics (4 hours)

One of the following: MATH 110S, 170, 190, 131, 201, 220, 250

Arts/Humanities (12 hours)

One from the following Fine & Performing Arts courses: ARTH 101, ENGL 275, MUSI 120, MUSI 220, THAR 100

One from the following Cultural Perspectives courses (Western): IDST 225S, 226S, PHIL 200

One from the following Cultural Perspectives courses (Non-Western): IDST 227S

Social Sciences (4 hours)

Option 1*: SOCI 110S

Option 2*: Select one of the following: SOCI 101, 110S, GEOG 130, ANTH 250

Natural Sciences (8 or 12 hours)

Option 1*: NTSC 110S and one of the following: GEOL 111, 112, BIOL 151, CHEM 121, 141, PHYS 201, 211

Option 2*: Complete three courses from the following: NTSC 110S, GEOL 111, 112, 201, 202, BIOL 162, 151, 202, 203, CHEM 121, 122, 200, 141, 142, 143, PHYS 201, 202, 203, 211, 212, 213, 210, NTSC 240

*Consult the student's degree program requirements in order to determine which option you should select.

II. Decision Time

Plan A: Completion of Shawnee State University's General Education Program (for students who intend to graduate with a 4-year degree from SSU)

Once a student has completed the above 40-44 hours of general education courses, it is hoped that he/she will have determined whether he/she will transfer from Shawnee State University or stay here. At this point, if the student plans to stay at Shawnee State, then he/she should complete the following courses in order to complete Shawnee State's General Education Program:

Ethics (4 hours): select one of the following: PHIL 320S, 331, 332, 334, ROCI 485S

Senior Seminar (4 hours): IDST 490S

Plan B: Completion of the Transfer Module (for students who decide to transfer)

Alternatively, if the student plans to transfer from Shawnee State to another state university in Ohio, then he/she should:

1) If option 1 in Natural Science was selected from above, complete one more natural science course from Option 2's list above and then complete 12 more hours from the following list (under item 2).

2) If option 2 in Natural Science was selected from above, complete 12 more hours of courses from the following list:

Social Sciences courses (select two): ANTH 101, ECON 101, GEOG 125, GOVT 101, HIST 111, 112, 113, PSYC 101

One course from the following: ENGL 200, 211, 212, MATH 132, 202, ARTH 261, 262, PHIL 105, ECON 102, GOVT 240, 250, GEOG 201, HIST 201, 202, 203, PSYC 151, 273, SOCI 205.

E. Transient Students

A transient student is a degree candidate at another institution ("home institution") who is granted the privilege of temporary registration as a special non-degree student at SSU. Such students are required only to file the application for admission and to pay the accompanying fee. Every student registered at SSU accepts the official academic regulations (refer to the current SSU Catalog).

F. Students with Learning Disabilities

Learning disabilities is a generic term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities, or of social skills. These disorders are intrinsic to the individual and presumed to be due to central nervous system dysfunction. Even though a learning disability may occur concomitantly with other handicapping conditions (e.g., sensory impairment mental retardation, social and emotion disturbance), with socio-environmental influences (e.g., cultural differences, insufficient or inappropriate instruction, psychogenic factors), and especially with attention deficit disorder, all of which may cause learning problems, a learning disability is not the direct result of those conditions or influences. (Interagency Committee on Learning Disabilities [1987])

SSU has adopted the position that few, if any, University policies may be waived or exceptions made for students with learning disorders. Instead, means should be sought to assist students in meeting all requirements through special accommodations and modifications of instructional techniques and testing procedures. Students should be referred to the Coordinator of Disability Services in the Student Success Center for assistance.

G. Students with Physical Challenges

The Coordinator for Disability Services in the Student Success Center has been designated to act as the liaison between students and faculty. The primary role of the Coordinator is to facilitate learning with ergonomic assessment and assistive technology as necessary.

H. Special Non-degree Seeking Students

A student for this type of limited enrollment seeks instruction in particular courses for personal or professional purposes. Every registered SSU student accepts the official academic regulations including prerequisites (refer to the current SSU Catalog). Special non-degree seeking students are not eligible for financial aid.

III. ADVISING RESOURCES

A. Quick Resource Information Guide

ADMISSIONS OFFICE: Commons Building, first floor, Bob Trusz, Director of Admission, (btrusz@shawnee.edu), 740-355-2221. Call 740-355-2557 to ask about receipt of transcripts. This office receives admission applications, official high school/GED transcripts, approves admission to the university, etc.

BURSAR'S OFFICE: University Center, second floor, Lee Blanton, Accountant, (lblanton@shawnee.edu), 740-355-2279. This office is responsible for receipt of payments (e.g. tuition, fees) and sending out tuition bill statements, etc. Office hours are Monday—Friday from 8 a.m. to 5 p.m.

CAREER PLANNING AND PLACEMENT OFFICE: University Center, second floor, Tom Charles, Director, (tcharles@shawnee.edu), 740-355-2213. The responsibilities of this office are career counseling, presentation of resume and interviewing skills workshops for students. Assistance in job placement is available, as well as help for students undecided about a major. Applications are available here for those seeking Student Employment.

CENTER FOR INTERNATIONAL PROGRAMS AND ACTIVITIES (CIPA): Commons Building 130, Dr. John H. Lorentz, Director (jlorentz@shawnee.edu), 740-355-2127. This office coordinates campus services and programming which enhance international students' social and academic success and assures that international students find individual attention to their educational and career goals. In addition, the Center provides all SSU students with opportunities to appreciate different values and cultures around the world and fosters international understanding within the university community and in the region served by SSU.

CLARK MEMORIAL LIBRARY: Tess Midkiff, Director, (tmidkiff@shawnee.edu), 740-355-2519 (circulation), 740-355-2321 (reference).

COUNSELING AND PSYCHOLOGICAL SERVICES: University Center, second floor, Dr. Mike Hughes, Director, (mhughes@shawnee.edu), 740-355-2213, (located in the same area as Career Planning and Placement). This office assists students with individual counseling in the areas of personal development, situational, and crisis-oriented concerns.

DEANS' AND CHAIRPERSONS' OFFICES: Call the appropriate office listed below to obtain an academic advisor to assist you in planning next quarter's schedule.

College of Arts and Sciences, 740-355-2554

Linda Plummer,
Secretary
lplummer@shawnee.edu

Department of Teacher Education, 740-355-2451

Kathy Shupert,
Secretary
kshupert@shawnee.edu

Department of Arts and Humanities, 740-355-230

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FINANCIAL AID: University Center, second floor, Pat Moore, Director, (pmoore@shawnee.edu), 740-355-2237. The Financial Aid office is responsible for assisting students in obtaining grants, loans, scholarships, and college work-study. Students may pick up Pell Grant, Student Loan, and Scholarship applications here.

Federal Work-Study paid for by federal monies is also located in Financial Aid. Federal Work-Study must meet specific requirements.

GENERAL EDUCATION PROGRAM: Robert Mauldin, Coordinator (rmauldin@shawnee.edu), Provost's Office, Massie Hall, Room 136, 740-355-2137; Susan Montavon, Secretary (smontavon@shawnee.edu), Provost's Office, Massie Hall, Room 124, 740-355-2177. This office is responsible for explaining curriculum, policies and procedures associated with the General Education Program, advising native and transfer students regarding the program, application of general education transfer credits, assessment of the program, consideration of requests for substitutions, and the administration of Senior Seminar (including requests to be added to closed sections of the course).

GRADUATE CENTER: Massie Hall, Room 124, Margaret Christensen, Ed.D., Director (mchristensen@shawnee.edu), 740-355-2175. This office coordinates graduate programs offered on the SSU campus in partnership with other universities. For more information contact: (graduate_center@shawnee.edu) or call 740-355-2177.

JAMES A. RHODES ATHLETIC CENTER: Located on Second Street next to the Grant Bridge, Jim Arnzen, Director of Athletics, (jarnzen@shawnee.edu), 740-355-2269. The Sports Center offers Nautilus machines, free weights, cardiovascular equipment, racquetball courts, pool, sauna, and hot tub. Call for information about hours and activities.

OFFICE OF ACADEMIC ASSESSMENT: Vern Riffe Center for the Arts, Room 317. Dr. Kate Jansak, Director of Assessment, (kjansak@shawnee.edu), 740-355-2583 or 740-355-2525. This office coordinates the Academic Profile entrance and exit exams required of all incoming and graduating students. If you have questions about holds on transcripts or would like to sign up for the test, call Extension 2583. If no staff member is available, leave a detailed message.

PROVOST AND VICE PRESIDENT OF ACADEMIC AFFAIRS: Massie Hall, first floor, Dr. Michael Field, Provost and Vice President, (mfield@shawnee.edu), 740-355-2260. The Provost's office is in charge of Academic Affairs.

REGISTRAR: University Center, second floor, Dr. Stephen Midkiff, Registrar, (smidkiff@shawnee.edu), 740-355-2262. This office is responsible for course registration, sending transcripts, making student identification cards, adding/dropping courses, and many other things. Please consult the student handbook and/or catalog for information concerning dates and deadlines. Remember, the student is responsible for

knowing this information. Information is available in the catalog, student handbook, and by calling the Office of the Registrar.

STUDENT ACTIVITIES/RESIDENCE LIFE: University Center, first floor, Dave Edwards, Director, (dedwards@shawnee.edu), 740-355-2217. This department sponsors activities of the various student clubs and organizations on campus, student programs and activities, student senate, student life transcripts, etc. For information about student housing, please contact Kevin Hoult at the above number.

STUDENT SENATE: University Center, first floor, 740-355-2320. This organization represents the students of Shawnee State within the governmental structure of SSU.

STUDENT SUCCESS CENTER: Massie Hall, first floor, Tim Culver, Director, (tculver@shawnee.edu), 740-355-2594. The Success Center provides placement testing, new-student orientation programs, advising and registration services and learning assistance, including tutoring and computer labs. This office also houses the offices of Disability Services, Multicultural Affairs, and the Freshman Studies Program.

STUDENT SUPPORT SERVICES: Commons Building, first floor, Mary Ann Malone, Associate Director, (mmalone@shawnee.edu), 740-355-2307 or 740-355-2444. Services such as group tutoring, etc., are available to qualified students who are first generation college students and who meet the income requirements.

VERN RIFFE CENTER FOR THE ARTS: Carl Daehler, Executive Director, (cdaehler@shawnee.edu), 740-355-2622. The Vern Riffe Center for the Arts houses the offices for the Fine Arts faculty including art, ceramics, photography, music and drama. Arts students may contact the arts department secretary, Djwana Spradlin (Room 325, 355-2118), for arts department information. In addition to fine arts classrooms, the VRCFA also houses the Assessment Office (Room 317, 355-2583). The McKinley Box Office, located in the Selby Lobby (355-2600), sells tickets to all Center events. Special student discount tickets including one-half price rush tickets can be purchased here. The Center's Main Theater and Kahl Studio Theatre feature student productions and concerts by international performers throughout the year.

VICE PRESIDENT OF STUDENT AFFAIRS: University Center, second floor, Dr. Larry Mangus, Vice President, (lmangus@shawnee.edu), 740-355-2280. Dr. Mangus is responsible for oversight of the Student Affairs Division.

B. Course Placement—Frequently Asked Questions

FAQ 1: What is the course placement program?

The Placement Program was developed with student success in mind. The placement process matches basic skill levels with initial English and mathematics courses. A battery of tests (reading, writing and mathematics) is used to determine beginning coursework. Samples of the mathematics and writing tests are available in the Student Success Center and on the Student Success Center Web Page. The Nelson-Denny Reading Test (NDRT) is used to assess basic vocabulary and comprehension skills.

FAQ 2: Do students have to participate in the placement process?

All first-time, entering, degree-seeking students must participate in the University's placement program prior to registering for English and mathematics courses. If the student is entering the University with credits from other colleges or universities, he/she must participate in the English and mathematics placement testing process if English or mathematics credits are not transferable or if appropriate coursework has not been taken at the other institution.

FAQ 3: May students use ACT or SAT scores to determine placement?

If a student enters Shawnee State University with an ACT English subscore of 22 or higher, or an SAT English subscore of 520 or higher, he/she will be permitted to register for ENGL111S without taking the placement exam. If the ACT mathematics subscore is 22 or higher or the SAT mathematics subscore is 520 or higher, he/she will be permitted to register for MATH110S, MATH130 or MATH150 depending upon degree requirements.

FAQ 4: How much time does the placement process require?

The placement process requires approximately three hours. Day and evening sessions are conveniently scheduled throughout each academic quarter. Schedules may be obtained from the Student Success Center and/or the Center's web page.

FAQ 5: What if the student believes that he/she was placed in the wrong English or math course?

Because our placement process is extensive, it is somewhat unlikely. For example, high school English and mathematics grades may have been quite satisfactory; however, college-level English and math courses generally demand skills to be used in a more effective, efficient, and comprehensive manner. However, if a student wishes to appeal course placement he/she should contact the Student Success Center.

FAQ 6: How do students get test results?

Scores are automatically mailed to each student approximately two days after the testing session or they can be picked up in the Student Success Center. No scores will be given over the phone.

C. The Tutoring Program—Frequently Asked Questions

FAQ 1: Which students should seek tutoring?

Any registered Shawnee State student who needs assistance with courses may seek tutoring. Tutoring is not limited to any special populations.

FAQ 2: How do students get tutors?

Students should be directed to the Student Success Center where staff will assist them with obtaining the tutor.

FAQ 3: How are tutors selected at SSU?

Students must have completed courses with a grade of “B” or higher to be eligible to tutor. Faculty members make recommendations to the Student Success Center at which time the student is contacted and trained to provide tutoring.

FAQ 4: Are tutors paid for their services?

Tutors are paid minimum wage according to University policy with respect to student employees.

FAQ 5: How many hours may a student get tutored?

Students are allowed three hours per subject per week.

FAQ 6: How much do students pay for tutoring?

Tutoring is free to any registered SSU student.

D. General Education Program

All students studying toward a baccalaureate degree at Shawnee State are required to complete the University's General Education Program (GEP). This group of courses gives students the opportunity to acquire the characteristics of an educated person—something quite distinct from the goals of other courses associated with the degree programs offered by Shawnee State. Most courses required for a specific degree program are meant to give students the opportunity to study a particular discipline and the ability to practice a profession. The goal of Shawnee State University, however, goes beyond professional education to preparing students to function effectively in the multiple roles demanded by contemporary life. In this respect, the General Education Program supports the University's mission statement.

The GEP is a combination of required and elective courses, grouped in categories, each chosen for the contribution it makes to the skills or knowledge characteristic of the University graduates.

Our Commitment to Student Success

Shawnee State's General Education Program is committed to:

- Providing an undergraduate education that includes competence in written communication, oral communication, scientific and quantitative reasoning, critical analysis, and logical thinking.
- Providing a breadth of knowledge that goes beyond education for a specific discipline or profession.
- Providing a breadth of experience that includes knowledge and understanding of multicultural factors.
- Ensuring the ability to reflect carefully upon ethical issues and enter into reasoned dialogue about these issues.
- Preparing students to become independent and continuing learners.

As part of our commitment to the success of our students, SSU has adopted the goal of integrating technological literacy, information literacy, and computer literacy into the courses included in the General Education Program.

General Education Program Requirements by Content Category

A more complete description of each category follows.

English Composition	12 Hours	Cultural Perspectives	8 Hours
Fine and Performing Arts	4 Hours	Ethics	4 Hours
Quantitative Reasoning	4 Hours	Capstone	<u>4 Hours</u>
Social Sciences	4 Hours		
Natural Science	8 Hours	Total Hours Required	48 Hours

It should be noted that in cases where a single course meets both the General Education Program and requirements of the major, the total number of hours required for the GEP

will be reduced by the number of related course hours. The minimum credit hours required for the baccalaureate degree shall not, however, be less than 186.

English Composition (12 Hours)

These courses provide an opportunity for a student to develop as a writer. Their goal is for students to learn to write clearly, concisely, and creatively in a variety of formats.

Take *all three* of the following courses in English composition:

- ENGL 111S* Discourse and Composition (4)
- ENGL 112S* Composition and Research (4)
- ENGL 115S* Composition and Literature (4)

Fine and Performing Arts (4 Hours)

Students should leave the GEP with a greater appreciation of how the arts contribute to an enriched quality of life. Courses in this category include either an art history, art appreciation, music, or theatre component.

Choose *one course* from the following list:

- ARTH 101* Introduction to Art (4)
- ENGL 275* American Film History (4)
- MUSI 120* Intro. to Music Literature (4)
- MUSI 220* Music Literature (4)
- PHIL 300 Philosophy of Film (4)
- THAR 100* Introduction to Theatre (4)

Quantitative Reasoning (4 Hours)

This component of the General Education Program addresses the nature of mathematical thought and its impact on modern life. To fulfill the quantitative reasoning component of the GEP, each course contains active communication about mathematics (which includes reading and/or writing and/or speaking), exercises designed to stimulate critical thinking, the use of mathematical-related technology, and an emphasis on problem solving. In addition, each course stresses data and data analysis, demonstrates the application of mathematics to a variety of disciplines, and incorporates activity based learning.

Choose *one course* from the following list:

- MATH 110S* Mathematics Core Course (4)
- MATH 131* College Algebra (4)
- MATH 150 Principles of Statistics (4)
- MATH 170* Applied Finite Mathematics (4)

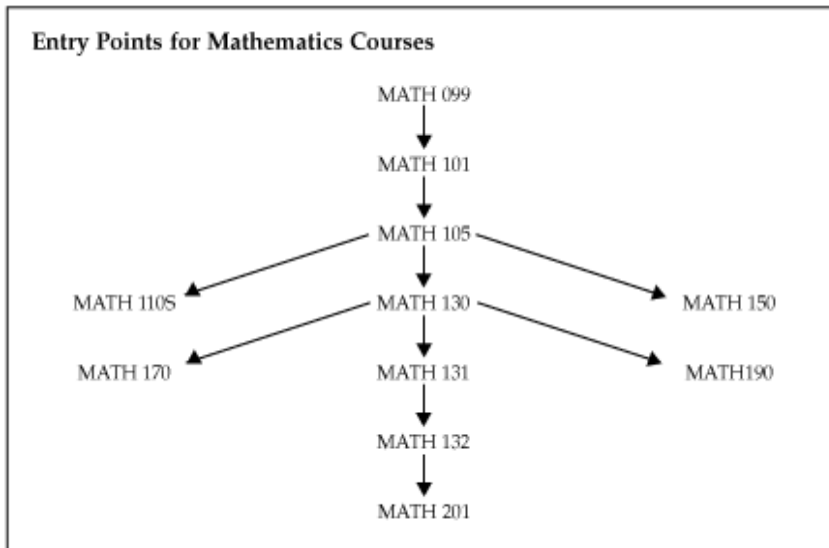
* **Note to potential transfer students:** If the student plans to transfer from Shawnee State to another state university in Ohio and plans to complete the general education transfer module, the student should select courses marked with an asterisk (*). Contact the GEP coordinator, 740-355-2137, if there are any questions.

- MATH 190* Brief Calculus with Applications (4)
- MATH 201* Calculus 1 (4)
- MATH 220* Discrete Mathematics (4)
- MATH 250* Statistics 1 (4)

Entry Points for Mathematics Courses

Degree-seeking students are required to take a mathematics placement test which, along with other factors, determines the mathematics class in which he/she will be placed. Other factors include background, program of interest, and ACT mathematics score. Many of the mathematics courses are sequential, so it is important for the student to master the material in one course before moving on to the next.

The diagram below shows entry points into various mathematics courses.



Social Sciences (4 Hours)

This GEP component introduces students to the breadth and depth of the influence the social sciences have on contemporary life. Courses reflect an interdisciplinary or cross-disciplinary approach with the expectation of increasing awareness of the interconnectedness of the social sciences.

Choose *one course* from the following list:

- ANTH 250* Principles of Cultural Anthropology (4)
- GEOG 130* Economic Geography (4)

* **Note to potential transfer students:** If the student plans to transfer from Shawnee State to another state university in Ohio and plans to complete the general education transfer module, the student should select courses marked with an asterisk (*). Contact the GEP coordinator, 740-355-2137, if there are any questions.

GOVT 350	National Policy Issues (4)
GOVT 401	State of the World (4)
HIST 410	Intellectual History 1 (4)
HIST 411	Intellectual History 2 (4)
PHIL 230	Social and Political Philosophy
SOCI 101*	Introduction to Sociology (4)
SOCI 110S*	Found. of Social Science (4)

Natural Science (8 Hours)

The natural science component of the General Education Program addresses scientific reasoning.

Choose *one* of the following two options:

OPTION 1 NTSC 110S, Scientific Reasoning and Methodology (4), and one additional natural science course from the following list (all of the following courses include a laboratory component):

BIOL 151	Principles of Biology (5)*
BIOL 210	Taxonomy of Vascular Plants (4)
BIOL 271	Field Ornithology (4)
BIOL 302	Dendrology (4)
BIOL 303	Spring Flora (4)
BIOL 307	General Entomology (4)
CHEM 121	Introduction to General Chemistry 1 (4)*
CHEM 141	General Chemistry 1 (5)*
GEOL 111	Rocks, Mineral, and Fossils (4)*
GEOL 112	Environmental Geology (4)*
GEOL 201	Physical Geology (4)*
PHYS 201	Physics 1 (Mechanics) (4)*
PHYS 210	Astronomy (4) *
PHYS 211	Calculus-Based Physics 1 (4)*
PSCI 251	Physical Science by Inquiry 1 (4)
PSCI 252	Physical Science by Inquiry 2 (4)

OPTION 2 A minimum of 12 credit hours in natural science courses (BIOL, CHEM, GEOL, NTSC, PHYS, PSCI) above 110, which includes at least one course of four credit hours or more with a laboratory component.

Note: Credit not allowed for both CHEM 121/122 and CHEM 141/142 series.

Potential Transfer Students: See page 15 to determine which science courses are in the state's general education transfer module.

Cultural Perspectives (8 Hours)

16 hours if Option 2 is selected for either component

The goal of this GEP component is to help students understand aspects of Western and non-Western cultures and to appreciate the multicultural nature of modern society. Courses may vary as to discipline, content, and approach, but each instills some comprehension of the complex historical, cultural, or sociological contexts that inform contemporary experience.

WESTERN PERSPECTIVE: Choose one of the following two options.

OPTION 1

Select one of the following courses pertaining to a western cultural perspective:

- IDST 225S* Civilization and Literature 1 (4)
- IDST 226S* Civilization and Literature 2 (4)
- PHIL 200* Foundations of Western Thought (4)

OPTION 2

Complete a one-year sequence (12 sequenced credit hours) of a western foreign language.

NON-WESTERN PERSPECTIVE: *Choose one of the following two options.*

OPTION 1

Select one of the following courses pertaining to a non-western cultural perspective:

- ARTH 366 Non-Western Survey (4)
- GEOG 201* Cultural Geography (4)
- GEOG 351 Regional Geog. of the Middle East (4)
- GOVT 320 Third World Politics (4)
- GOVT 370 Global Politics (4)
- HIST 360 East Asian History (4)
- HIST 330 History of Southern Africa (4)
- HIST 371 Islamic Religion, Culture, & Civil. (4)
- HIST 420 Middle East in Modern Times (4)
- IDST 227S* Civilization and Literature 3 (4)
- PHIL 284 East Asian Philosophy (4)

OPTION 2

Complete a one-year sequence (12 sequenced credit hours) of a non-western foreign language.

Ethics (4 Hours)

The requirement in Ethics serves several purposes within the GEP's broader goal of enabling students "to function effectively in the multiple roles demanded by contemporary life." First, students are introduced to the most influential moral theories of Western civilization. These theories attempt to answer what constitutes the good life and what makes an action ethical, as well as introduce ways of reasoning about the moral life. Second, students learn how these theories affect how we think about public life, including the relationship of morality to law and public policy. Third, students engage in a thorough and careful analysis of contemporary moral issues in order to arrive at a rationally defensible, well-informed conclusion within a context of open and civil dialogue with others. Evaluation is based, first and foremost, on how well students reason about moral issues, not on the particular conclusions.

Choose *one course* from the following list:

- PHIL 320S Ethics in Pub. and Priv. Life (4)
- PHIL 330 Ethics and Technology in the 21st Century (4)
- PHIL 331 Business Ethics (4)
- ROCI 485S Reflect. on Community Involvement (4)

Capstone (4 Hours)

Senior Seminar (IDST 490S) comes late in the student's University experience and gives the student the opportunity to write, speak, think, analyze, synthesize, and integrate. A central part of the seminar is the research and writing of a major paper and an oral presentation of the student's findings. Note: All 44 hours of the GEP, described above, must be completed prior to enrolling in Senior Seminar.

Procedure for Substitutions to the GEP

For all GEP requirements other than Senior Seminar, requests for substitutions and waivers must be agreed upon by both the GEP Coordinator and the Chairperson of the department that sponsors the content category of the GEP in order for the request to be approved. Content categories and sponsoring departments are defined as English Composition (Arts & Humanities), Fine and Performing Arts (Arts & Humanities), Quantitative Reasoning (Mathematical Sciences), Social Sciences (Social Sciences), Natural Science (Natural Science), Ethics (Arts & Humanities), and Cultural Perspectives (Social Sciences and Arts & Humanities).

For substitutions regarding Senior Seminar, the GEP Coordinator and the Dean of the College (in which the student is majoring) must both agree to the substitution in order for the request to be approved.

E. Student Identification Cards

All students should have an identification card made when beginning at SSU. This permanent card is electronically validated for each quarter of enrollment. The SSU I.D. card is necessary for use of campus facilities and admission to campus activities. Cards may be obtained in the Office of the Registrar.

F. Touch-tone Registration on RSVP

Registration Services Via Phone 740-355-2206

Shawnee State University's touch-tone telephone registration is referred to as RSVP—Registration Services Via Phone. RSVP registers students in course sections immediately and handles subsequent course adds and drops and provides spoken listing of the confirmed schedule.

Instructions for use are printed in each Course Schedule published quarterly. The Registrar's Office is open Monday through Thursday, 7:30 a.m. to 5:30 p.m., and Friday, 7:30 a.m. to 5 p.m. for transactions not available on RSVP.

G. Academic Policies and Procedures

Academic Integrity

Students at Shawnee State University are required to do their own work on all tests and assignments. Any form of cheating may result in the student being withdrawn from a particular course or courses, as well as possible dismissal from the University. (See Student Handbook.)

Grading/Awarding of Credit

Final grades are mailed at the end of each quarter by the Office of the Registrar. Grades will not be issued orally.

Grade	Description	Quality Points
A	Excellent	4.00
A-	3.67
B+	3.33
B	Good.....	3.00
B-	2.67
C+	2.33
C	Average.....	2.00
C-	1.67
D+	1.33
D	Poor.....	1.00
D-67
F	Failing.....	0.00

TC	Transfer Credit.....	0.00
KE	Credit by Exam.....	0.00
NC	No Credit.....	0.00
WD	Withdrawal.....	0.00
I	Incomplete.....	0.00
P	Pass.....	0.00
AP	Advanced Placement.....	0.00
AU	Audit.....	0.00
NC	No Report.....	0.00

A grade of "F" receives no credit. Students making this grade must repeat the course if credit is to be received.

Grade Point Average

Quality points for a course are determined by multiplying the total credit hours by the numerical equivalent of the letter grade received in the course (see above). The sum of all quality points divided by the total hours attempted will yield the GPA. The formula for calculating grade point average is:

$$\text{Total Quality Points} / \text{Total Hours Attempted} = \text{Grade Point Average}$$

Class Ranking

Student class ranking is determined by the cumulative credit hours earned and the degree program (please note the following chart). Non-degree seeking students do not possess class rank.

Degree Program	Class Rank	Cumulative Hours Earned
Associate	Freshman	0 - 44
Associate	Sophomore	45 - no upper limit
Baccalaureate	Freshman	0 - 44
Baccalaureate	Sophomore	45 - 89
Baccalaureate	Junior	90 - 134
Baccalaureate	Senior	135 - no upper limit

Incomplete Grades

If a student is unable to attend class for an extended period of time, he/she may contact the faculty member responsible for the class to request an incomplete grade. Incompletes must be converted to a grade 30 calendar days into the next quarter or they are recorded as "F's."

Academic Assessment

The value of an educational degree is directly related to the reputation of the university that awards it. For this reason, students on our campus are given the unique opportunity to actively participate in academic assessment. The feedback provided through assessment leads to changes that assure and maintain the quality and value of the academic programs at Shawnee State University.

All students—except for those classified as special nondegree students—are required to complete the Academic Profile twice. The first time is during the first quarter—before the grades are issued—and the second time is prior to graduation. Special nondegree students are not required to participate. Please note: the Academic Profile is not the same test as Placement Testing.

If the student is completing a degree or certificate or if the student is enrolled in Senior Seminar, he/she must complete the Academic Profile in order to receive the degree or certificate. The student may be asked to participate in other assessment activities as part of the General Education Program or degree program. For more information about assessment, contact Dr. Kate Jansak, Director of Assessment, at 740-355-2583 or 740-355-2525.

Dean's List/President's List

Full-time students (12 or more hours per quarter) who achieve a 3.5 to 3.99 grade point average are placed on the Dean's List for that quarter. Full-time students who achieve a 4.00 grade point average are placed on the President's List for that quarter.

Pass/No-Credit Policy

The pass/no-credit option is designed to permit the student to take a select number of courses for which no traditional letter grade (of "A" through "F") is recorded on the grade report and transcript. If a student wishes to take a course on a pass/no-credit basis, he/she must complete the proper forms at the registrar's office within the first 14 calendar days of a regular quarter or the first 7 calendar days of a 5-week term. The decision to take a class on a pass/no-credit basis is not subject to change.

To be eligible for the pass/no-credit option, the student must have earned a cumulative G.P.A. of 2.0 or better. First quarter freshmen are considered as having met the above requirement. The pass/no-credit option is subject to the following restrictions:

- The student may complete up to 8 quarter hours to be counted toward an associate degree or 16 quarter hours to be counted toward a baccalaureate degree under this option.
- The student may take only one (1) course pass/no-credit per quarter.
- Applicability of courses taken pass/no-credit toward the major program of study is subject to departmental approval.
- To receive a grade of P (pass), the student must earn a grade of C- or better in the course. If he does not receive a grade of C- or better, a grade of NC (no credit) is awarded.
- A grade will be turned in at the regular grade-processing time and will be converted to a P or NC on the transcript by the Office of the Registrar.

Credit by Examination

Students have the opportunity to earn credit for selected courses offered at Shawnee State University via proficiency examinations. If the student has prior training, innate skills, extensive preparation, or experience, he/she may qualify to attempt the examination. The student should first secure the advice of his/her advisor or program director as to its appropriateness for the program of study. Then, final approval must be obtained from the appropriate chairperson, program director, or dean. Please note that only selected courses are available "by examination."

A fee is charged for course credit by examination and must be submitted prior to attempting the examination. A "KE" symbol, indicating "credit by exam," is recorded on the academic transcript of those students who demonstrate proficiency by passing the exam. Credit earned by examination is not included in the calculation of the cumulative grade point average. Students are not eligible to attempt a proficiency examination for a course in which they have been enrolled for 20 class days or more.

Credit hours awarded by examination do not apply toward the residency requirement for graduation.

College Level Examination Program (CLEP)

Students may be awarded credit for College Level Examinations taken under the College Entrance Examination Board. If a student takes the general examinations in English composition, mathematics, natural sciences, humanities, social sciences, and history and achieves the recommended scores of the Commission on Educational Credit and Credentials of the American Council on Education (ACE), he/she is given "KE" credit for the first sequential course in the above areas.

Many subject examinations may be used to earn "KE" credit for courses in the same subject areas, but the student must achieve recommended ACE scores to receive credit.

Credit given through the College Level Examination Program does not apply toward the residency requirement for graduation.

Credit for Military Educational Experiences

Credit may be awarded for military educational experiences. The Guide to the Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education, is used to determine possible college credit eligibility. Credit awarded for military educational experiences does not apply toward the residency requirement for graduation. Please contact the Office of Transfer Placement for more information.

Prerequisites

Most learning beyond basic skills is dependent upon the mastery of some prior skill or subject content. As a result, many courses at the University require the satisfaction of prerequisites prior to course enrollment. Prerequisites may be met by successful completion of the prior courses listed or by placement, via testing, into the course.

The academic college/department may withdraw a student from a course for which prerequisites have not been satisfied.

Advanced Placement

The student may be awarded college credit for satisfactory performance on certain proficiency examinations. Each May, participating high schools provide their students with an opportunity to take examinations in a variety of subject areas through the Advanced Placement Program (AP), sponsored by the College Board and administered by Educational Testing Service (ETS). Students who achieve a grade of “3” or above may receive college credit on the basis of these examinations. Credit given through the AP program does not apply toward the residency requirement for graduation.

In addition, Shawnee State University recognizes that some courses completed in high school or vocational school may be equivalent to some entry-level coursework at Shawnee State. In order to avoid repetition of such courses and to encourage advanced study in the respective disciplines, Shawnee State has entered into "Articulation Agreements" with high schools, vocational schools, and school districts. This allows the award of advanced placement credit for certain coursework completed at the high school where articulation agreements are in place. Such credit waives the course requirement. A more advanced class must be completed to replace the waived course.

Please contact the registrar for information concerning eligibility for credit through advanced placement.

Repeating Coursework

Courses may be repeated for credit if so identified in the course description located in the catalog. Courses may also be repeated for other purposes (e.g., attempt to raise grade), but only the highest grade earned and the associated credit will be reflected in the GPA (grade point average). The lower course grade will be replaced by the symbol "R," indicating the course was repeated.

While most courses are eligible for repetition, the following transcript symbols cannot be removed by subsequent course repetition: WD, AP, P, KE, NC, AU, TC. (Please note Grading/ Awarding of Credit section in the current catalog.)

Changing Grades

If the student questions a grade in a particular course, he/she must contact the faculty member responsible for that class.

Academic Probation

A student achieving a grade point average of 1.5 or less for any quarter is placed on academic probation for the following quarter provided the cumulative grade point average does not fall below that required to remain enrolled. If the student is placed on academic probation, he/she is invited to meet with a counselor in the Student Success

Center who will assist in the development of a plan to lead the student toward getting off academic probation.

Academic Suspension/Dismissal

Students are academically suspended when their cumulative grade point average falls below that listed for each category of credit hours attempted:

Credit Hours Attempted	Up to 40	41-55	56-65	66-75	76-85	86+
Cumulative G.P.A.	1.00 or below	1.30 or below	1.55 or below	1.80 or below	1.95 or below	2.00 or below

An academically suspended student may reenroll on “academic warning status” after two quarters. A second suspension results in academic dismissal. “Academic dismissal” is the permanent withdrawal of the privilege of enrollment and attendance. Academic suspension/dismissal makes students ineligible for further federal financial aid.

Non-Credit (Audit)

The student may elect to take a course for non-credit (audit) during the first 35 class days of a quarter (17 days of the 5-week summer sessions) by completing the proper forms in the Office of the Registrar. Election of this option may affect federal financial aid eligibility.

Course Credit by Arrangement

Students have the opportunity to fulfill requirements for selected courses offered at Shawnee State University via independent study or specially arranged instruction. If the student is interested in pursuing this educational option, he/she should first secure the advice of the faculty advisor as to its appropriateness for the program of study. The student should then contact the appropriate dean, director, or chairperson. This individual, after consultation with appropriate faculty, makes a determination as to the feasibility of the request. Students may earn up to 18 credit hours toward graduation in this manner, with all credit being considered resident credit, but students are limited to eight hours of credit by arrangement per quarter. Students enrolling in a course by arrangement have until the date grades are due the following quarter to have all work completed in the course.

Credit hours attempted/earned via this option do not count toward full-time student status except in the computation of federal financial aid eligibility. See the fee schedule for course by arrangement fees. All fees must be paid prior to the beginning of the course.

Internship Guidelines

Guidelines for internship have been established by faculty for those programs which require internship as part of their graduation requirements. If internship is a part of the program in which enrolled, the student is urged to request a copy of the guidelines from the faculty advisor.

International Study Programs

The University encourages and promotes the development of intercultural and multicultural academic pursuits of all Shawnee State students. To give the student an opportunity to broaden his/her foreign study experience, the University periodically sponsors international awareness and exchange programs, as well as travel and language study abroad.

International programs at Shawnee State may take many forms: courses taught by University faculty, courses at foreign educational institutions, field studies, internships, and student exchange programs. The University annually sponsors an International Awareness Week and occasionally hosts visiting foreign scholars and lecturers. In order to benefit from a variety of international study options, Shawnee State University has established a sister-university agreement with Nizhny Novgorod State University in Russia, with the Zhejiang University of Technology in China, with James I University in Spain, and with the University of Applied Science in Zittau, Germany. And, other opportunities are being explored.

If interested in an international exchange opportunity, the student should plan early, consulting first with the faculty advisor and with Dr. John Lorentz, Director, Center for International Programs and Activities at 740-355-2127.

Adding a Class

Students add a class to their schedule during the first five class days of the quarter (three days of a five-week summer session) by completing a change order in the Office of the Registrar.

Dropping a Class

Students may withdraw from a class through the 14th calendar day of the quarter by completing a change order form in the Office of the Registrar. During the first 14 calendar days, if class withdrawal affects fees, a refund is possible. Any withdrawal after the 14th calendar day results in a WD being placed on the academic record. Withdrawing from courses may affect Title IV student financial aid funds.

Students may withdraw from a class the 15th through 49th calendar days of the quarter by obtaining the signature of the instructor on a form obtained from the Office of the Registrar. Appropriate fees must be paid and the form returned to the Office of the Registrar.

In case of emergency, as determined by the college dean, the student may withdraw from a class after the 49th calendar day, but no later than 5 p.m. on the final day of class, by obtaining permission from the college dean and completing appropriate forms. Faculty members are notified by the college dean of these emergency withdrawals.

Withdrawing from the University

Should circumstances warrant a complete withdrawal from the University, the student must contact the Office of the Registrar to complete the proper forms. The staff will

direct the student to the Student Success Center where proper information is given regarding the possible academic and financial aid ramifications of complete withdrawal. Many times, staff in the Student Success Center can provide alternatives so that departure can be avoided. It is never advisable to withdraw from the University without first speaking to a representative from the Student Success Center. Additionally, reentry into the University is made more convenient by Success Center staff. The student will automatically receive subsequent quarter schedules with an invitation to register.

Grades for scheduled classes are recorded as withdrawals (VTD). See the fee schedule for our refund policy.

If students do not follow the withdrawal procedure, they are considered enrolled in the class and are graded accordingly. Financial aid may be adjusted accordingly.

Transcripts/Grade Reports

Each quarter the student receives a grade report that includes grades achieved that quarter. The student should contact the registrar within 30 days of receiving the grade report if he/she discovers an error.

Request transcripts from the Office of the Registrar. Requests for official transcripts must be in writing and addressed to the Office of the Registrar.

Graduation Requirements

In addition to the specific requirements listed by the individual departments, the following are general graduation requirements for all students at Shawnee State University:

- **Baccalaureate's Degree**—A minimum of 186 credit hours, including the 48 credit hours of the General Education Program.
Associate's Degree—A minimum of 90 credit hours.
- A minimum of a 2.0 cumulative grade point average for all courses taken at Shawnee State University and in the student's major field of study.
- A minimum of 60 credit hours in the major field of study (*baccalaureate's degrees*).
- Petition for graduation in accordance with the rules prescribed by the University.
- Receive recommendations of faculty in academic major.

Students having outstanding institutional bills or notes are not issued a degree. All students are required to earn a minimum 30 hours of credit for the associate degree and 45 hours for the baccalaureate at Shawnee State University in order to be eligible for graduation. Students must petition to graduate by the deadline published in the calendar. Petitions are available in the Office of the Registrar.

Please Note: All students must be in good standing in order to graduate.

Graduation with Honors

- **Students entering SSU prior to the 1997-98 academic year.** Students who achieve a cumulative grade point average of 3.25-3.49 prior to the quarter of graduation are graduated cum laude. Students who have achieved a cumulative grade point average of 3.50-3.74 prior to the quarter of graduation are graduated magna cum laude. Students who achieve a cumulative grade point average of 3.75 or above prior to the quarter of graduation are graduated summa cum laude.
- **Students entering SSU during the 1997-98 academic year and thereafter.** Students who achieve a cumulative grade point average of 3.5-3.74 prior to the quarter of graduation are graduated cum laude. Students who have achieved a cumulative grade point average of 3.75-3.89 prior to the quarter of graduation are graduated magna cum laude. Students who achieve a cumulative grade point average of 3.9 or above prior to the quarter of graduation are graduated summa cum laude.

H. Requirements for Specific Degrees (See department for checksheets)