New Student Orientation Resource Guide 2015
At The Ohio State University, every effort is made to provide accurate and up-to-date information at the time of publication. However, the university reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, and other matters when necessary. In addition, Ohio State is continually reviewing and restructuring many of our academic programs, administrative processes, and student services in an effort to enhance their quality and improve our efficiency. In that process, some of the programs, services, and policies described in this guide may be modified, consolidated, or eliminated. If you have a question about a particular service or policy, you should contact the appropriate university office.
Welcome!

I am delighted to welcome you to The Ohio State University at Newark and to a world of new opportunities, new ideas, new challenges, and new communities. We want to help you discover the depths of your talents, explore the range of your interests, stretch the limits of your creativity, and identify the combination of experiences and opportunities that will define your pathway to success.

We are also pleased to provide you with this Student Resource Guide, which I believe you will find invaluable. It contains great information about university resources, processes, and academic and co-curricular opportunities. It also includes details about university policies that all students are expected to understand. I strongly encourage you to review these materials, both now and throughout your first year.

When you find yourself with questions not answered by this resource, we’re here to help. Today, you will be assigned to an academic advisor. Please feel free to contact your advisor with any Ohio State-related question. We will find the answer or point you to the best resource for help. Your first-year experience is important to you and to us because it is the foundation for your successful Ohio State career. To this end, we encourage your active involvement, full participation, and true commitment to success. We’re glad you’re here!

Best wishes for a great year,

William L. MacDonald
Executive Dean of the Regional Campuses
Dean and Director
The Ohio State University at Newark
HELPFUL HINTS FOR NEW STUDENTS

BUCKEYE LINK and STUDENT CENTER
Buckeye Link is your one-stop destination for essential Ohio State resources and services. You can log in to your Student Center from buckeyelink.osu.edu. Please see reverse.

CARMEN
Most instructors use the OSU course management system at www.carmen.osu.edu. A few days before classes begin, log in to Carmen with your username and password to view your syllabus and course requirements.

CLASS SCHEDULE
You can view your schedule from your Student Center through buckeyelink.osu.edu. (see reverse)

EMAIL
Be sure that your OSU email account is activated, and that you can view your messages. You are responsible for all correspondence sent to your OSU email.

FEES
The deadline for payment is one week prior to the first day of class. You may pay by mail or at the Fees & Deposits Office in the Hopewell Hall Mall. The late fee assessed is $200 after the day tuition is due and $300 after the 2nd Friday of the term. If payment is not made by the 2nd Friday, your classes will be dropped. To view your charges, go to your Student Center and click on “Account Inquiry” under “Finances.”

FINANCIAL RESPONSIBILITY STATEMENT
Each semester, students must sign a Financial Responsibility Statement by completing the online agreement that appears on the “To Do List” on their Student Center. Clicking the three boxes indicates the student understands that fees must be paid on time and if they are not, late fees will be assessed. Students cannot register for classes in any term unless they have completed this online agreement.

HEALTH INSURANCE
All students are enrolled in the Student Health Insurance plan, unless they waive it. This is an annual contract renewed every autumn semester. The enrollment selection that the student chooses is binding for the entire academic year, including summer, if they remain enrolled in eligible classes. To waive health insurance coverage, go to your Student Center and click on “Select/Waive Coverage” under “Finances.” Be sure to have your health insurance card with you before you begin the waiver process so you can enter your health insurance coverage information.

ID CARD
Your BuckID picture can be taken at the Security Office located in Warner Center 105 (across from the bookstore). You must have a photo ID and your student ID number. Hours are posted on the door of the office. Some printers on campus require that you use your BuckID. Your BuckID can also be used as a debit card. For more information, visit buckid.osu.edu.

LOANS
If applying for a loan through Financial Aid, there are multiple steps that must be completed. Be sure you have completed all items indicated on your Student Center. If you need assistance, contact the Financial Aid Office.
PARKING
Register your car (no charge) at the Security Office, Warner Center 105. You will be given a permit to hang on your rearview mirror. You will need to provide the license plate number for your car.

ROOM LOCATIONS
Room locations will be listed on your class schedule one week before classes begin, and are subject to change. Check your class schedule online right before classes to verify locations. The online class schedule on your Student Center will have the most current information.

SYNCHRONIZING YOUR NEWARK CAMPUS ACCOUNT
In order to have wireless computer access and to utilize the computer labs on campus, you need to synchronize your account. Visit the IT Help Desk located in Founders Hall 198 or call 740.366.9244 to synchronize your account. Be sure to bring a photo ID. Also, to receive email on your mobile tablet or phone you will need to setup and configure your campus account on that device (via the Settings – New Account area on your device). You can visit the ITS Help Desk for assistance.

TEXTBOOKS
The bookstore is in the Warner Center. Books are arranged alphabetically (by class) on the shelves. Bring your class schedule to select the correct books. Keep your receipt in case you need to return a book during the first week of classes. - OR - Go to the OSU Newark website at www.newark.osu.edu - under “Student Life” in the top menu bar and click on “Bookstore” and “Textbooks” to see what books are required. You may purchase them from any vendor.

buckeyelink.osu.edu
Click “Log in” and input your last name.# and password to access.
Access other items from menu below “Students.”

Check “To Do List” frequently!
## CONTENTS

### Academics and Student Support
- Curriculum .................................................................................................................. 1
- Calculation of GPA ........................................................................................................ 1
- Academic Advising ....................................................................................................... 2
- First Year Experience .................................................................................................. 2
  - Buckeye Book Community ..................................................................................... 3
- The Dean/Director's Convocation ............................................................................. 3
- Learning Specialist ..................................................................................................... 3
- Mathematics Center .................................................................................................. 3
- The Writers' Studio ..................................................................................................... 3
- Tutoring Center ........................................................................................................... 4
- Information Technology Support ................................................................................ 4
- Libraries ..................................................................................................................... 5
- Study Abroad ............................................................................................................... 6
- Undergraduate Research ............................................................................................ 6
- Honors Programs ......................................................................................................... 7
- University Career Services ........................................................................................ 7
- Disability Services ...................................................................................................... 7
- Student Advocacy Center .......................................................................................... 7
- Military and Veterans Affairs ..................................................................................... 7
- Mathematics Placement Guide .................................................................................. 8
- Interpretation of Advising Profile Report ................................................................... 12

### Beyond the Classroom
- University Housing ..................................................................................................... 1
- Off-Campus Housing and Roommate Finder ............................................................. 1
- Eating on Campus ...................................................................................................... 2
- Parking ......................................................................................................................... 2
- BuckID ......................................................................................................................... 3
- Bookstore ................................................................................................................... 4
- Campus Activities ....................................................................................................... 4
  - Welcome Week ......................................................................................................... 4
  - Student Organizations .............................................................................................. 4
  - Student Government ................................................................................................. 4
  - Recreation Department ............................................................................................ 4
- Student Health Insurance ........................................................................................... 5

(continued on reverse)
A true community effort, Ohio State Newark was founded in 1957. Community members gathered to paint, build, and to carry furniture into a remodeled barn, the campus’ temporary first home. The first classes took place in the evenings at Newark High School with 80 students and eight faculty members.

By 1960, 46 scholarships worth $12,000 were awarded to students. In 1966, seven thousand Licking County residents pledged more than $1 million toward the cost of land and construction of the first campus building. In 1971, Ohio State Newark was joined by Central Ohio Technical College and the two institutions have forged a unique, collaborative partnership over the years.

From 1975 to 2004, nine buildings were added to this scenic campus in east central Ohio. A tenth building, the John L. and Christine Warner Library and Student Center opened in autumn 2008.

Today, Ohio State Newark boasts an enrollment of 2,396 an average class size of 25, and a broad range of opportunities to engage students in campus life.
Curriculum

General Education

The academic core for students at The Ohio State University is the General Education program. General Education (GE) courses allow students to develop the fundamental skills essential for collegiate success across major programs. GE courses help students develop skills in writing and critical thinking; engage in topical contemporary issues; and increase understanding of diversity, the natural and social sciences, and the arts and humanities. Some colleges and schools also include basic aptitude in foreign language as a GE requirement.

General Education options differ depending on each student’s college and type of degree; some courses are specified by degree programs. Beyond these discipline-related requirements, however, students will be able to choose from among many courses to complete their programs. Students have the opportunity to design a program tailored to their interests. Open options will allow students to choose course work involving service-learning or study abroad when those courses have been approved for General Education.

Students should reference college or school publications and consult with their academic advisors before scheduling classes to satisfy General Education requirements.

Major program curriculum

Each major program includes a curriculum that will prepare students for graduate school or career prospects in their fields. For the specific requirements of the curricula administered by a given college or school, students should consult with their advisors and visit the college or school website.

Calculation of GPA

To calculate grade point average:

1. Find the total number of credit points for each course. (Multiply credit hours of a course by credit points associated with the grade earned in the course.)

2. Find the total number of credit points for a term (add up the credit points for all classes for a term) and the total number of credit hours (add up credit hours for all courses attempted).

3. Divide the total number of credit points earned by the total number of credit hours. The quotient will be a number between zero and four that reflects the student’s average performance—the student’s point-hour ratio (PHR) or grade point average (GPA). (Only courses taken for a grade from A to E count in this ratio. There is no D-, E+ or A+.)

<table>
<thead>
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<th>Grade</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
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<table>
<thead>
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<th>Credit Points</th>
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</thead>
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<td>04</td>
<td>B+ (3.3)</td>
<td>13.2 ( = 4x3.3)</td>
</tr>
<tr>
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<td>04</td>
<td>C (2.0)</td>
<td>8 ( = 4x2.0)</td>
</tr>
<tr>
<td>English 1110.01</td>
<td>03</td>
<td>B+ (3.3)</td>
<td>9.9 ( = 3x3.3)</td>
</tr>
<tr>
<td>Psychology 1100</td>
<td>03</td>
<td>B (3.0)</td>
<td>9 ( = 3x3.0)</td>
</tr>
<tr>
<td>College Survey 1100</td>
<td>01</td>
<td>A (4.0)</td>
<td>4 ( = 1x4.0)</td>
</tr>
<tr>
<td>Total hours and points:</td>
<td>15</td>
<td></td>
<td>44.1</td>
</tr>
</tbody>
</table>

Point-Hour Ratio = Total Credit Points Earned
Total Credit Hours Attempted

In the example above, the total number of credit points is 44.1 and the total credit hours is 15. The GPA is 2.94. It is possible to talk about a student’s point-hour ratio for any group of courses he or she has taken (major courses, science courses or electives, for example). But the two groups of courses most commonly considered are all the courses taken during a given semester (the semester point-hour ratio) and the group of all courses the student has taken to date (the cumulative point-hour ratio or CPHR).
Why meet with an academic advisor?
- Discuss classes, request information about academic programs, clarify policies and procedures.

What is the student’s role in the advising partnership?
- Review academic records regularly and complete program requirements.
- Know how academic actions affect student status, prepare for advising appointments.
- Explore options, share information, ask questions, follow up, seek help before a situation becomes a crisis.

What is the advisor’s role in the advising partnership?
- Provide accurate information and interpretation of policies and procedures.
- Listen to problems and concerns and make referrals for other services.
- Assist with course selection, help with goal setting, encourage career exploration.

Even though academic advisors will provide information and serve as consultants, students must understand degree requirements and know how those requirements will be satisfied.

The Advising Office is located in Founders Hall 1075, on the main level in the rear hallway, and can be reached at 740.366.9333.

First Year Experience

mynewark.osu.edu

National research and our own experiences suggest that a great first year goes a long way toward helping students get what they go to college for: a degree and learning that lasts a lifetime. First Year Experience (FYE) leads campus-wide, collaborative efforts to give new students the resources and support they need to make a smooth transition to Ohio State, return the next year, and ultimately graduate and become Buckeye alumni. FYE staff develops programs and communicates information to students to help them learn to navigate campus and available resources, join the conversation, and become Buckeyes.

Learn to navigate the university

Navigating campus doesn’t just mean learning the bus routes and locations of buildings. FYE helps students learn about the people and resources available to them and where to turn for help.

Join the conversation

FYE strives to expose students to the many conversations that are happening all the time on campus—to emphasize that this is a place of intellectual inquiry. We want students to converse not just among themselves but with their resident advisors, with their faculty and with other staff. This is a learning community, and one that thrives on a diversity of opinion. We want students to feel a part of that right from the start.
**Become Buckeyes**

We know we have something special going on here—and it's not just in the stadium on football Saturdays, and it's not just knowing that the answer to a stranger's "O-H" in an airport halfway around the world is, of course, "I-O." We are a community proud of our traditions, our marching band, our campus, our academic programs and, most importantly, the experience that our students have here. Becoming a Buckeye also means contributing to our community—it's the volunteer work that our students do, it's the appreciation of diversity that we have, it's the way we treat each other and it's the spirit of togetherness that makes our campus special.

FYE facilitates special programs and opportunities to help first-year students find friends among new and returning undergraduates; to help students adjust to college-level course work; and to help them discover the academic, social and personal balance that leads to graduation. The following programs are a sampling of FYE initiatives designed to promote these Buckeye success stories.

**Buckeye Book Community**

*newark.osu.edu - search keyword: Buckeye Book*

The Buckeye Book Community (BBC) is quite possibly the largest book club in the nation. First-year students receive a reading selection during orientation and are asked to complete the reading during the summer. Students then return to campus prepared to discuss and analyze what they have read. In the program's culminating experience, the featured author visits campus. In recent years students have met celebrated writers including Amy Waldman (*The Submission*), Rebecca Skloot (*The Immortal Life of Henrietta Lacks*), and Warren St. John (*Outcasts United*). This year's selection is *The Good Food Revolution* by Will Allen. Students will have the opportunity to participate in book discussions in their University Survey (EXP 1100.01) classes and explore the book further in first-year writing classes. The BBC introduces students to academic life at Ohio State, connects the first-year class through a shared experience and introduces the expectation that college students cultivate a life of learning both in and out of the classroom.

**The Dean/Director's Convocation**

In the autumn, convocation is the first official academic welcome for new students, and, along with commencement, serves as a "bookend" to the Ohio State experience. At convocation, students are officially "inducted" as new Buckeyes; at commencement, the class reconvenes to consider its accomplishments.

Held in the John Gilbert Reese Center's Alford Performing Arts Hall on the Tuesday before the start of autumn semester classes, convocation is the official welcome from the campus to Ohio State's newest Buckeyes. Several speakers offer words of advice and inspiration at the symbolic ceremony, including the dean/director and a student representative. Students are also introduced to "Carmen Ohio," Ohio State's alma mater.

After the academic ceremony, students join faculty and staff for the dean's campus picnic.

**Learning Specialist**

*newark.osu.edu - search keyword: Learning Specialist*

The Learning Skills Specialist provides advice and resources to enhance students' learning inside and outside of the classroom. Areas of support include: study skills, time management, note taking, and test taking strategies, and learning through technology. Services are offered in a variety of formats: workshops, classroom presentations, on-demand online seminars and individualized assistance via in-person and online meetings.

To schedule an appointment, call 740.366.9247, email avila-medina.1@osu.edu or text to 740.261.6607.

**Mathematics Center**

*newark.osu.edu - search keyword: Math Center*

The Math Center is located in the beautiful Warner Center. It is open during each semester and fewer hours during the summer. We support any math course taught on the Newark campus. You are invited to walk-in for help on your homework at any time during our open hours: no appointment is needed!

In addition to walk-in tutoring, the Math Center has many resources such as: (1) free math handouts on many topics covered in Newark campus math classes; (2) graphing and scientific calculators to be borrowed with a BuckID card; (3) current math textbooks and student solutions manuals; (4) laptops with math software; (5) exam review materials, and more. For more information about us, call 740.366.9404 or visit our website.

**The Writer's Studio**

*newark.osu.edu - search keyword: Writer's Studio*

The Writer's Studio, located in Warner Center 210, provides support for Ohio State Newark writers across and beyond the curriculum. Either by appointment or just by dropping in, you can meet with a trained Peer Writing Consultant (PWC) to get help with understanding an assignment, generating material, structuring and developing your essay or project, creating a bibliography or correcting in-text citations, doing research, editing, or just talking through your ideas or concerns. The Studio is open each week during regular school terms.

To make an appointment, call 740.366.9411 or visit our website, where you can find additional writing tips, exercises, and resources. After you succeed in your second-level writing course (any 2367 course), consider taking English 3467 to train to become a PWC yourself, regardless of your major. As a PWC, you will join a robust on-campus community while adding a truly rewarding and important job to your resume.
Tutoring Center
)newark.osu.edu - search keyword: Tutoring Center

The Tutoring Center provides academic assistance in many courses. Peer and professional tutors (part-time faculty) are provided on a first-come, first-served basis. Students work together to learn concepts, study for tests, plan projects, complete assignments and generally figure out how to make the most of the classroom experience.

Tutors share information about course content as well as teach their tutees how to study for certain types of tests. The Tutoring Center is open during each semester and tutors are available to provide assistance in many courses taught at Ohio State Newark.

Tutors are students and instructors recommended by faculty and employed to work at hours they arrange, before and after classes. They are trained to be effective one-on-one communicators. Tutoring jobs are available for students who have done well in courses and to part-time faculty interested in becoming a tutor. Hundreds of students have been employed as Peer Tutors and thousands more have received free tutoring. Visit Warner Center room 211 or call 740.366.9168.

Information Technology Support

Student Network Accounts

Ohio State Newark Students will receive two accounts. The first account is for the Columbus campus and will be used for my.osu, Buckeyemail, Student SIS and Carmen. All Columbus Account passwords are required to be reset every 180 days. When your password is near expiration, you will be prompted to reset your password when you log in to Carmen or your student SIS.

If you have any questions about your Columbus Campus Account or need assistance with resetting your password, contact 8-HELP by email at 8help@osu.edu or 614.688.4357.

The second account will be used to log in to the computers and the Wi-Fi at the Newark Campus. Both accounts will follow the subsequent format: lastname.##### (smith.12345); however, the passwords will be managed separately.

If you have trouble logging in to the Newark campus computers or the wireless network, or need help with your Newark Campus Account, contact IT Support by email at helpdesk@newark.osu.edu or by phone at 740.366.9244 or stop by the IT Service Desk in Founders Hall room 196.

Residence Halls

ResNet is the high-speed internet access network available to all students in the residence halls at The Ohio State University. This network is separate from the Newark campus network. If you encounter issues with your internet connection in the Residence Halls please talk to your RA or contact ResNet at:

Phone: 614.292.5700
Hours: 7:00am-11:00pm, 7 days/week
Web: http://resnet.osu.edu

Newark IT Support

IT Support provides assistance with resetting passwords for the Newark campus Account and support for using personal devices on the Newark Campus wireless network. We can also assist you with any classroom or local lab computers you may have problems with. ITS is not able to reset Columbus Campus network accounts. However we will assist you in making the call to OSU Columbus 8-HELP (614.688.4357) to ensure you are able to accomplish password resets. You can get more information on IT topics at https://it.osu.edu/guide/.

Location

Founders Hall Room 196
1179 University Drive
Newark, Ohio 43055
740.366.9244 (Office)
740.364.9586 (Fax)

Hours
Monday-Thursday 7:30am-8:00pm
Friday 7:30am-5:00pm

Atomic Learning

Atomic Learning is a great resource for all students that provides online tutorials for software such as MS Office, Acrobat, Photoshop, and others. To access the tutorials, request a log in from the Newark Help Desk through email at helpdesk@newark.osu.edu or by phone at 740.366.9244 or stop by the IT Service Desk in Founders Hall room 196.

Open Labs

There are several open computer labs available on campus for students. We have over 100 computers available for your use. These computers provide all standard software, including the Microsoft Office Suite. The labs are located in Founders Hall rooms 174 and 180 and in the Reese Center in room 206.

Founders Hall 174/180 Open Lab hours:
Monday through Thursday 7:30 am to 8:00 pm
Friday 7:30 am to 5:00 pm
(Founders 180 may occasionally be closed due to class.)

Reese Center Room 206 and LeFevre 260 Open Lab Hours:
Monday through Thursday 7:30 am to 8:00 pm
Friday 7:30 am to 5:00 pm
(Reese 206 and LeFevre 260 may occasionally be closed due to testing.)
Printing

Printing services are available in the open computer labs on campus. Printing services are also available in the Warner Center Library. In order to print on campus, you must have a student ID. To add additional funds to your student ID, please contact Fees and Deposits located in Hopewell Hall Room 136. You can also add funds to your student ID online with a credit card at the following link: https://buckid.osu.edu/manage.asp.

Campus Emergency Broadcast System

Service Description

This system is designed to quickly communicate information regarding emergency situations on campus and any campus closures to all students, faculty, and staff. The system is a tool to help our campus remain a safe place for everyone in the OSU Newark community.

Can I Do It Myself?

As a current Ohio State Newark student, your college email address is already included in the Campus Alert System, and you will receive a notice in your email, alerting you to campus emergencies and closures. However, if you would like to include additional email addresses, or add a mobile phone number to receive emergency alerts via text, please go to this link:

https://my.newark.ohio-state.edu:444/osustudent/its/Pages/Campus-Alert-Notification-System.aspx

Once you complete the initial registration process, use your campus email address and the provided unique password to update your communications profile and contact information. In addition, these alerts will be posted on Ohio State Newark Facebook page. "Like" or "Friend" the Ohio State Newark Facebook page (Facebook.com/OhioStateUniversityNewark) and campus alerts should appear in your notifications. You may also follow up on Twitter @OhioStateNewark.

How can I get more help?

If you have questions about the Campus Emergency Broadcast System or have trouble registering, please contact IT Support by email at helpdesk@newark.osu.edu or by phone at 740.366.9244 or visit the Help Desk in Founders Hall Room 196.

Charges

There are no fees associated with using this service; however, standard text messaging rates may apply to alert text messages and you will be responsible for paying those fees.

myNewark Student Portal

Service Description

Information on the external OSU website is focused on prospective students, alumni and the communities we serve. For current students the campus has created myNewark as the place where all registered students can access their email and all the internal information that is important to them.

Information such as campus news, events, announcements, and for student life organizations is contained here. Newark campus information dealing with Academic Life, Campus Life, Career Services, and College Finances are also made available to you in one place. In addition, direct access to all student systems provided at OSU Columbus are made available.

We encourage you to take advantage of this system. If you have any problems accessing the site please contact the ITS Help Desk.

You can access my Newark by clicking on the following link: https://my.newark.ohio-state.edu.

Libraries

newark.osu.edu - search keyword: Library

The John L. and Christine Warner Library provides services to the entire campus, as well as community users. The Warner Library holds over 50,000 book volumes; 2,400 DVDs and VHS tapes; and subscribes to about 165 print journals and magazines.

Over 400 databases provide access to millions of periodical articles and books online.

The library is a part of OhioLINK, a consortium of 89 Ohio academic libraries and several large public libraries, providing holdings of more than 50 million items. Access to these materials is via the Newark Library website, the website of OSU Columbus campus Library and/or the OhioLINK website. Using their student ID, students may request books and other materials online. Items requested usually take 3-4 business days to arrive at the Newark campus or another chosen pick-up point.

The library’s many study spaces include group study rooms and quiet study spaces. Students may check out laptops for use on campus, as well as digital, flip video cameras and calculators. A VCR/DVD player, scanner, copy machines and printers are also located in the library.

Librarians are available for assignment consultation in person or by e-mail, phone or by instant messaging. During academic terms the library is open 7 days a week, including four evenings until 10 pm. Summer term and breaks have slightly reduced hours.

For more information, visit the Library website newark.osu.edu/library/ or call 740.366.9307.
Academics and Student Support

Study Abroad

-newark.osu.edu - search keyword: Study Abroad

Study abroad programs enable students to earn academic credit, gain global awareness, and better prepare themselves for future careers. Faculty participation ensures academic quality and administrative support. Ohio State Newark offers at least one study abroad experience each year. The campus also provides student travel stipends to help defray costs. For more information, please contact Associate Dean Virginia Cope (cope.38@osu.edu).

Undergraduate Research

-newark.osu.edu - search keyword: Research Opportunities

Why research?

Research contributes to an expansion of knowledge through inquiry, investigation or experimentation aimed at the discovery of facts, theories or laws. It spans inquiry within all fields—from isolating a specific gene to investigating the workings of a camel’s third eyelid, from identifying themes of masculinity in dance choreography to determining if older computer users are put off by fancy graphics.

Undergraduate research requires an educational collaboration between students and faculty members. Research experiences may be initiated by students who seek out faculty supervision for their projects or by faculty members who involve undergraduate students in their research teams.

Researchers at Ohio State Newark are leaders in a variety of fields that touch our daily lives and shape our future. Undergraduates at Ohio State Newark are a part of Ohio State’s exciting community of discovery, creativity and innovation.

Educational benefits:
- Working closely with a faculty mentor
- Learning about issues, methods and leaders in students’ chosen fields
- Applying concepts learned in course work to real life situations
- Sharpening problem-solving skills

Professional benefits:
- Exploring and preparing for future careers
- Developing marketable skills
- Enhancing professional communication skills
- Collaborating with others and working effectively as part of a team

Personal benefits:
- Growing as a critical, analytical and independent thinker
- Meeting challenges and demonstrating the ability to complete a project
- Discovering personal interests
- Developing internal standards of excellence

How to get started

Students should make a list of interests, even if they are not related to their majors. To spark ideas, students can search websites and visit the resources, forums and student stories on undergraduateresearch.osu.edu.

If research interests overlap with a student’s major, he/she should talk with a departmental advisor or faculty member in the field about opportunities that may be available in the student’s major department.

Students should take advantage of any opportunity to talk with professors who teach topics that interest them. Visit the professors’ web pages and read some of their published work, visit the professor during office hours, or contact them by phone or email. If they are not able to become research partners, students may ask for recommendations of labs or other faculty that might provide them with the opportunity to become involved.

Students may also look for posted research opportunities, which many colleges and departments post on their websites.

Students should attend department, college and university research forums to get a sense of the scope of research that is happening at Ohio State and talk to other students about how they became involved in their projects.

The Undergraduate Research Office

The Undergraduate Research Office (URO) promotes undergraduate research at Ohio State by helping students get involved in research and facilitating opportunities to fund, publish and/or present their work.

The URO website, undergraduateresearch.osu.edu, includes tips on getting started, a list of research opportunities at Ohio State along with offered programs at other institutions, conferences and forums to present research, a list of funding options, and other research resources.

The URO offers many forms of assistance and coordinates programs to give students the information and support they need to get involved in research. The URO provides individual advising, monthly information sessions, and special events such as student and faculty panels. The URO notifies students of announcements, exciting opportunities and upcoming deadlines through a weekly email newsletter. These newsletters occasionally include advertisements for open research positions directly requested by faculty.

The URO coordinates the Peer Research Contact program, where students wishing to gain a student perspective on research can connect with and ask questions to an experienced undergraduate researcher in their field. The URO also organizes two annual undergraduate research forums: The Fall Undergraduate Research Forum and the Denman Undergraduate Research Forum.

For more information, visit the website or contact the URO at uro@osu.edu or 614.292.8307.

For opportunities specific to Ohio State Newark, contact J. Andrew Roberts at roberts.762@osu.edu.
The Honors Program at Ohio State Newark promotes the intellectual and personal development of high-ability students. Members gain access to honors courses, priority scheduling, research opportunities, study abroad and service learning fellowships including the LeFevre Fellowship program, membership in the Laurel Collegiate Society, honors recognitions, and more. To learn more about earning and maintaining honors status at Ohio State Newark, or about study abroad, service learning opportunities and fellowships, visit the website or contact Virginia Cope at cope.38@osu.edu.

The Office of Career Development & Experiential Learning Services is committed to providing high-quality service to assist students and graduates in reaching their career goals. Through career and major exploration, career planning, job search preparation, resume review, and guidance with their search for all types of positions (internships, co-ops, part-time, and career opportunities), students can receive the individualized help they need at each stage of their education and professional development. For more information, visit the Office of Career Development in Warner 226 or call 740.366.9453.

Office for Disability Services (ODS) offers a variety of services and accommodations for students with disabilities including hearing, visual, or mobility disabilities; Attention Deficit Hyperactivity Disorders (ADD/ADHD); and psychiatric, medical, or learning disabilities. Academic accommodations and services include, but are not limited to, exam accommodations (e.g., extended time on tests and quizzes, a reader/scribe, assistive technology, alternative format); disability counseling and advocacy; priority scheduling; alternative media (e.g., scanned text, enlarged print, Braille); sign language interpreters and/or transcribing services; training in accessing services and advocacy; and referral to campus support services.

The Office of Military and Veterans Services is the university's single point of contact for all military and veterans services and concerns. The office strives to ensure the academic success of Ohio State's student-veterans. Any student utilizing VA education benefits must work with this office as part of their registration and enrollment at The Ohio State University.

The Student Advocacy Center assists students when they find it difficult to navigate a particular situation. The center's staff answers questions, directs students to the appropriate departments and people, familiarizes students with university policies and procedures, and provides guidance to help students solve problems and make choices.

The Student Advocacy Center helps students find their place at the university. The center's goal is to help reduce barriers so students can focus on classes and make important decisions about their futures.

Call the Student Advocacy Center at 614.292.1111 or visit the center at 1120 Lincoln Tower in Columbus. Office hours are 8 a.m. to 5 p.m. weekdays during the academic year.

The Office of Military and Veterans Services is located at 185 Student Academic Services (SAS) Bldg, 281 W. Lane Ave Columbus, OH 43210. Phone: (614) 247-VETS (8387)

At The Ohio State University at Newark, Mark A. Fegley, Assistant Director of Admissions, can assist, refer or point you in the right direction. Phone: (614) 292-4094 ext. 69332 or (740) 366-9332.

**Honors Programs**

**Student Advocacy Center**

**Disability Services**

**University Career Services**

**Military and Veterans Services**
Mathematics Placement Guide
math.osu.edu/undergrad/advising/math-placement

Mathematics Skills Assessment
The math assessment determines students’ beginning placement level in math and science courses at Ohio State. During the orientation academic advising session, advisors use the placement level to determine which mathematics course sequence students should begin during their first semester at Ohio State. To learn more about placement codes, consult the chart below or refer to the FAQs on page 15.

Guide to your math placement code
The chart below represents the general guidelines for math placement and exhibits the highest course in which students may enroll. Students should consult with their advisor at orientation to select the most appropriate course.

<table>
<thead>
<tr>
<th>Math Course Code</th>
<th>Natural Sciences, Computer Sci., ENG, Pharm, Math, Pre-Med., SBS and ASC-BS</th>
<th>Business</th>
<th>Social Science, Humanities, ASC-BA Majors</th>
<th>Education and Human Ecology (most majors)</th>
<th>Agriculture</th>
</tr>
</thead>
<tbody>
<tr>
<td>L—calculus</td>
<td>1151 or 1156</td>
<td>1151</td>
<td>1116, 1150, 1151 or see college advisor</td>
<td>1151 or 1165&lt;sup&gt;a&lt;/sup&gt;</td>
<td>1131, 1150 or 1151</td>
</tr>
<tr>
<td>M—precalculus</td>
<td>1151&lt;sup&gt;b&lt;/sup&gt; or 1150</td>
<td>1130, 1131&lt;sup&gt;a&lt;/sup&gt; or 1150&lt;sup&gt;b&lt;/sup&gt;</td>
<td>1116 or 1150</td>
<td>1130, 1148 or 1150</td>
<td>1131&lt;sup&gt;b&lt;/sup&gt; or 1150</td>
</tr>
<tr>
<td>N—college algebra</td>
<td>1148</td>
<td>1130</td>
<td>1116, 1130 or 1148</td>
<td>1135, 1130 or 1148</td>
<td>1130 or 1148</td>
</tr>
<tr>
<td>R—intermediate algebra*</td>
<td>1075</td>
<td>1075</td>
<td>1116</td>
<td>1075 or 1135</td>
<td>1075</td>
</tr>
<tr>
<td>S—elementary algebra*</td>
<td>1050, or 1075</td>
<td>1050, or 1075</td>
<td>1050, 1060&lt;sup&gt;c&lt;/sup&gt; or 1075</td>
<td>1050, or 1075</td>
<td>1050, or 1075</td>
</tr>
<tr>
<td>T—elementary algebra*</td>
<td>1050</td>
<td>1050</td>
<td>1050</td>
<td>1050</td>
<td>1050</td>
</tr>
<tr>
<td>U—undetermined level</td>
<td>Must retake the math placement test on campus, preferably at orientation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>a</sup> By permission only. Columbus campus students need to see the math faculty member at orientation. Students who fail calculus autumn semester must revert back to their original placement the next time they take math (i.e. 1150 or 1130). Students who choose not to take calculus autumn semester can no longer move ahead and will need to start in 1150 or 1130.

<sup>b</sup> For Middle Childhood math concentration students only.

<sup>c</sup> Regional campus course.

<sup>*</sup> If a student places level R, S or T and has an ACT math score of at least 22 or an SAT math score of at least 520 that is less than two years old, then he has the equivalent of placement level N and is permitted to take any course on the N level.

Calculus sequence options
The department offers various sequences in calculus to meet the needs of most students, but in order to be successful, a student must be willing to study two to three hours of calculus each day.

Students can feel confident in signing up for the strongest class knowing that a change during the first few weeks is permitted on a space-available basis. However, a textbook change may be necessary. Students who are unsuccessful in 1161, 1181H or 4181H may invoke Freshmen Forgiveness by substituting a different course. Confer with an academic advisor or the Math Advising Office (MA250).

All courses listed here are taught in lecture/recitation format, except for Honors courses.
Calculus sequence descriptions

1131: Calculus for Business—survey of calculus of one and several variables; applications to business. Not open to students with credit for any math class numbered 1151 or higher.

1151 Calculus 1—study of limits, derivatives, max-min, definite integrals, Fundamental Theorem, substitution in integrals, applications. Not open to students with credit for any higher numbered math class.

1152 Calculus 2—study of integration techniques, sequences and series, convergence tests, Taylor series, and parametric and polar curves. Not open to students with credit for any higher numbered math class.

2153 Calculus 3—study of vectors, several variables, partial derivatives, chain rule, gradient, max-min, multiple integrals, line integrals and vector fields, divergence, curl, and integration theorems. Not open to students with credit for any higher numbered math class.

1172 Engineering Math A—study of integration techniques, sequences and series, Taylor series, vectors and parametric curves, several variables, partial derivatives, chain rule, and max-min. Not open to students in math, pre-actuarial science or actuarial science. Not open to students with credit for any higher numbered math class or for 1152.

2173 Engineering Math B—study of multiple integrals, line integrals, vector fields, second order constant coefficient ODEs. Not open to students with credit for any higher numbered math class or for 1152 or 2153.

1156 Calculus for the Biological Sciences—study of discrete models, limits and continuity, derivatives and applications, antiderivatives, integrals, Fundamental Theorem, team modeling projects. Not open to students with credit for 1151 or with credit for any higher numbered math class.

1157 Mathematical Modeling for the Biological Sciences—study of integration, topics in linear algebra, dynamical systems, vector fields and gradients. Includes a team modeling project. Not open to students with credit for 1152 or with credit for any higher numbered math class.

1161.01 Accelerated Calculus 1—intended for students having prior experience with calculus. Study of limits, derivatives, max-min, integrals, Fundamental Theorem, techniques of integration, sequences and series, Taylor series, and applications.

2162.01 Accelerated Calculus 2—study of vectors, parametric curves, partial derivatives, optimization, multiple integrals, line integrals, divergence, curl and integration theorems. Not open to students with credit for any higher numbered math class.

1161.02 Accelerated Calculus 1—open only to students in Freshman Engineering Honors. Study of limits, derivatives, max-min, integrals, Fundamental Theorem, techniques of integration, sequences and series, Taylor series, and applications.

2162.02 Accelerated Calculus 2—open only to students in Freshman Engineering Honors. Study of sequences and series, Taylor series Study of vectors, parametric curves, partial derivatives, optimization, multiple integrals, line integrals, divergence, curl and integration theorems.

1181H Honors Calculus 1—study of differential calculus of one variable, integral calculus, convergence of sequences and series, Taylor series with remainder estimates. Emphasis on abstract proofs. Not open to students with credit for any higher numbered math class.

2182H Honors Calculus 2—study of parametric curves, vectors, multivariable calculus treated in depth. Not open to students with credit for any higher numbered math class.

4181H-4182H Honors Analysis I and II—an enriched honors sequence introducing students to mathematical underpinnings of calculus. Requires permission of department.

Math Progression Flowchart

Notes:
- Students with credit for 1151 are NOT eligible for enrollment in 1131
- Math and Act Sci majors with credit for 2174 must also take 2255 and 2568, even though it involves overlaps with 2174.
AP credit

Students who receive a score of 3, 4 or 5 on the AB or BC Advanced Placement Math Test are awarded the following mathematics credit:

<table>
<thead>
<tr>
<th>Score</th>
<th>Receive credit for</th>
<th>Recommended courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 3</td>
<td>1151</td>
<td>1151 (1152 or 1172 allowed but not recommended)</td>
</tr>
<tr>
<td>AB 4</td>
<td>1151</td>
<td>1152 or 1172</td>
</tr>
<tr>
<td>AB 5</td>
<td>1151</td>
<td>1161.xx, 1152, 1172; or 1181H or 4181H with advisor approval</td>
</tr>
<tr>
<td>BC 3</td>
<td>1151, 1152</td>
<td>1152, 1172, 1161.xx; or 2153 (but not recommended), 1181H or 4181H with advisor approval</td>
</tr>
<tr>
<td>BC 4, 5</td>
<td>1151, 1152</td>
<td>2153; or 1181H, or 4181H with advisor approval, or 2162.02 with FEH advisor approval</td>
</tr>
</tbody>
</table>

Students who receive Advanced Placement scores of AB 1 or AB 2 must schedule in accordance with their placement results. If they want an opportunity to move ahead, they must take proficiency tests (find more information at orientation, in this guide on page 16 and online at math.osu.edu/undergrad/advising/proficiency-tests).

Students who receive Advanced Placement scores of AB 3 are strongly encouraged to enroll in 1151 and do not need special permission from a math advisor to do so.

Frequently asked questions about math placement

In order to be consistent and fair to everyone, the math department adheres to established guidelines for mathematics placement. Read the following for more information about the procedures.

Students who placed into calculus (course code L) can disregard the following information. They should instead reference the calculus sequence options on page 9. Students who have AP calculus credit should reference the AP conversion chart above. Students with post-secondary credit should send college or university transcripts to Undergraduate Admissions.

Q What happens when students do not take the online math skills assessment test before or during their orientation?
A Students have the opportunity to complete the assessment at 11:30 AM on the Tuesday prior to their orientation day in Founders Hall Auditorium.

Q If students are sure they know more math than the course code indicates, can they take the assessment test again to do better?
A No, but students may take a proficiency exam over the course of their initial placement. (See information on the next page.) This exam is similar to a final exam, and a score of 70 percent or higher is required for consideration for being moved ahead. If permission is given to students to move ahead, most likely they will be able to get into a higher math class.

However, due to lab space limitations in science courses, they might not get into a science course. Students may take an exam only once for any course. While any student is welcome to take advantage of this opportunity, experience has shown that very few students succeed in advancing their placement. Proficiency exams are given no earlier than the Monday prior to the beginning of autumn semester. Students should contact Dr. Donald Yau at yau.22@osu.edu to make arrangements.

Q Are students allowed to take a class higher than their course code indicates without taking another exam?
A Generally not. In particular, courses taken in high school or good SAT/ACT scores do not necessarily override the placement score. There are only two exceptions.

- Students with course code M who also took the Math D test may be able to start in 1151. See the third question below for details.
- Students who have ACT math scores of 22 or SAT math scores of 520 on tests taken within the last two years are considered to be at placement level N and qualify for Math 1116, 1135, 1130 or 1148.

Q If students took the Math Skills Assessment test and placed into 1148 (course code N), what options do they have to move ahead?
A They have two options:

- Take the 1148 proficiency exam
- Students who scored at the highest level on the B test are invited to take the D test (Precalculus Skills Assessment) for possible higher placement. If they took the Web-based version of the skills assessment, they will be able to take the D test at orientation because only the initial exam can be taken online.

Q What if students took the Math B test but have a higher ACT or SAT score that was not reported to Ohio State?
A If students’ unreported ACT math score is 25 or higher (SAT math score of 570 or higher), they are eligible to take the Math D test, which may place them into a higher math course. If students have an unreported score, they should contact the Admissions Office at 740.366.9333.
Q If students took the Math D test and placed at course code M, can they skip Math 1150 and start in 1151?
A Students may consult with a mathematics faculty member at orientation to ask for permission for Math 1151. In this special situation only, factors besides a student’s skills assessment score are taken into account. The faculty member will also explain the advantages and disadvantages of level M students taking calculus. Calculus options are only allowed by permission in autumn semester. Students who receive such permission and then earn a D+ or lower in calculus in autumn semester, must revert back to 1150 the next time they take math.

Q Which test do domestic transfer students take?
A Regardless of ACT or SAT scores, transfer students take the B test.

Q If students are enrolled in math courses this summer at another college or university, can this affect their placement?
A Yes, if the class is equivalent to a course offered at Ohio State. Send a copy of the student’s Transfer Credit Report and detailed syllabi to 250 Math Building or fax it to the math advisors at 614.292.0167 for further evaluation. If an official transcript is in transit to Undergraduate Admissions, fax a copy of the syllabus and a copy of the grade earned to the math advisors at 614.292.0167. Be sure the grade copy contains the student’s name, the name of the institution, the course number and the grade.

In addition, the student should provide the course number, recitation class number and time of the class that he or she wishes to add to the autumn semester schedule. The math advisors will either put the student into the course or on the wait list.

Mathematics proficiency testing information and registration
Students who feel that their performance on the Mathematics Skills Assessment does not accurately reflect their mathematical skills, and those students who wish to qualify for more advanced courses, including 1181H, will have an opportunity to take a proficiency test on the Monday immediately prior to the start of autumn semester classes.

Signing up for the test
View instructions and registration information at math.osu.edu/ autumn-prof-tests. Students with disabilities should contact the Ohio State Office for Disability Services at 614.292.3307 to make alternate arrangements for taking any math exam.

Location of the test and what to bring
Students will be informed of the location when they register for the exam. They should arrive at least 15 minutes prior to the start time. All students must bring the following:
- a student I.D.
- pencils
- a non-graphing scientific calculator (e.g. TI-30) for 1050-1075, or a scientific or graphing calculator (e.g. TI-83, TI-84) for 1130-2153 (TI-89, TI-92, Voyager 200 or any calculator with a QWERTY keyboard are excluded.)

What do the scores mean?
Math advisors will email results from the test to students’ Ohio State email accounts by 5 p.m. the next business day.
- For scores of 80% or higher: students will be eligible to enroll in the next course in the sequence and will be granted credit for the course over which they tested (Exceptions: credit by examination cannot be granted for 1050 or 1075).
- For scores of 70% to 79%: students may consult with the math department for possible consideration to enroll in the next course, but no credit will be granted.
- For scores less than 70%: students need to remain in the math course indicated by their course code.

Changing class schedules
Students cannot change their class schedules before taking a proficiency exam. At orientation, students may register only for math and science classes for which their original course codes qualify them. If students qualify to advance after taking a proficiency exam, the Department of Mathematics will give them permission slips to take to their college offices to change their schedules.

Additional information
- Students have only one chance to take this test. If they do not pass, there are no further chances to advance.
- Find a list of topics for specific math courses at math.osu.edu/courses. Study for the test because students who do not prepare generally give themselves little chance to move ahead.
- Students interested in trying to advance two levels should schedule the first proficiency test on the Monday before the beginning of autumn semester. If they pass the first one, they may schedule a second test for later in the week.
- When students submit reservations electronically, the testing center will send them emails confirming the time and test selection. Record this time and location—no reminder email will be sent.
1. Personal Data

Students should print any corrections needed below the information that is incorrect, then sign and date the form.

2. English

The English placement requirement is indicated here. Students are required to complete the placement test prior to registering for English 1110 (any variation thereof) based on ACT/SAT requirements for new first-year students and on previous course credit for transfer students.

3. Mathematics

The mathematics placement code is indicated here. Each student will receive additional information about his/her placement code as it relates to his/her area of study.

<table>
<thead>
<tr>
<th>Placement Code</th>
<th>Eligible for Math Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>1116, 1118, 1135, 1131, 1151, 1156, 1161, 1165, 1181</td>
</tr>
<tr>
<td>M</td>
<td>1150, 1130, 1148, 1161, 1135, 1131*, 1151*</td>
</tr>
<tr>
<td>N</td>
<td>1148, 1130, 1161, 1135</td>
</tr>
<tr>
<td>R</td>
<td>1116, 1135, 1075</td>
</tr>
<tr>
<td>S</td>
<td>1060, 1075</td>
</tr>
<tr>
<td>T</td>
<td>1050</td>
</tr>
<tr>
<td>U</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>

* with permission from the Math Department

4. ACT or SAT Standard Scores

Standard scores reported to The Ohio State University

5. Advanced Placement (AP) Scores

Scores reported to The Ohio State University

6. Course Credits

Listing of credit earned at Ohio State, transferred to Ohio State and/or earned through examination
Living on campus offers many advantages and has been proven to enhance students’ success at Ohio State. Residence halls are “home”, a place to study, and a student’s springboard for involvement at the university. Students thrive in the residence halls, creating lasting friendships and enjoying all the wonders of campus life outside the classroom.

Staff
The transition to college can be challenging and the staff is here to help. The Newark residence hall is staffed by a full-time, master’s level Housing Coordinator and student leaders called resident advisors (RAs). Living in the halls, RAs coordinate activities to get students acquainted, create an academically supportive living environment, and serve as a resource for students. In addition, the hall has a hall office that provides service to students.

Housing Contracts
The housing contract extends for one academic year – from autumn semester through spring semester. When students sign a contract for autumn semester, they have committed themselves for the year unless they are specifically released from that contract. Summer contracts are issued separately. It is important that students become familiar with the provisions of their housing contracts, the regulations that pertain to living units, and general housing policies.

Questions about housing contracts should be directed to staff at the Ohio State Columbus housing office, 614.292.8266.

Frequently Asked Questions
Q. What are the benefits of living on campus rather than off?
A. Living in the residence halls is fun, easy and an all-around great deal. Everything you might need for living on your own is typically provided: great roommates, amazing programs, internet access, cable and the fabulous meal plan. The staff for each building are also present to help you succeed as a student.

Q. What should I bring to Newark campus?
A. On the Newark campus University Housing website is a suggested list of things to bring to campus with you as well as a list of things that are not permitted in your residence hall room. Questions about housing policies and room dimensions should be directed to staff at the Ohio State Newark housing office, 740.366.9430.

Off-Campus Housing and Roommate Finder
newark.osu.edu - search keyword: Off Campus Housing

For students not living in the Residence Hall, this site can help find an Off-Campus Information Packet; Newark Area Apartment Listing; a Roommate Finder Listing; and the Roommate Finder Application. (There is also a link for Newark Campus Residence Halls that will take you to the Columbus Campus Website for more information.)

Online Roommate Search
An online roommate search is available to all students attending classes at The Ohio State University at Newark. Individuals, who have housing and are looking for an additional roommate, as well as those who are seeking a place to live with others, can complete a roommate application online. This data will then be compiled and placed on the listing which will be made available to others seeking roommates. Information regarding the student’s study and socializing habits, smoking and pet preferences etc., is included on the online roommate profile. Also provided are the student’s phone number and OSU email address intended for connecting them with others.

Housing Information
Students can find material about renting off campus at the Off-Campus Information link. What to consider when choosing an apartment, utility services, local laundromats, and tips for choosing a roommate, can be found at this site.
Also provided is a Newark Area Apartment list that will give you names, phone numbers, addresses, and websites if available, of several area properties. The first link on this site also provides you with a Google Map to place all the apartments in their relationship to the Campus.

This is a service provided for the benefit of Ohio State Newark students and potential students. The apartments and realtors listed are in no way affiliated the university. It is recommended that students contact the apartments and make arrangements to visit prior to renting.

Eating on Campus

newark.osu.edu - search keyword: Campus Dining

The dining facilities at Ohio State provide a variety of options for students with dining plans — with flexibility in location and service. Dining plans offer a set number of “dining dollars” for use at a student’s discretion throughout the semester. Dining plans can be changed each semester. The following are the current dining locations:

Table of Contents

Located in the John L. and Christine Warner Library & Student Center, the Table of Contents offers your choice of assorted hot and cold sandwiches, salad bar, pizza, and specialty coffee drinks. Our soups are house-made, with different varieties every day!

The Table of Contents is open during breakfast, lunch and dinner hours Mondays through Thursdays, and breakfast and lunch on Fridays. Limited hours of operation are observed on weekends, school breaks and most holidays.

Cyber Café

Located in the John Gilbert Reese Center, the Cyber Café is a full service gourmet coffee shop featuring Crimson Cup coffee. Crimson Cup is a premium roaster based in Columbus. Crimson Cup only produces estate grown coffee beans from fair trade growers. Stop by for a quick snack or fruit smoothie!

Parking

newark.osu.edu - search keyword: Parking

All students and personnel at The Ohio State University at Newark are subject to the traffic and parking regulations of the Newark campus. In addition, standard traffic regulations and definitions, as enacted in the motor vehicle laws of the State of Ohio, will be enforced on campus property at all times. The posted speed limit is 10 mph in all parking lots and 25 mph on University Drive that encircles the campus.

Designated parking areas have been posted and are reserved for holders of Faculty/Staff permits, disabled permits and State vehicles. Students and visitors may park in any unrestricted parking space on campus – white-lined areas. Students, visitors, and employees without Faculty/Staff permits must have a white line on both sides of the vehicle. Parking regulations are in effect and enforced 24 hours a day. The responsibility of finding a legal space rests with the motor vehicle operator, regardless of weather and or crowded conditions.

The Newark Campus reserves the right to remove, or have removed and impound, any vehicle that is parked in such a manner as to constitute a hazard or parking violation. Owners of such vehicles will be required to pay all costs involved. The Campus cannot assume responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on Campus property. Owners should ensure that unattended vehicles are locked at all times.

Vehicle Registration

All students will be issued one (1) General parking permit (hanger-style) free of charge. The permit is a rear-view mirror hanger-style permit that can easily transfer from one car to another. This parking permit is only valid for Newark campus and does not cover the Columbus campus parking. Matters pertaining to Newark campus vehicle regulations are the responsibility of the Public Safety Department, located in Warner 105. This office is also where students go to obtain parking permits.

Regulations

1. Parking registration is mandatory.
2. First permit is free of charge.
3. Only one (1) permit per student.
4. Proof of enrollment is required to obtain a permit.
5. Permit must be hung with the numbered side facing the windshield.
6. Report lost or stolen permits to the Public Safety I Security Office: Warner Bldg., room 105
7. We reserve the right to charge for a replacement parking permit.
8. Issue of a second permit will automatically void any previously issued permits.
9. Voided permits are considered lost or stolen.
10. Any vehicle displaying a lost or stolen permit will be subject to tickets, fines and/or impound (without notice), at the student or owner’s expense.
11. Permits may not be loaned to another individual. The student or owner of a vehicle will be responsible for paying all costs related to a traffic violation.
12. The student or owner of the vehicle will be responsible for paying all costs relating to any violation which occurred prior to reporting a lost or stolen permit.
13. Return damaged permits to the Public Safety Office for a replacement.
14. Accumulation of 3, or more, unpaid citations will result in records and future registration being frozen and it may result in the vehicle being towed and/or immobilized, without notice at the owner’s expense.
15. Permits are valid as long as you attend classes at the Newark campus.

REMEMBER: To avoid parking violations and fines, you must have a parking permit properly displayed on your rear-view mirror.

STUDENTS AND VISITORS MUST PARK IN WHITE-LINED AREAS ONLY!

Newark Residence Hall
Parking in the front and rear lots adjacent to the Residence Hall is restricted to residents only, with a valid resident hall permit. Visitors must park in the north Adena Hall lot adjacent to the apartment lots.

Apartment residents are responsible for reminding their visitors of parking rules. Anyone parked in the NRH Lot without a permit is subject to towing without notice.

Motorcycles & Bicycles
Motorcycles and bicycles do not require parking permits. Motorcyclists should park in a normal parking space or the designated “motorcycle parking” at the Hopewell South Lot. Please do not park motorcycles on or near loading docks or any other yellow-lined safety areas.

Bicycle racks are located on the sidewalk between Hopewell and Founders Hall, the front of the Warner Center, near the lobby area of LeFevre Hall and at the patio of Adena Hall. Contracted bike lockers are available by lottery on the east side of Adena Hall. See Fees and Deposits for applying. When securing your bicycle, use U or O-shaped locks. They seem to work best in prevention of bicycle theft. DO NOT secure bikes to trees, railings or outside furniture. Keep walks and stairways unobstructed. The Newark campus prohibits riding bicycles on sidewalks even when a shortcut across the campus is desired. Please keep bikes on the bike path and yield to all pedestrians.

Violations
Drivers not complying with the traffic and parking regulations are subject to assessment of fines, payable in person or by mail to the Fees & Deposits Office within five days after being cited. Appeals must be submitted in writing within these five days. Appeal forms may be obtained from Fees and Deposits or the Public Safety Office, # 105 Warner Bldg. Failure to pay the parking fine will result in the accumulation of late fee’s. If your car is towed, you will be required to pay the outstanding parking fine first. Then you will have to pay the towing company to secure the release of your car. This will typically be between $60.00 & $80.00 depending on the type and manner of the car towed. There will be an additional $15.00 per day storage fee charged by the tow company.

BuckID
buckid.osu.edu

BuckID is the official ID of The Ohio State University. BuckID is used to provide access to residence halls and recreational facilities, to check out materials from the libraries, to make copies, to use meal plans and more. Students can also use their BuckID as a debit card at over 300 participating locations. For all students, BuckID is a necessity of everyday campus life.

Upon receiving a BuckID, each student is automatically assigned a BuckID debit account. To begin using the debit account, simply deposit funds in one of these ways: visit Fees and Deposits in Hopewell Hall, one of the deposit stations located on the Columbus campus, or the BuckID Card Services Office in 3040 Ohio Union. You may also deposit online at buckid.osu.edu, or deposit by phone at 614.292.0400. BuckID funds carry over each semester or can be refunded upon request at the end of spring semester. The BuckID Cardholder Agreement is available for review at buckid.osu.edu.

As part of Ohio State’s partnership with Huntington Bank, students who bank with Huntington can link their BuckIDs to their Huntington checking account. This allows students to use their BuckIDs as a PIN-based debit card. Once linked to a Huntington account, a BuckID can be used to withdraw checking account funds at an ATM or at stores that have a PIN pad at the point of sale. There is no cost to link the BuckID to a Huntington account, and it can be linked at any Huntington branch. For more information, visit huntington.com/buckid.
Students who did not obtain a BuckID card during orientation should take a picture ID (driver’s license or other state or federal identification) and their student ID number to the Safety & Security office, Warner 105, to get an ID. For additional information visit buckid.osu.edu.

**OSU ID Number**

As part of the university’s initiative to remove SSNs as a main identifier from student-related data, all new students will be assigned a 9-digit OSU ID number upon receiving their BuckID card during orientation. The 9-digit identifier will be printed on the BuckID card, allowing students to utilize the identifier (along with a personal password) to access their student records and other information stored in the Student Information System (SIS).

**Bookstore**

osu-newark.bncollege.com

The Ohio State Newark Bookstore is located in the Warner Center, Room 100. The bookstore carries competitively priced new, used, rental and digital textbooks for courses offered at Ohio State Newark; MS Office for students, laptops and tablets; school supplies, reading, reference, and bargain books; and a selection of Ohio State clothing and gift ideas. Regular store hours are Monday and Tuesday, 9:00 a.m. – 6:00 p.m., Wednesday and Thursday, 9:00 a.m. – 5:00 p.m. and Friday, 9:00 a.m. – 4:00 p.m. All of your course material and information can be found online at osu-newark.bncollege.com.

**Campus Activities**

newark.osu.edu - search keyword: Student Life

**Welcome Week**

Beginning on the Monday before the start of the autumn semester classes, new students can participate and attend several activities geared to introducing students to the campus and to their fellow peers. Past events have included a cultural mixer, comedians, outdoor “drive in” movies, hypnotists, balloon animals and of course, food! Students will be given a passport and for each event they attend, they receive a stamp. Completion of the passport program enables entry into a drawing for several prizes which have included gift cards, electronics, and Ohio State gear.

**Student Organizations**

newark.osu.edu - search keyword: Student Life

There are many ways to get involved with student organizations at Ohio State Newark. Not only will students have an opportunity to meet new friends and serve the university community, but studies also show that students who get involved with campus organizations tend to do better academically and have a positive regard for the institution. The Office of Student Life encourages all students to find an organization and make a contact. Ways to get involved:

1. Attend the Titan Organization and Resource Fair, an autumn event that attracts students who are interested in the student organizations at Ohio State Newark. Also featured are many campus resources and Newark area businesses. Free giveaways are always a hit for students.
2. Attend the initial meetings of student organizations. Many meeting times are posted on fliers around campus, but you can also contact an officer of the organization directly. Organization officer listings can be found on the Student Life, Student Involvement section of the campus website.
3. Stop by the Office of Student Life in the John L. and Christine Warner Library & Student Center, room 226.
4. For students who live in residence halls, talk with RAs or your hall director about their recommendations to get involved.

For further information about student activities or information about how to start your own student organization, go to our Student Involvement website.

**Student Government**

The Student Government is the official student governing body of The Ohio State University at Newark and Central Ohio Technical College. Student Government acts as the advocate for all students by providing a voice to be heard by students, faculty, staff and administration. The governing body is open to both students of Ohio State Newark and COTC due to the nature of our co-located campus. The purpose of Student Government is to implement programs and work with the administration to improve life on and around campus for all students.

**Recreation Department**

The Newark campus Recreation Department provides intramural, recreation and fitness opportunities for students of The Ohio State University at Newark.
Intramural Sports

Intramural sports provide an opportunity for students to participate on a team and compete throughout the semester with other on-campus students. Intramurals are updated and offered each semester.

Adena Hall Recreation Facilities

Adena Hall houses the gymnasium and two conditioning rooms are available for a variety of recreational activities. Adena Hall is open throughout the day and evening for recreational use by students, faculty, and staff of the Newark campus. Participants are able to spend their free time enjoying basketball, volleyball, weight training, walking and jogging. Basketball, soccer, flag football, and walking trails can be enjoyed on the outdoor facilities. Admittance to the Adena Hall gym area requires a current and valid BuckID.

Student Health Insurance

shi.osu.edu

Ohio State students enrolled in classes at least half-time are required to have health insurance and are automatically covered by the university’s Comprehensive Student Health Plan with the option to waive.

Before deciding to waive the Comprehensive Student Health Plan, parents and students are encouraged to carefully examine their existing coverage and compare it to what is offered by the university. What works at home may not meet students’ needs at college. In these comparisons, consider the following:

- Is coverage effective the first day of class and will it be continuous throughout the academic year? (Some plans have waiting periods or provide only short term coverage.)
- Will the student have coverage for preventive services, prescriptions, and medical, mental health, dental and vision care?
- Can the student get in-network care from providers, hospitals or facilities on or close to campus?
- Will the student have continuous coverage on campus, at home, across the nation or for study/travel abroad?
- Can the student afford to pay the co-pay, co-insurance or deductible amount at the time of service?

Upon their first enrolled term and then each year before autumn semester begins, students are automatically enrolled in the Ohio State Comprehensive Student Health Insurance Plan. The fee for student health insurance is added to the Student Account along with other university fees.

Students covered under OSU student health insurance are required to remain in the plan for each semester during the plan year that they maintain eligible enrollment at the university.

Waiving out of student health insurance

Students who already have health plans that meet the suggested guidelines for adequate coverage (see shi.osu.edu/coverage-comparison-tools) may waive the Ohio State Comprehensive Student Health Insurance Plan by providing their health plan information* via their Student Center at buckeyelink.osu.edu by the published deadline. The deadline for the autumn semester is seven days prior to the start of classes.

Students who initially waive coverage may enroll in the Ohio State Comprehensive Student Health Insurance Plan from their online Student Center at the beginning of their next eligible semester or by submitting request for coverage within 31 days of a qualifying event. For more information, visit shi.osu.edu.

*This information is subject to periodic audit by the university.

University-sponsored student health plans

Ohio State students may choose from two university-sponsored health plans: Ohio State Comprehensive Student Health Insurance Plan and the WilceCare Supplement.

Ohio State Comprehensive Student Health Insurance Plan

The Ohio State Comprehensive Student Health Insurance Plan offers excellent coverage at an economical cost. It is designed to provide students access to high quality providers, to promote wellness and to minimize unexpected out-of-pocket costs. The plan meets the American College Health Association standards for student health insurance plans and the requirements of the health care reform law.

Coverage includes inpatient and outpatient medical and mental health care, preventive services, immunizations, prescriptions, allergy therapy, diagnostic services, dental and vision coverage, 24-hour nurse line, year-round worldwide coverage, medical/travel assistance anywhere more than 100 miles from home or campus, emergency medical and political evacuation, accidental death and dismemberment, and repatriation benefits. Exclusions and limitations apply.

This plan uses a PPO model (Preferred Provider Organization) with Ohio State network providers and facilities in the Franklin County area and a national network outside of the Franklin County area. Covered students do not have to designate a primary care provider, nor are referrals required to see specialists. Using in-network providers results in lower out-of-pocket costs, with nominal co-pays and 90 percent coverage of eligible expenses after a deductible is met. Most non-network services will have a higher deductible and higher coinsurance.

Students who get care from Student Health Services at the Wilce Student Health Center and through Counseling and Consultation Service at the Younkin Success Center have many eligible expenses covered at 100 percent.

Coverage with the Comprehensive Student Health Insurance Plan automatically includes autumn, spring and summer terms as long as a student remains enrolled in eligible classes each term. The fee will appear on the Student Account twice a
Beyond the Classroom

year—autumn and spring. The insurance fee can be included in Ohio State’s Tuition Option Payment Plan (TOPP), which divides the cost of tuition and fees into three installments during a semester. Students enrolling for the first time during summer term will be assessed a reduced fee on their summer term account. Coverage may be extended upon request for students who withdraw from the university due to medical reasons, are granted an approved leave of absence, or graduate autumn or summer term.

WilceCare Supplement

The WilceCare Supplement is an option for students who wish to supplement existing coverage by providing prepaid medical care and prescription drugs needed to treat illness and/or injury exclusively at the Wilce Student Health Center. WilceCare is not an insurance plan.

WilceCare is designed to meet the needs of students with other health insurance plans that only provide regional coverage for basic care or provide coverage that requires high out-of-pocket costs like deductibles, co-pays, co-insurance or non-network penalties. It is for students only (no dependents) and covers illness or injury-related medical services and prescriptions. Vision, dental and preventive medical services are not covered.

Students can enroll in WilceCare by providing documentation of their current health insurance plan (subject to periodic audit) via their Student Center at buckeyelink.osu.edu by the published deadline. The deadline for the autumn semester is seven days prior to the start of classes. The fee for the WilceCare Supplement is assessed once per year. Coverage is for one year, beginning on the date of the autumn semester deadline.

For more information and benefit details for the Ohio State Comprehensive Student Health Insurance Plan and the WilceCare Supplement, visit shi.osu.edu.

Retention Coordinator

mynewark.osu.edu

The Retention Department, located in Founders Hall 2010, provides information and support for campus faculty, staff, and students. This office works with students through the Early Alert Program and LASSI (Learning and Study Strategies Inventory) to refer them to campus resources that support student success. Students on academic probation work with the Retention Department to meet their probation goals. The Buckeye Generation Learning Community is also supported through this office. Phone: 740.755.7787.

Counseling Services

newark.osu.edu - search keyword: Counseling

First year students will encounter many new and different, sometimes very challenging experiences. Counseling provides a full range of counseling and mental health services to help students with issues and difficulties relating to the following:

- Academic concerns
- Adapting to campus life
- Cultural differences and identity
- Depression, anxiety, and stress
- Family and other relationship issues
- Eating disorders and body image
- Substance abuse issues
- LGBTQ
- Sexual concerns
- Other concerns

In counseling, students develop more personal awareness and skills needed to overcome these issues and problems. The Counseling Services is here to help students grow and develop in ways that allow them to take full advantage of the educational opportunities offered at Ohio State Newark. Counseling services are provided at no cost to enrolled students and are limited to 10 sessions per school year.

Counseling Services are located in the Office of Student Life in the Warner Center, suite 226. Services are offered Monday through Friday, 8:00 a.m. to 5:00 p.m., except during university recognized holidays. Please call 740.364.9578 or stop by the office to schedule an appointment.

Sexual Violence Prevention and Response

The Sexual Violence Support Coordinator works in cooperation with the Sexual Violence Education and Support team to provide a comprehensive program of response and education for OSU students.

Sexual Violence Support Coordinator

The Sexual Violence Support Coordinator provides advocacy for survivors of sexual violence, assists survivors in understanding and navigating university policies and procedures and helps promote the academic success and personal wellness of survivors. Services provided by the Support Coordinator are recommended but not required.

The Sexual Violence Support Coordinator mission is to support and empower Ohio State students who experience sexual violence in any form before or during their attendance at the University. The Support Coordinator provides resources and direct service that is non-judgmental, survivor-focused and
empowering. The Support Coordinator recognizes that each person’s experience is unique; as is the way each individual copes and heals. The Support Coordinator also works with the Sexual Violence Prevention Coordinator to create evidence-based prevention strategies, facilitate educational workshops, and advance best practices.

More information is available at advocacy.osu.edu/sexual-violence. To schedule an appointment call 614.292.9111.

**Sexual Violence Education and Support**

The Sexual Violence Education and Support team is located within the Student Life Student Wellness Center that addresses situations of sexual assault, stalking, intimate partner abuse, and sexual harassment. The Student Life Student Wellness Center covers the prevention and the education aspect, while the Student Advocacy Center provides the advocacy and support aspect of sexual violence.

For more education and prevention information visit swc.osu.edu/sexual-violence/

**Resources in Newark**

Newark students may use the services available on the Columbus campus. Students in Newark may also contact the Counseling Services Office located in Warner Center 226; 740.364.9578.

Services are also available through the Licking County Rape Crisis Center (part of Family Health Services of East Central Ohio). Services offered include: 24-hour crisis hotline, victim advocacy, accompaniment to hospital for forensic exam, accompaniment to police departments and courts, crisis intervention, information and referrals, and HIV/STD testing.

The 24-Hour Hotline is 800.688.3266. They are located at 155 McMillen Drive, Newark, Ohio.

**Public Safety (Newark)**

newark.osu.edu - search keyword: Public Safety

The Public Safety Office, located in Warner Center Room 105, is committed to providing a safe environment for students, faculty, staff and guests of the campus. We continually evaluate existing safety and security programs and look for new ways to maintain and improve campus security. While we attempt to provide the most secure surroundings possible, all students, employees and visitors must take responsibility for their own personal safety when visiting the campus.

The Public Safety Office is staffed by both OSU Police and Security Officers. When OSU Police are unavailable the Newark Police Department will respond through a mutual aid agreement. Public Safety officers patrol the campus 24 hours each day using marked security cars, golf carts, and foot patrols.

Several security awareness and crime prevention programs are available from Public Safety including the campus safety escort program, background checks, and fingerprinting services. For additional information about the Public Safety Office, please visit our website.

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**When Walking**

- Be alert! Know the surroundings. Be aware of other people in the area. Avoid shortcuts.
- At night, do not walk alone unless absolutely necessary.
- Walk near curbs, away from bushes and buildings, and in well-lit areas of well-traveled roads.
- Keep money and credit cards in a pocket. Carry as little cash as possible. Carry keys in hand so they are ready to use when arriving at a destination.

**At Home, Residence Hall, or Apartment**

- Keep doors and windows secured. Do not prop doors open.
- Keep doors locked even if going away only for a short time.
- Do not hide spare keys—burglars may find them.
- Do not let strangers in without asking for proper identification.
- Lock money, jewelry, and important papers in a footlocker, trunk, or other secure place. Keep as few valuables around as possible.
- Place only initials on a mailbox.

**On the Telephone**

- Hang up on unidentified callers.
- Do not give out personal information over the phone.
- Use initials instead of a first name in the telephone book or request an unlisted number.

**Protecting Property**

- Do not leave property unattended or unsecured.
- Do not leave items visible in a car.
- Engrave all valuable items with name and contact number.
- Engravers are available at residence hall desks.
- Make a list of all valuables. List model number, serial number, and a description of each item.
- Make sure insurance will cover losses that occur away from home.
- Books can be marked by placing a code number on several pages with corresponding numbers throughout the book, preferably on the inside margin.
- Credit card numbers should be included on an inventory list for fast reference in case cards are lost or stolen.

**Identity Theft and Internet Safety**

Cybercrime is a constant concern for the university and students. Taking steps to protect one’s identity and personal information can reduce the chances of becoming a victim.

**Identity Theft**

A concern across campus, identity theft occurs when someone uses someone else’s personal identification information to commit fraud or other crimes. For example, identity thieves may open bank or credit accounts, apply for loans, charge utilities, rent apartments, receive medical services, or apply for a job all
under an assumed identity. Identity theft is a serious crime that can cost hundreds of dollars and countless hours to completely resolve. Being aware, use of caution, and common sense can reduce risk and help protect from identity theft.

Some suggestions to help reduce the threat of identity theft:

- Don't leave personal items such as your purse or backpack unattended.
- Shred all personal identification information before throwing it away in the trash. This is especially true for pre-approved credit card offers.
- Monitor bank, credit card, and bills for suspicious activity.
- Check personal credit history reports once a year.
- Never respond to "phishing" e-mails and never supply personal and confidential information through e-mail. (Information about fraudulent e-mails and other scams can be found on the University's Department of Public Safety's Personal Safety Tips web page at dps.osu.edu/police/safety_tips.)
- Don't share account passwords or other personal identification information with anyone, and make sure to properly logout of online transactions at public computing sites.

Learn more about how students can deter and detect identity theft on the OIT Safe Computing Identity Theft page at buckeyesecure.osu.edu.

Internet Safety

Information technology presents new challenges to personal safety. Below are just some suggestions to be aware of when sending and receiving information via personal or public computers and other electronic devices:

- Passwords: Create strong, robust passwords, change them frequently, and don't share them with anyone.
- Online shopping: Never submit information on an unsecured site (look for an SSL certificate or a URL that begins with "https").
- Online harassment and stalking: Don't send or post threatening messages. Students and other university community members who receive harassing messages that threaten their personal safety should first contact University Police. Dial 9-1-1 for emergencies and 740.366.9237 for non-emergency situations.
- Social networking sites: Keep personal information to yourself (e.g., social security number, address, and phone number), don't share information with strangers, and remember when posting pictures or videos online that anyone (including potential employers) may see it.
- Spam: Activate spam filters to block unwanted e-mails. It is also important to remember when signing up for products or online services, providing an e-mail address means that the address may be sold to spammers.

For more information on these topics, as well as other Internet safety tips, please visit the OIT Safe Computing web site at buckeyesecure.osu.edu.

What Students Should Know about Alcohol and Drugs

There is a very high rate of correlation between alcohol, drugs, and crime. In some studies, a 70 percent correlation has been found between the use of alcohol and crime. Not using and/or not abusing alcohol and drugs, as well as staying away from people who do, reduces more than any other factor a student's chance of being a victim of or being involved in a crime.

Students should also know that it is illegal, if under 21 years old, to consume, purchase, or possess alcoholic beverages. It is illegal, if 21 years old or older, to buy, furnish, or in any way provide alcohol for someone under 21 years old.

It is always illegal, regardless of age, to have an open container of alcohol in a public place (parking lot, sidewalk, alley, athletic facility) or to consume alcohol in a motor vehicle.

It is also illegal to possess or use an altered driver's license or use the driver's license of another person to purchase alcohol. If caught, students are subject to arrest and criminal prosecution, in addition to university sanctions.
Just 25 miles east of Columbus, Newark is the perfect getaway to discover water parks, historic museums, arboretums, recreational trails, award winning golf courses, factory tours and unique dining and lodging.

 Founded in 1802, Newark’s rich history is rooted in business and industry. Resources such as silica, iron, oil, and glass brought many to Newark to establish companies such as Holophane, Heisey and Owens Corning Fiberglass. Longaberger, maker of American baskets, boasts the world’s largest basket building in Newark. As Licking County’s seat of government, Newark stands proud with its classic courthouse and preserved Midwestern architecture. The town square offers unique shopping at small family run businesses that go back generations.

**Newark, Ohio / Licking County**

**Athletics**

*Aspen Fitness Center*, 789–H Hebron Road, Heath. 740.522.9191, aspenfitnesscenters.com. Full service gym offering personal training, tanning, boot camp classes, group fitness, and child care. Hours vary, see website.

*Broken Arrow Archery*, 2984 Mt. Vernon Road, Newark. 740.745.5443. Offers an indoor range. See brokenarrowarchery.us for hours.

*Plant Fitness*, 155 Deo Drive, Newark. 740.915.4720. Full service gym offering tanning and 24/7 access. planetfitness.com/gyms/newark-oh-941.

*Workout Anytime*, 960 Hebron Road (Kroger Plaza), Heath. 740.915.4730. Full service gym offering personal training, tanning, adn 24/7 access with limited staffing hours. workoutanytime.com/heath/.

*Maximum Fitness Center*, 1550 W. Church Street, Newark. 740.344.1248. Offers full service gym with personal training, boot camp classes, and group classes. See maxfitcenter.com for hours.

**Educational**

*Flint Ridge State Memorial*, 15300 Flint Ridge Road, Glenford 43739. 740.787.2476, ohiohistory.org. Located at an ancient Native American flint quarry, this 55-acre park has a museum honoring the prehistoric people of Ohio who quarried and utilized the highly colorful gemstone flint of this area.

*National Heisey Glass Museum*, 169 W. Church Street, Newark. 740.345.2932, heiseymuseum.org. The museum displays breathtaking arrangements of Heisey glassware featuring hundreds of patterns and all known colors. Guests can also learn about factory production practices.

*Newark Earthworks*, State Route 79. Heath. 740.344.1920, ohiohistory.org/places/newarkearthworks. The Newark Earthworks were the largest set of geometric earthen enclosures in the world. Built by prehistoric Hopewell people between 100 BC and 500 AD. Visitor Center 740.345.8224. Open dawn to dusk.

*Newark Public Library*, 101 W. Main Street, Newark. 740.349.5500, lickingcountylibrary.info. Books, videos, DVDs, CD-roms, CDs, books on tape, newspapers, periodicals, computers. Monday-Thursday 9am to 5pm; Friday-Saturday 9am to 5pm.

*The Works*, 55 S. 1st Street, Newark. 740.349.9277. A historical museum that deals with Native American to present day technology. Visit attheworks.org for hours.

*Ye Olde Mill*, State Route 13, Utica. 800.589.5000, velveticecream.com. Built in 1817, Ye Olde Mill was once one of the largest gristmills in the Northwest Territory. Now restored by the Velvet Ice Cream Company, visitors may visit the Milling and Ice Cream Museums, old-fashioned ice cream parlor, restaurant, gift shop, pond and picnic area. Free public tours Monday - Friday from 11am to 5pm (May-October).

**Nature**

*Blackhand Gorge State Nature Preserve*, State Route 146, 2200 Gatiot Road SE, Newark. 740.763.4411. 957 wooded acres and an awe-inspiring gorge. 4.25 mile bike trail, hiking, bird watching and canoeing. Open daily, dawn to dusk.

*Dawes Arboretum*, 7770 Jackstown Road, Newark. 740.323.2355. dawesarb.org. A not-for-profit private operating foundation engaged in scientific education in horticulture, natural history and Arboretum. The grounds are open free of charge every day at 7am, closing hour varies by season. Visitor Center is open Monday - Saturday 8am to 5pm; Sundays and holidays from 10am to 5pm.

*T. J. Evans Family Park*, Mt. Vernon Road, Newark. 740.349.6727. Features five large, well-stocked ponds; 100 acres with hiking trails and playground. Ponds are stocked with trout, catfish, striped bass, northern pike, walleye, perch, bluegill and crappie. Fishing permit required.
Recreation

**Big League Baseball Batting Range**, 971 Mt. Vernon Road, Newark. 740.366.4487. Batting cages, 2 pitching tunnels, hitting instructors. Monday-Friday 3pm - 9pm; Saturday 10am - 10pm; Sunday Noon - 9pm. bigleaguebaseballnewark.com


**Johnstown Skate N Swim**, 143 Edwards Road, Johnstown. 740.967.2818. Call for hours.

**Laser One Arcade**, 771 S. 30th Street, Newark. 740.522.5956. Pool tables, air hockey and 50 different games. Inside Indian Mound Mall. Monday-Saturday 10am to 10pm; Sunday 11am to 6pm.

**Lou & Gib Reese Ice Arena**, 963 Sharon Valley Road, Newark. 740.349.6727. newarkicearena.com. Open early fall through early spring. Offers open skating and hockey, skating lessons and skating and hockey leagues.

**National Trail Raceway**, State Route 40, 2650 National Road SW, Hebron. 740.928.5706. nationaltrailsraceway.com. One of the nation's finest drag race facilities, featuring all classes of competition each weekend from late April through October. Visit website for event schedule and pricing.

**Park Lanes Bowling Center**, 701 Hopewell Drive, Heath. 740.522.2101. 32 lanes. parkbowl.net.

Entertainment

**Licking County Players**, 131 West Main Street, Newark. 740.349.ACTS. A community theatre organization that produces quality theatre for all age groups to enjoy. Shows are produced throughout the year. Call for season schedule. lickingcountyplayers.org.

**Midland Theatre**, 36 N. Park Place, Newark. 740.345.LIVE. midlandtheatre.org. The newly renovated historic Midland Theatre offers a variety of live entertainment and movies. Visit website for coming attractions.

**Regal Theatres**, 771 S 30th Street, Newark, located inside the Indian Mound Mall. 800.326.3264. Newest releases playing on 11 screens.


Shopping

**Indian Mound Mall**, 771 S 30th Street, Heath. 740.522.6620. indianmoundmall.com. Located just minutes from campus, Indian Mound Mall offers favorites like American Eagle, Victoria’s Secret, and Aeropostale, plus classic department stores like JC Penney’s, Sears, and Elder Beerman, and food court. Monday through Saturday 10am - 9pm; Sunday Noon - 6pm.

**Longaberger Homestead**, State Route 16, Frazeysburg. 740.322.5588. longaberger.com. Homelike shopping experience, restaurants, family-oriented special events, educational demonstrations, and a look back at the company’s rich history. Call or visit the website for hours.
Getting down to business is easy at Ohio State! With Buckeye Link, students can securely log in to their own personal Student Center and manage their affairs online. For further assistance, the Student Service Center (SSC) is the single point of contact for taking care of the business of being a Buckeye. The knowledgeable staff can assist students and families in person, by phone or by email.

**Buckeye Link**

buckeyelink.osu.edu

When looking for information about financial aid, a student account and course registration, the place to go is Buckeye Link (buckeyelink.osu.edu). This website provides links to information about paying tuition and fees, tracking financial aid, registering for classes and more. In addition, Buckeye Link is where students log in to their personalized Student Center, which allows them to manage and track almost all of their academic and financial affairs at Ohio State from admission to graduation.

Buckeye Link also features important announcements, links to such things as the Course Catalog, Schedule of Classes, Student Legal Services, grades, transcripts, BuckID and information on how to apply for a passport.

Email is the primary means of communication at Ohio State. All students are given a unique email address (lastname.#@osu.edu) and are encouraged to check it often. All official university email communication will be sent to this address.

**Student Center**

The online Student Center is where Ohio State students go to take care of their business online. Through this secure, personalized, self-service site, students manage most of their university related affairs, ranging from registering for classes to ordering transcripts. Common tasks students do through their Student Center include the following:

- Accept and/or decline financial aid awards
- Sign up for direct deposit (the quickest way to get refunds)
- Pay tuition and fees or designate a third party to pay fees
- Enroll in the Tuition Option Payment Plan (TOPP)
- Update contact information
- Sign student information releases and Statement of Financial Responsibility
- Enroll in classes
- Order a transcript or enrollment verification
- Select/waive student health insurance and/or the fee for Student Legal Services
- Sign promissory notes and complete counseling for loans
- View and print the Statement of Account

By checking their Student Center regularly, students can stay on top of things that require their attention, receive important messages and alerts, and keep track of adjustments made to their financial aid or student account.

**Student Service Center (SSC)**

ssc.osu.edu

Students are encouraged to use self-service and online resources available to them through Buckeye Link. However, if a student needs more information or personalized assistance with anything related to financial aid, student financial account or official record, the place to go is the Student Service Center (SSC).

Staffed weekdays by knowledgeable specialists, the SSC assists students and families in person, by phone or by email with a wide variety of issues, including:

- Understanding financial aid awards and filing an appeal, should a student lose financial aid or need more
- Signing financial aid consortium agreements when taking courses at other schools
- Making account inquiries, including refund questions or how to clear a hold
- Getting answers to general payment questions or questions regarding fee authorizations and scholarships
- Seeking re-enrollment if they are dropped for non-payment
- Applying for residency for tuition purposes and establishing independent status
- Counseling about how to prevent future problems or issues

**Contacting the Student Service Center - Columbus**

Walk-in: First floor, Student Academic Services Bldg., 281 W. Lane Avenue
Phone: 614-292-0300 | Toll-free: 800-678-6440
Email: ssc@osu.edu
Hours: 9 a.m. to 5 p.m. Monday through Thursday
9 a.m. to 4 p.m. Friday

**Contacting Offices in Newark**

Fees & Deposits  Hopewell Hall
Phone: 740-366-9232
Financial Aid  Hopewell Hall
Phone: 740-366-9364

**Registration**

A student's first registration at Ohio State will likely occur through an orientation program. After that, students register for upcoming terms on their own through their Student Center via Buckeye Link. Registration reminders are sent to students via email.
Planning ahead

Ohio State operates on the semester system. Each semester consists of 14 weeks of classes and a week for final exams. Throughout these 14 weeks, students take steps to plan for and select courses for the upcoming term. During the first weeks of each term, the Schedule of Classes for the next term becomes available on Buckeye Link. During the sixth week of each term, students receive an email that tells them enrollment appointments have been assigned. (Students can access that information through their Student Center via Buckeye Link.) Students should meet with their advisors throughout the term to plan courses so they are prepared for their enrollment appointments. Students should check their To Do Lists in their Student Centers for other steps related to enrolling in classes.

Registration appointments and priority

Registration begins the ninth week of the term. Students are assigned an “enrollment appointment,” which is the date and time they may begin to enroll in classes. Enrollment appointments are assigned according to the student’s scheduling priority so that students with the highest priority enroll first. Within each individual priority group, enrollment appointments are made based on the student’s earned credit hours. Because scheduling is based on a priority hierarchy, students should schedule their classes as soon as their enrollment appointment opens. The following list explains the priority system:

1st: University priority (honors, disabled students, varsity athletes)
2nd: Graduating students (with college approval)
3rd: Graduate and professional students, seniors (not already covered above)
4th: Juniors (not already covered above)
5th: Sophomores (not already covered above)
6th: Freshmen (not already covered above)

Using Buckeye Link for registration

Students register using their Student Center via Buckeye Link and enter the class numbers of the courses in which they would like to enroll. If a course is open and the student meets all the requisites and has no time conflicts, the student is enrolled in the course. If the course is full, students may put their name on an automated wait-list or select another course.

Students can use Schedule Planner to help them plan class schedules. This online class scheduling system is accessible from the Student Center and allows students to select courses from the Schedule of Classes and block out time for studying, extra-curricular activities, work schedules, internships, athletics, etc. The Schedule Planner will then generate possible schedules that meet the criteria selected.

Verification of schedules/Student Account

After completing their registration session, students may verify their confirmed schedules and student account via Buckeye Link. Students will receive an email reminder to review their schedule around the end of the preceding term.

Fees are usually due seven days prior to the first day of the term. Students who do not pay their tuition, fees, and current and prior balances in full by the second Friday of classes will be dropped from all classes. Certain exemptions may apply.

Note: The university does not print billing statements; the Statement of Account is available on the Student Center only. Students are responsible for checking their student accounts and paying all current and outstanding balances in full by the due date.

Wait-listing

If a course is closed, the student has the option of putting his/her name on an automated wait-list. The Student Information System (SIS) assigns a wait-list position for each closed-out student. As spaces become available, the wait-list places students into classes on a “first-on, first-off” basis if the student meets all the requisites and has no time conflicts. Students are wait-listed for specific class sections, rather than courses. The wait-list runs in batches throughout the day during registration through the first Friday of classes.

Students scheduled into classes from the wait-list are notified by email. However, the best way for students to know if they have been scheduled into a course from the wait-list is to check their Student Center via Buckeye Link. Students are advised to check their status weekly before the term starts and daily the first week of classes. It is a good idea for students to attend the class during the first week if they are high on the wait-list and it appears there may be available space in the class. Much activity occurs during the first week and it is advisable not to be behind in the course material.

Note: Students are not billed for a course for which they are wait-listed until they are actually enrolled in the class, which may impact the Statement of Account and financial aid.

Schedule adjustments

Once students’ enrollment appointments begin, they can make schedule changes using the Student Center, accessible via Buckeye Link. Students can add classes through Friday of the first week of classes or drop classes through Friday of the fourth week of classes. For students receiving financial aid, a change in hours could have an adverse effect on their award(s). Schedule adjustments may also cause changes to a student’s fees. For example, adding a class after the second Friday of a term will result in a late registration fee. For these reasons, students should monitor their Statement of Account closely. See “Fee Payment” on page 4 for more information.

Troubleshooting

To avoid potential difficulties in scheduling classes, students should be aware of the following:

Course permission

If a course requires special permission, the registration system will not allow the student to add the course unless permission is posted. Students should visit their college office with a signed
permission slip on or after the date and time their enrollment appointment opens.

**Course requisites**

Many courses at Ohio State have requisites or requirements that must be met before taking the class. Students can check the individual class information on Buckeye Link prior to scheduling to verify that they have met any requisites. If students do not meet the requisites, the online registration system will not allow them to add the course.

**Registering late**

Because enrollment appointments are assigned according to priorities, students should enroll as soon as possible after their appointment opens. Students who wait to enroll may not get their first choice of classes and may be charged late registration fees.

**Holds**

A hold may be placed on a student’s account if the student has an outstanding obligation to the university. Depending on the reason for the hold, students may not be able to enroll, receive their grades, order transcripts or receive their diploma. Students should contact the office listed in the details of the Holds section of their Student Center:

- **Admissions office**  
  Undergraduate: 614-292-3980  
  Grad./Intl./Prof.: 614-292-9444
- **Bursar’s office**: 614-292-1056
- **CampusParc**: 614-688-0000
- **Library**: 614-292-4217
- **Office of International Affairs**: 614-292-6101
- **Student Service Center**  
  (Student Financial Aid, University Registrar): 1-800-678-6440 or 614-292-0300
- **Student Health Services**: 614-292-4321
- **Student Conduct**: 614-292-0748

**Incorrect addresses**

If a student does not receive university mailings, it may be due to an incorrect address. It is essential that students keep their addresses up-to-date. See “Information Changes” on page 9 for more information.

**Not receiving Ohio State email**

Some students experience difficulty receiving email because they use Internet Service Providers (ISPs) that filter what appears to be bulk email. Ohio State email often appears to these ISPs as bulk email. This can prevent students from receiving grade information, financial information and other correspondence from the university.

For users of some of these ISPs, messages may be available for a limited time in the “trash,” “deleted” or “junk” folders. In some cases, removing the filter may be an option. The IT Service Desk is unable to support ISPs other than the Buckeye Mail student email system. For assistance with removing the filter or with locating email, contact the help desk of the specific ISP being used.

To manage an Ohio State email account and/or change a password, students should go to my.osu.edu.

**Difficulty accessing Buckeye Link**

To access Buckeye Link, students must have an active Ohio State email account (name.#@osu.edu). They may receive their email account and information about accessing it by contacting the IT Service Desk at 614-688-HELP, visiting 025 Enarson Classroom Building in Columbus, or going to help.osu.edu.

If students are locked out of registration, they should check their To Do List in the Student Center and contact their college office. Some students may be required to talk with their advisor in order to register for classes. New students will typically not be allowed to schedule classes online until they have enrolled in a survey course.

Find more detailed registration troubleshooting tips at registrar.osu.edu under Course and Class Information.

**Registration at a glance**

Students enroll for upcoming terms during each current term. Find important dates and deadlines at registrar.osu.edu. The following is a general registration time line:

**Fourth week of the current term:** The Schedule of Classes (specific course listings for the following term) is available on Buckeye Link for the next term. Students should begin planning for enrollment at this time by meeting with their academic advisors.

**Eighth week of the current term:** Students should complete enrollment planning for the next term. Enrollment information for the next term (enrollment appointment) is available to students in their Student Center, accessible via Buckeye Link.

**Ninth week of the current term:** Enrollment appointments for the next term begin to open and remain open through Friday of the first week of the next term (fourth Friday for “drops” only).

**Last couple of weeks of the current term:** Class schedules for the next term and billing information are also available in the Student Center, accessible via Buckeye Link.

**Registration agreement**

Before enrolling in classes each term, students must sign the Statement of Financial Responsibility through the Student Center and agree to assume full financial responsibility for all applicable fees. Once a student enrolls in classes, the university commits resources to provide that student with instruction by qualified faculty and to provide sufficient class space for the course. Thus upon enrollment, students assume responsibility for either paying fees in full by a prescribed due date or notifying the university in an appropriate time frame that they will not attend.

Enrollment is not automatically canceled for nonpayment of fees by the fee payment deadline. To avoid a financial penalty to the university, this cancellation of enrollment must be reported as soon as possible, but no later than Friday of the first week of classes. Prompt notification also helps to free up class space for
other students who may be interested in the same classes. Students who do not pay tuition and fees in full by the second Friday of the term will be disenrolled from all classes and placed on leave. These students will be ineligible to enroll in classes for future terms until they are updated by their college office.

Courses in the Schedule of Classes are subject to change. Although unusual, a section may be canceled due to low enrollment or staffing considerations. The department that cancels the class will notify any students already enrolled and assist with alternate arrangements. At the beginning of the term, students should always check Buckeye Link for changes made to their class meeting times or classroom locations.

Fee Payment

Students must sign the Statement of Financial Responsibility through their Student Center each term and agree to assume full financial responsibility for all applicable fees. Fees are usually due in full no later than seven days prior to the first day of classes each term.

Charges and credits

A student’s bill will contain required charges such as instructional fees, general fees, and lab fees; optional charges such as scholarship contributions; and any applicable credits posted to the student’s account. Credits may include scholarships, grants, and loans.

Required fees

A list and explanation of all required fees, including a link to tuition and fee tables, can be found at registrar.osu.edu.

Student Health Insurance fees

Proof of insurance is required of all undergraduate students enrolled for six or more credit hours, and you are automatically enrolled in the university’s comprehensive Student Health Insurance Program. You will select or waive insurance coverage annually online via the Student Center. To complete the waiver, you will need to provide the address and phone number of your current insurance company, the policy holder ID number, and policy/group number.

Housing and Campus Dining Services fees

Students will be billed housing and campus dining services fees based on the contract they signed. For questions concerning these fees, contact the housing office at (614) 292-8266 or visit housing.osu.edu.

Buck ID

Students need to obtain a university ID from the Newark campus Public Safety Office. Along with the debit account function, you will use your BuckID card for secure access to buildings (including residence halls), for meals in campus dining facilities, and for admission to various athletic and other university-sponsored events.

Using the BuckID website, buckid.osu.edu, you can search through a list of merchants who accept the BuckID as a form of payment, report a lost or stolen card, and check your transaction history and available balance. Anyone with your 19-digit BuckID account number can make an online deposit to your debit account.

Deposits can also be made in person at Newark Fees & Deposits with cash, check or credit card.

Complete information releases

To complete information releases for academic, account, and financial aid information, go to buckeyelink.osu.edu and select Student Information Release in the Personal Information section of your Student Center. Without the appropriate student information releases, student account and academic records cannot be discussed with a parent, guardian, spouse, or other parties. Read more about who can access student information at ssc.osu.edu/registration_enrollment.html.

Student Financial Aid

The Office of Student Financial Aid strives to provide financial assistance, including university scholarships; federal, state and institutional grants; work programs; and loans to all eligible Ohio State students. Most forms of financial aid are applied directly to the Student Account beginning 10 days before the start of each term. Until that time, these credits will appear under Pending Financial Aid.

For more information about financial aid, visit the Student Center (accessible via Buckeye Link), go to sfa.osu.edu, contact the Student Service Center in Columbus, or contact the Financial Aid Office in Newark.

Up-to-Date Account Information

Occasionally, a student’s bill may change. For example, schedule changes, adjustments to financial aid, or the addition/removal of optional fees may cause the balance to change. Students are encouraged to check their account activity periodically throughout the semester. Up-to-date account information may be obtained from the Student Center, accessible via Buckeye Link.

Paying Tuition and Fees

To avoid late-fee penalties, tuition, fees, and prior balances must be paid in full no later than seven days prior to the first day of class, unless otherwise noted on the account. Fees may be paid by mail, online, or in person at Fees & Deposits in Newark. Checks and money orders should be made payable to The Ohio State University and must include the student’s account number (student ID number). Online payments may be submitted from a
personal checking or personal savings account or valid MasterCard, Discover, American Express, or VISA. Please note that online credit card transactions incur a service fee. A payment coupon may be obtained from the Finances section of the Student Center, accessible via Buckeye Link. Sending payment without a payment coupon may result in delays in posting the payment to the account.

Note: Bills are available online only (no printed statements). Therefore, a student's claim that he/she failed to receive a bill does not nullify the student’s responsibility to pay fees by the due date.

**Paying by e-check**

To enter the online payment system, visit the Finances section of your Student Center, accessible via Buckeye Link. Students will need to have checking account information available (i.e., a check) to make an e-check payment. E-check payments are made only through electronic transfers from a personal checking or savings account.

**Paying by credit card**

Ohio State currently accepts MasterCard, Discover, Visa, and American Express for online payment. To pay tuition and fees with a credit card, go to the Finances section of the Student Center via Buckeye Link and choose the Credit Card option to be transferred to a secure site to enter information. Guardians also can pay by credit card. Students and guardians who choose to use this payment option will be charged a non-refundable service fee per payment. Credit card payments may take two to three business days to post to the student account.

**Guardian payment**

Students can permit parents, guardians, or others to pay tuition and fees through the Student Center via Buckeye Link. The other payer will be able to view only the current account balance and can authorize payments from a personal checking or savings account or make a payment with a valid MasterCard, Discover, American Express, or Visa account. Guardians who choose to use a credit card for payment will be charged a non-refundable service fee per payment. Because of the Federal Family Education Rights and Privacy Act of 1974 (FERPA), account details are not viewable through guardian payment.

**Paying fees by mail**

The payment envelope must be postmarked on or before the due date in order to avoid late fees. Do not use campus or metered mail to pay fees. Include a payment coupon (print one from the Finances section of your Student Center) and mail payment to:

Office of the University Bursar  
The Ohio State University  
Department 0997  
Columbus, OH 43210-0997

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**Tuition Option Payment Plan (TOPP)**

The Tuition Option Payment Plan allows Ohio State students and their families to divide the cost of tuition, housing, and optional fees into installment payments. For the fall and spring semesters, the TOPP plan will consist of three payments per semester made every 30 days beginning with the fee payment deadline for the semester. The TOPP enrollment fee is $30 per semester and students must enroll by clicking on Account Inquiry in the Finances section of their Student Center, selecting the Payment Plan tab and following the prompts. Payment due dates will be on the Statement of Account.

**Paying with 529 College Plans**

During peak fee-payment times, it can take a minimum of 10 business days for Ohio State to process College Savings Account payments. To avoid late fees and penalties, we strongly recommend that you contact your 529 College Savings Account administrator at least one month prior to the fee payment deadline to begin the withdrawal process.

**Returned Checks**

If the check for payment (or ePayment) is not honored by the bank, a $30 returned check fee (or a $25 returned ePayment fee) will be assessed, the student's receipt will be null and void, late fees may be assessed, and registration may be canceled. If permitted to re-enroll, the student will also be assessed any late penalties in effect at the time of repayment.

**Late Registration/Payment Penalty**

If a student does not register for any classes by the second Friday of the semester, the Late Registration Penalty of $500 is assessed due to the loss of subsidy from the state of Ohio. A $100 per course late fee is also added.

The Late Fee Payment Penalty is a two-tier fee of $200/$300. The $200 penalty fee is assessed six days prior to the first day of classes and continues through the second Friday of the semester. After the second Friday, an additional $100 penalty is assessed.

The university believes that the expectation of both the student and the university is that the fee assessment and penalty process should accomplish the following:

1. Allow for the timely payment of fees  
2. Be fair and equitable  
3. Be simple to understand, remember, and administer  
4. Encourage timely registration/payment  
5. Have meaningful and fairly applied consequences for those who do not register initially/pay in a timely manner
Refund of Fees

Students who withdraw from the university by the first Friday of the semester will receive a full refund of fees. Students who withdraw or drop course work after the first Friday of the semester will be charged for a portion of their tuition and required fees. After a designated date, students who withdraw or drop classes will not receive any refund.

Students with financial aid who drop classes or withdraw may have aid reduced or canceled. This could result in an unpaid balance. Personal over-payments (web and/or personal check) will refund within 21 days of posting to the student account.

Visit Buckeye Link or registrar.osu.edu for a listing of fees due and refund dates each semester.

Direct Deposits for Credit Balances

A quick and convenient way for students to receive credit balances is through direct deposit to their personal bank account. Students using direct deposit typically receive their credit balances five to seven days sooner than those who receive a paper check, so it is to the student’s advantage to utilize this convenient service. To enroll in direct deposit or for more information, visit the Finances section of your Student Center and click on Account Refund.

Office of the University Bursar

The Office of the University Bursar (OUB) functions within the Office of Financial Services and collects fees for tuition, instruction and lab costs, residence and dining charges, and student insurance; produces student refunds for excess aid from non-university, university-based, and Federal aid programs; and manages the Tuition Option Payment Plan (TOPP).

The Bursar’s Office also manages the collection of delinquent outstanding debts owed to the university (i.e., overdue tuition fees, returned checks, and various service bills); handles legal matters associated with the collection of delinquent accounts; oversees the disbursement, maintenance, and collection of all university and Perkins/Health Professions loans issued to Ohio State students; and serves as liaison between The Ohio State University and the Ohio Attorney General, external collection agencies, and special legal counsel associated with the collection of past due campus-based and university student loans.

Contacting the University Bursar

To make a payment in person, use the drop box in the lobby of the Student Academic Services Building, 281 West Lane Avenue. (For general inquiries, contact the Student Service Center; see page 1.)

Phone: 614.292.1056
Email: bursar@osu.edu
Hours: 9 a.m. to 4 p.m. Monday through Friday
Website: treasurer.ohio-state.edu

Newark campus Fees & Deposits

Payments toward tuition or BuckID deposits via cash, check, American Express, MasterCard, Discover, or VISA can be made at Fees & Deposits in Hopewell Hall.
Phone: 740.366.9232
E-mail: feesanddeposits@newark.osu.edu

Financial Aid

sfa.osu.edu

Student Financial Aid strives to ensure access and choice to all eligible Ohio State students by providing financial assistance in the form of university scholarships; federal, state, and institutional grants; work programs; and loans.

Applications and Deadlines

To be considered for university administered aid (Ohio State scholarships and grants, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Federal Perkins Loans), students must apply for financial aid by the priority date of February 15 of each year by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.gov and the Application for Special Scholarships at sfa.osu.edu/scholarships.

Students completing the FAFSA after the priority date of February 15 will be considered for university administered aid only if funds are available. NOTE: Application deadlines are subject to change.

All students who file the FAFSA within the award year will be considered for Federal Pell Grant, Federal Direct Loans and Federal Direct Parent PLUS Loans regardless of priority date.
Financial Aid Q & A

**After the priority date has passed, what financial assistance is available?**

After the priority date has passed, students may still be eligible for financial assistance for university-administered aid on a funds-available basis. Other types of aid for which students may apply after the university priority deadline has passed are listed in the chart on the following page.

**Will academic performance affect financial aid eligibility?**

Federal regulations require that The Ohio State University establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for many types of financial aid, recipients are required to be making Satisfactory Academic Progress toward a degree.

Current policy provides that students’ progress will be evaluated on the basis of the following criteria:

**Annually (at the conclusion of spring term):**

- First-year undergraduates - maintain a minimum cumulative grade point average (GPA) of 1.8
- Second-year (and beyond) undergraduates and transfer students - maintain a minimum cumulative grade point average (GPA) of 2.0
- Complete at least 67% of ALL credit hours attempted at The Ohio State University

**Each term:**

- Successfully complete your academic degree/program within 150% of the program’s length. The maximum timeframe allowed for each student’s program is calculated and displayed on the SFA Status tab of the Financial Aid section of the Student Center.

Failure to meet these standards can result in a student's aid eligibility being cancelled for all types of financial aid. Contact the Newark Office of Financial Aid (OFA) for more detailed information on the Satisfactory Academic Progress policy or refer to the Student Financial Aid website at sfa.osu.edu/howtokeepit/index.asp.

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<table>
<thead>
<tr>
<th>TYPE OF AID</th>
<th>APPLICATION PROCESS</th>
<th>PROCESSING TIME</th>
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<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Complete FAFSA</td>
<td>2 - 4 weeks</td>
</tr>
<tr>
<td>Federal Direct Loan</td>
<td>Complete FAFSA</td>
<td>2 - 4 weeks</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>If the student and parents determine that Parent PLUS funds are needed, parent may apply at studentloans.gov. Parents will use their electronically approved signature (same as used on FAFSA) to log in and request the PLUS loan and sign the Master Promissory Note (MPN). Step-parents may serve as a borrower only if his or her information was provided on the student’s FAFSA.</td>
<td>2 - 4 weeks</td>
</tr>
</tbody>
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**What if the FAFSA information needs to be corrected?**

If the financial or household information needs to be corrected, the student and/or parent should make the corrections online at fafsa.gov. The corrections will be reviewed and any updates made to the student’s aid. Please be aware that in certain circumstances additional information may be requested to verify the changes.

**Is more aid available if a family’s financial situation has changed drastically since completing the FAFSA?**

A student who has special circumstances (e.g., drastic reduction in family income, unusual expenses, etc.) is advised to contact the OFA in Newark to determine whether the circumstance warrants an appeal. Staff sign-off is required.

If the appeal is approved, the student's award package will be reviewed to determine if there are any resulting changes in aid eligibility. Certain aid eligibility will be determined on a funds available basis.

**Why are students selected for “verification”?**

Verification is the process of confirming if information reported by the student, parents and/or spouse on the FAFSA is accurate. If a student is selected for verification they will be asked to document the information reported on the FAFSA. This information may be requested because initial information was incomplete or inconsistent. Students may also be selected for verification because the student and/or parent income information came from estimated tax information. It is therefore important for families to keep signed copies of federal tax forms, W2s, and other tax documents. OSU recommends that if tax returns are required, students and parents use the IRS Data Retrieval Tool available on the FAFSA. Students must respond by the deadline for requested documentation; financial aid awards will not be official until the verification process is complete. Students who submit verification materials after the deadline date may not be considered for all aid programs.
Student Employment

Many students find on-campus jobs that offer flexible work schedules, real-life experience, and networking opportunities. Students may work on campus even if they are not awarded Federal Work Study. Current student job openings can be found on the Newark campus website at newark.osu.edu/students/financial-aid/student-employment.

Financial Aid Application Process

Apply for financial aid by following these steps:

1. Student and parents complete the FAFSA (fafsa.gov) listing Ohio State’s federal school code (003090) and the Application for Special Scholarships (sfa.osu.edu/scholarships).
2. Student receives Student Aid Report. Ohio State receives FAFSA data.
3. Students selected for verification are notified by Ohio State via their OSU email account. This notification directs them to view their “To Do” list in the Financial Aid section of the Student Center. Once the student’s verification review is complete, the financial aid process can continue.
4. Students who completed verification, and those that were not selected, will have their award eligibility determined and will be notified via their OSU email account. First-year freshmen who are selected for verification may receive an estimated award prior to the completion of their verification. If verification materials are not turned in by the deadline date or if the Expected Family Contribution (EFC) changes as a result of verification, the final award may change. Award information can then be viewed on the Financial Aid Award Summary Page in the Student Center.
5. Students who are awarded Federal Direct Loan(s) and who wish to receive those funds must take the following steps:
   • Accept annual amount to be borrowed
   • Sign Electronic Master Promissory Note (EMPN)
   • Complete loan entrance counseling
6. Approximately ten days before the start of each term, financial aid is credited to the Student Account. If financial aid exceeds charges, students are refunded the difference.

Contact Student Financial Aid

Financial Aid Advising

Students and their families may consult with a financial aid advisor by calling 740.366.9364 or by stopping by the Newark Office of Financial Aid located in Hopewell Hall. Advisors can talk to students about revision and appeal situations, debt management, Satisfactory Academic Progress requirements, financial aid eligibility, application processes, etc.

Contact Information:

<table>
<thead>
<tr>
<th>Contact Information:</th>
<th>Hours Available:</th>
</tr>
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<tbody>
<tr>
<td>1179 University Drive</td>
<td>Monday-Thursday  8am-6pm</td>
</tr>
<tr>
<td>Newark, OH 43055</td>
<td>Friday  9am-5pm</td>
</tr>
<tr>
<td>740.366.9364</td>
<td>Summer hours vary</td>
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<tr>
<td>740.364.9533 Fax</td>
<td></td>
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<tr>
<td><a href="mailto:finaid@newark.ohio-state.edu">finaid@newark.ohio-state.edu</a></td>
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For More Information

Visit the Newark campus student financial aid website at newark.osu.edu/student/financial-aid/ for additional information or visit the Office of Financial Aid located in Hopewell Hall Mall.

Registrar Services

registrar.osu.edu

The Office of the University Registrar provides a variety of services including registration, grades, enrollment verifications, transcripts and changes of information.

Release of student information

Many of the services mentioned above are directly related to the student’s record at the university. A student’s record is protected by the Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA). FERPA governs the access to and release of records maintained by an educational institution. Copies of the act and any university policies related to the act are available from college offices, the Student Service Center and the University Registrar. FERPA information is also provided on registrar.osu.edu.

Under FERPA, the only information the university can generally release to a third party without the written consent of the student is directory information (such as an address and phone number). However, students have the right to request that directory information be withheld. Students may request a “no release” status by checking the “Withhold Directory Information” box in the Student Information Release section of their Student Center.

FERPA’s restrictions also apply to family members seeking information about their student’s record. The right to inspect information is limited solely to the student. Records may be released to parents only by consent of the student or by submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form.

Student Information Releases authorize third party access to a student’s academic, account and financial information. They can be completed in the Student Information Release section of the Student Center via Buckeye Link.
Enrollment verification

Students can request verifications for current enrollment (including verification of good standing or other information to a third party) at registrar.osu.edu. Enrollment verifications are processed within three to five working days, free of charge. Students who need same-day service will be assessed a rush processing fee.

Ohio State has contracted with National Student Clearinghouse to process all third-party requests for past enrollment. If you would like to obtain past enrollment or degree information, contact National Student Clearinghouse at studentclearinghouse.org or by telephone at 800-646-1858. Operators are available from 8:30 a.m. to 5 p.m., Monday through Friday. National Student Clearinghouse has been granted the authority to respond to all such requests from interested third persons on Ohio State’s behalf. Ohio State warrants that results of the inquiries delivered by National Student Clearinghouse, acting as an agent of the university, are based on official student records. Degree verification may require ordering a transcript.

Transcripts

Order transcripts online 24/7 by clicking on “Transcript ordering” from the registrar’s home page or through Buckeye Link. A credit card is required for online transcript orders. The university charges $7 for each transcript and a $2.25 handling charge. There is an additional $10 charge for rush service. For additional instructions on requesting transcripts, call 614-292-0300 or visit registrar.osu.edu.

Information changes

Addresses

Students can maintain several addresses on the Student Information System, including emergency contact and permanent and local addresses. The emergency contact address is used as a primary contact in case of a student emergency. The student’s permanent address is considered the year-round address. The local address is the student’s campus-area residence while taking classes (if different from the permanent address). Address changes must be requested by the student. Students can use any of the following for changing addresses:

- Student Center at buckeyelink.osu.edu
- Student Service Center (SSC)
- registrar.osu.edu
- student’s college office

It is essential that students maintain up-to-date addresses with the university to ensure they receive their mail in a timely manner.

Although most correspondence is done via email, some mailings are still sent via the postal service. Those that occur between terms are sent to the student’s permanent address.

Other information changes

Students may request changes or corrections to their name, social security number, date of birth, marital status and place of employment by filing a Request for Change of Record form at the SSC or their college office. Documentation will be required for name and social security number changes. The Change of Record form can be found at ssc.osu.edu or registrar.osu.edu.

Grades

Students may access their grades through Buckeye Link. If a paper copy is necessary, students may order an official transcript. Grades are not available for distribution if the student has an outstanding hold with the university. Grades are available only after university holds have been cleared (see more information about holds on page 3).

HECC cross-registration

Ohio State participates in a cross-registration program with other central Ohio institutions sponsored by the Higher Education Council of Columbus (HECC). The program allows students to take a course that is not offered at their home institution at one of the participating institutions for curriculum enrichment purposes. Students must be full-time (12 or more credit hours) undergraduates at Ohio State to register (on a space-available basis). Students may register for one additional course per term, for no more than three terms, at another participating school, free of instructional charges. Students should contact their academic advisors or visit registrar.osu.edu/hecc/heccmain.asp for more information.

Residency

A student’s residency is reviewed in accordance with the Ohio Student Residency for State Subsidy and Tuition Surcharge Guidelines, established by the Ohio Board of Regents. Students classified as Ohio residents for tuition purposes receive the benefit of a state-supported education, funded partially by the taxpayers of Ohio. The guidelines are therefore meant to exclude from residency those who are in Ohio primarily for the purpose of receiving a state-supported education. Students who are classified as nonresidents must pay a nonresident surcharge in addition to all other university fees.

Residency for subsidy and tuition surcharge

The residency guidelines established by the Ohio Board of Regents grant in-state status to the following individuals:

- A student whose parents, legal guardian or spouse has been a resident of Ohio for all legal purposes for at least 12 consecutive months immediately preceding the student’s enrollment.
- A person who has been a resident of Ohio for all legal purposes for at least 12 consecutive months immediately preceding his/her enrollment and who is not receiving, and has not directly or indirectly received in the past year, financial support from people or entities outside Ohio.
- A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of enrollment, has accepted full-time, self-sustaining employment and established a domicile in Ohio.
• Veterans (and their spouse and dependents) with 12 months of active duty service.
• Forever Buckeye extends residency for tuition purposes to any Ohio high school graduate who left Ohio but returns to enroll in an Ohio public institution of higher education and establishes a primary residence by the first day of classes for the requested term.

Exceptions to the General Rule of Residency
The Ohio Board of Regents guidelines have several exceptions. Details of these exceptions can be found at registrar.osu.edu/residency. These exceptions include the following:
• Part-time students who reside and have self-sustaining employment in Ohio.
• Ohio residents (and their dependents) who are on active duty in the U.S. military.
• People on active duty status with the military (and their dependents) who are stationed and residing in Ohio.
• Ohio residents (and their dependents) who are transferred outside the United States for employment.
• Migrant workers and their dependents.
• Ohio residents (and their dependents) in community service positions such as VISTA or City Year.
• People (and their dependents) returning to Ohio after marital hardship who re-establish financial dependency upon Ohio resident parents.
• Members of the Ohio National Guard and their dependents.

Reclassification of status
A student’s residency is determined at the point of application to the university. Any student who wants to be considered for reclassification as a resident must apply by the posted deadline and be reviewed by the University Registrar. Find application instructions and information at registrar.osu.edu or through the Student Service Center.

Nonresident surcharge and Selective Service
All male students who are required to register through the Selective Service must provide their Selective Service Registration Number to The Ohio State University. If a student who is a resident of the State of Ohio fails to provide his Select Service Registration Number to Ohio State, it will result in the assessment of non-resident fees.

Students are expected to make full payment (including non-resident fees) by their appropriate payment due date. Payment deadlines may not be waived or extended if a student is waiting to receive their Selective Service Registration Number, so be sure to register in a timely manner.

Men may register for Selective Service online at sss.gov (in a few minutes the student will have his number) or at any post office.

Contacting the University Registrar
Email: registrar@osu.edu
For general questions about student records, students and families should contact the Student Service Center (see page 1).

Examinations and Marks

Course Examinations (Rule 3335-8-19)
At the close of each course as defined in Rule 3335-8-19 of the Administrative Code, an examination will be given on the student’s capabilities relative to the stated course objectives, with the method of examining to be determined by the instructor or supervisor of the course. Examinations in laboratory and seminar courses shall be optional with the instructor concerned. Examinations for graduating students shall be given at a time near the end of each course, preferably during the last week of classes.

Marks (Rule 3335-8-21)
The chart on the following page lists the official marks of the university. The marks are further defined in the Rules of the University Faculty (3335-8-21) and can be found at trustees.osu.edu/rules/university-rules/rules8/ru8-21.html or in the Course Offerings Bulletin.

Freshman Forgiveness (Rule 3335-8-27.1)
The Freshman Forgiveness Rule applies when a course in which a student previously earned a mark of D+, D or E during the first 29 credit hours of enrollment is repeated before the end of 59 credit hours of enrollment. When the student repeats the course before the end of 59 hours of enrollment, the new mark replaces the old mark in the calculation of the cumulative point-hour ratio, even if the new mark is lower. Both marks remain on the student’s permanent record and transcript. Freshman Forgiveness can be applied up to 15 credit hours of D+, D or E marks although the same course can be repeated only once under this rule. See University Faculty Rule 3335-8-271 for more information.

Repetition of Courses (Rule 3335-8-28)
Undergraduate students who have received a mark of E, EN or NP in a course at Ohio State may repeat the course for credit at their option. Undergraduates who have received a mark of A, A-, B+, B, B-, C+, C, C-, D+, D, EM, K or PA for a course at Ohio State may repeat the course for credit only upon the recommendation of the authorized representative of the dean or director of their enrollment unit. The credit hours for a repeated course are counted only once in meeting graduation requirements. When a student repeats a course, both grades appear on the student’s record and both are used in computing the point-hour ratio, unless the course qualifies for Freshman Forgiveness. See University Faculty Rule 3335-8-28 for more information.
A, A− Excellent
B+, B, B– Above average
C+, C, C− Average
D+, D Below average but acceptable
E Unsatisfactory, no credit earned
EM Credit obtained through examinations taken at Ohio State
EN E for Non-attendance
Student registered but did not complete the course because of non-attendance. This mark is treated as an E in calculation of point-hour ratio.
I Incomplete
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. The I is reported to the university registrar together with the mark that the registrar is authorized to enter on the student’s official record unless a different mark is reported. The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the term, semester or session following that in which the I was received. Until a final mark is recorded, the I counts as hours only and is not considered in determining a student’s point-hour ratio. A student who has received the mark I for a course cannot repeat the course until the I has been removed.
K Credit for work from other institutions, counted as hours only and not considered in calculating point-hour ratio. Often referred to as Transfer Credit or K Credit.
P Progress
P indicates satisfactory progress in a series or sequence of courses in which the mark is not reported until the final term, semester, or session of the series or sequence is completed. The mark of P remains on the student’s record until it is replaced by the final mark.
PA/NP PA: Pass, NP: Non-pass
PA means the student has satisfied the stated objectives of the course. NP means that the student did not. PA and NP are not computed in the point-hour ratio.
R Registered to Audit
Student is registered to audit the course and has met the conditions established for audit enrollment. No credit is awarded.
S/U S: Satisfactory, U: Unsatisfactory
S records either satisfactory progress in or completion of work in courses approved for this mark. U records unsatisfactory work in course work. S credit is counted as hours only. No credit is awarded for U. Neither the S nor the U is considered in determining the point-hour ratio.
W Withdrew
The Ohio State University has as its mission the attainment of international distinction in education, scholarship, and public service. As the state’s leading comprehensive teaching and research university, Ohio State combines a responsibility for the advancement and dissemination of knowledge with a land-grant heritage of public service. It offers an extensive range of academic programs in the liberal arts, the sciences, and the professions.

Ohio State provides accessible, high-quality undergraduate and graduate education for qualified students who are able to benefit from a scholarly environment in which research inspires and informs teaching.

At Ohio State, we celebrate and learn from our diversity, and we value individual differences. Academic freedom is defended within an environment of civility, tolerance, and mutual respect.

At any stage of the writing process, all academic work submitted to the teacher must be a result of a student’s own thought, research or self-expression. When a student submits work purporting to be his or her own, but which in any way borrows organization, ideas, wording or anything else from a source without appropriate acknowledgment of the fact, he/she is engaging in plagiarism.

**Collusion:** When a student submits work in his/her own name that has been written wholly or in part by another person—regardless of whether or not it has been taken from unattributed source materials—he/she is engaged in a kind of plagiarism known as collusion. Collusion should not be confused with the kind of collaboration that arises in writing courses during workshops, peer responses, and student/teacher or student/tutor conferences, all of which are endorsed by writing pedagogy; collusion involves receiving “unauthorized” aid. The university’s Committee on Academic Misconduct expands on this definition of collusion to include any instance where two or more students work together and/or share information in a manner that is unauthorized, deceitful and/or fraudulent (oaa.osu.edu/coam.html).

Please refer to the Code of Student Conduct for a full description of academic misconduct (p. 3, 3335-23-04 [A]) and the potential sanctions (p. 6, 3335-23-17) the university may take in response to academic misconduct up to and including dismissal from the university.

**Students’ responsibilities**

The Council of Writing Program Administrators (CWPA) has compiled research from its nationwide faculty membership to develop a list of reasons that students plagiarize. The reasons include fear of failure, fear of taking risks in their own work, poor time-management skills, poor planning, and a view that the course, assignment, conventions of academic documentation or consequences of cheating are unimportant (Council of Writing Program Administrators [2003]. Defining and Avoiding Plagiarism: The WPA Statement of Best Practices, p. 2., wpacouncil.org/node/9).
With these potential motivating factors in mind, it is every student’s obligation to act responsibly from the very beginning of each class research project. The CWPA has the following suggestions to help students understand their academic responsibility and steer clear of plagiarism.

Students should understand research assignments as opportunities for genuine and rigorous inquiry and learning. Such an understanding involves the following:

- Assembling and analyzing a set of sources that they have themselves determined are relevant to the issues they are investigating
- Acknowledging clearly when and how they are drawing on the ideas or phrasings of others
- Learning the conventions for citing documents and acknowledging sources appropriate to the field they are studying
- Consulting their instructors when they are unsure about how to acknowledge the contributions of others to their thought and writing

Additionally, students need to read their course syllabi to understand the citation format required of the instructor in the class and to schedule sufficient time to complete all work by the assigned deadline. Students should also be aware of the resources available at the university to assist them in developing their writing and study skills. These resources include not only their instructors but also the Writing Center and Dennis Learning Center. Go to plagiarism.org for additional information.

**Academic Rights and Responsibilities**

In June 2005, a statement on academic freedom and intellectual diversity on American campuses was released by the American Council on Education (ACE), the major coordinating body for the nation’s higher education institutions, of which Ohio State is a member. The ACE statement includes the following principles:

- Academic freedom and intellectual pluralism are core principles of America’s higher education system.
- Government’s recognition and respect for independence of colleges and universities is essential for academic excellence.
- Colleges and universities should welcome diverse beliefs and the free exchange of ideas.
- Grades and other academic decisions should be based solely on considerations that are intellectually relevant to the subject matter.
- Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.
- Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process to address grievances.

Ohio State is unwavering in its commitment to these principles of academic rights and responsibilities.

Accordingly, there are clear mechanisms for addressing the complaints of students who believe they have experienced treatment that is inconsistent with Ohio State’s commitment to freedom of thought and expression, respect for multiple points of view, and the civil and open discussion of these views.

- A student who is concerned that his/her grade in a course has been affected by a consideration not intellectually relevant to the subject matter should refer to the faculty rule associated with alteration of marks located at trustees.osu.edu/rules/university-rules/rules8/ru8-23.html. An undergraduate student may choose to consult an academic advisor or the student advocacy office for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.
- Students who are concerned about unfair academic treatment on the basis of political opinions or other personally held tenets or points of view should refer to the faculty rule associated with complaints against regular, regular clinical and auxiliary faculty members located at trustees.osu.edu/rules/university-rules/rules5/ru5-04.html. An undergraduate student may choose to consult an academic advisor, the student advocacy office, or the department chair or school director for advice on this process. A graduate student may choose to consult the graduate studies committee chair for advice on this process.

**Code of Student Conduct**

**Revised April 6, 2012**

[studentlife.osu.edu/resource_csc.asp](http://studentlife.osu.edu/resource_csc.asp)

The Code of Student Conduct listed below is accurate at the time of publication in April 2012; however, there are often changes made prior to the beginning of the new academic year in June. Students are responsible for visiting and reading the most up-to-date Code of Student Conduct, which can be found at sjia.osu.edu or studentaffairs.osu.edu/resource_csc.asp.

### 3335-23-01 Introduction and purpose

The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university’s students in a safe and secure learning environment, and to protect the people, properties, and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

### 3335-23-02 Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations, including conduct using university computing or network resources. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching.
- Any activity supporting pursuit of a degree, such as research at another institution or professional practice assignment;
C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;

D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or

E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

The code governs all campuses of the university. However, students attending at regional campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations, which may create hearing boards or processes for the locations, consistent with these rules. The university reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending. Students continue to be subject to city, state, and federal laws while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student’s favor.

3335-23-03 Definitions

As used in the code,

A. “University premises” includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by the university.

B. “Student” includes an individual who has paid an acceptance fee, registered for classes, or otherwise entered into any other contractual relationship with the university to take instruction.

1. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the university, including, but not limited to, those individuals admitted to the university and attending orientation programs.

2. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (2) complete, consecutive terms.

3. “Student” also includes registered student organizations.

C. “Members of the university community” include, but are not limited to, students, faculty, staff, and visitors to the campus.

D. “Complaint” includes a written statement, alleging a violation of the code of student conduct or other published rule applicable to students at the university, provided to an authorized university official, per section 3335-23-05 A. Information submitted by other means will be reviewed and may, at the university’s discretion, be acted upon but will not be treated as a formal complaint.

E. “Crime of violence” includes the offenses stated in Ohio revised code § 2901.01.

3335-23-04 Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university’s jurisdiction, as set forth in section 3335-23-02, will be subject to disciplinary action by the university. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the university.

A. **Academic misconduct** Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another’s work or ideas as one’s own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s ideas;
5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
7. Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
9. Alteration of academically related university forms or records, or unauthorized use of those forms or records;
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system; and
11. Violation of program regulations as established by departmental committees and made available to students.

B. **Endangering health or safety**

1. Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.

2. Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

C. **Sexual misconduct** Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

1. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.

2. Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.

3. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.

4. Sexual harassment, as defined in applicable university policy.

5. Indecent harassment, as defined in applicable university policy.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

D. Destruction of property Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.

E. Dangerous weapons or devices Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks, unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others.

F. Dishonest conduct Dishonest conduct, including, but not limited to: knowingly reporting a false emergency, knowingly making false accusation of misconduct; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.

G. Theft or unauthorized use of property Theft, or the unauthorized use or possession of university property, services, resources, or the property of others.

H. Failure to comply with university or civil authority Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

I. Drugs Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but is not limited to, the misuse of prescription drugs.

J. Alcohol Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

K. Unauthorized presence Unauthorized entrance to or presence in or on university premises.

L. Disorderly or disruptive conduct Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community.

M. Hazing Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

N. Student conduct system abuse Abuse of any university student conduct system, including but not limited to: (1) Failure to obey the summons or directives of a student conduct body or university official; (2) Falsification, distortion, or misrepresentation of information before a student conduct body; (3) Disruption or interference with the orderly conduct of a student conduct proceeding; (4) Knowingly instigating of a student conduct proceeding without cause; (5) Discouraging an individual’s proper participation in, or use of, a university student conduct system; (6) Influencing the impartiality of a member of a student conduct body prior to, and/or during the course of a student conduct proceeding; (7) Harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding, (8) actual or threatened damage to or destruction of university property or property of others, whether done unintentionally or with reckless disregard; and (c) Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.

2. Proscribed behavior in the context of a riot includes, but is not limited to: (a) Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and (b) Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and (c) Failing to comply with a directive to disperse by university officials, law enforcement, or emergency personnel; and (d) Intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.

3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott or other forms of peaceful dissent.

Q. Recording of images without knowledge Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person’s prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

3335-23-05 Initiation and investigation of code violations

A. Initiation Person(s) witnessing or experiencing what they believe to be a possible code violation should provide an authorized university official with the information.

1. Information and/or complaints about possible code violations occurring in residence halls should be provided to the residence hall director.

2. Information and/or complaints about possible non-residence hall related code violations should be provided to the director of student conduct, or chief student conduct officer for the regional campuses.

3. Information and/or complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct.

4. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the Ohio state university police or other appropriate law enforcement agency. The university will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.

B. Investigation

1. Role of the university

   a. The Ohio state university police or other appropriate law enforcement agency shall have primary responsibility for the
All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
E. **Consultants** In cases requiring special expertise, the board coordinator may appoint individuals with appropriate expertise to serve as consultants to the board. The consultants may be present and provide information as called upon during the hearing but will not vote.

F. **Standard of evidence** A student will only be found in violation if a preponderance of evidence supports the charges. In the event of a tie, the board will continue to deliberate. If after the board determines that exhaustive deliberations have occurred and a majority decision is not reached, the student will be found not in violation.

G. In cases where prompt review is essential (e.g., when graduation or the end of the academic year is imminent) the accused may be offered the option of an expedited administrative review consisting of an administrative decision or administrative hearing. The accused student may decline such expedited review without the expectation that the process can be completed on an expedited timeline.

### 3335-23-11 Attendance

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

### 3335-23-12 Record of proceedings

A single record consisting of written notes, tape recording, or other method selected by the hearing board or officer, will be made of all hearings. Such record will remain the property of the university but will be made available to the accused for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

### 3335-23-13 Hearing bodies

A. In addition to the committee on academic misconduct, student conduct boards for residence life, and the university conduct board, the director of student conduct, hearing officers within the office of student conduct, the coordinator of the committee on academic misconduct, and university housing professional staff are to be considered as official university hearing officers, and may hear cases of alleged violations of the code affording accused students the same procedural guarantees as provided in hearings by a committee or board.

B. The accused student has the right to accept responsibility for the charges, which will result in an administrative decision, or choose to have a hearing.

C. Students will generally be afforded the right to choose an administrative or board hearing, except under special circumstances where, in order to ensure a fair and just process, the hearing officer may determine the appropriate hearing venue.

### 3335-23-14 Committee on academic misconduct

A. On behalf of the committee, the coordinator may investigate and resolve all reported cases of student academic misconduct that fall under the committee’s jurisdiction. The coordinator and chair shall establish procedure for the investigation and resolution of cases. The committee does not hear cases involving academic misconduct in professional colleges having a published honor code. These colleges shall follow their own codes and procedures which can be obtained in their respective central offices. Some allegations against graduate students that fall under the committee’s jurisdiction may also implicate the university policy and procedures concerning research misconduct and/or graduate school policy on the investigation of allegations of research misconduct by a graduate student. Upon receipt of such an allegation, the coordinator shall meet with the dean of the graduate school or designee, and/or the senior vice president for research or designee, and these parties shall mutually agree on the appropriate procedure for adjudicating the case. Notice of this decision and a description of the procedure to be used shall promptly be given to the student who has been charged. The coordinator or chair may refer complaints to the office of student conduct if it is determined that the academic misconduct allegation is incidental to some other misconduct.

B. The committee on academic misconduct is constituted according to rule 3335-5-487.1 of the administrative code.

C. All complaints of academic misconduct shall be reported to the coordinator of the committee.

D. Students have an obligation to report suspected misconduct.

E. A quorum for a hearing shall be no fewer than four voting members of the committee which shall include no fewer than one student member and two faculty members.

For cases involving graduate students, reasonable efforts will be made to have graduate students serve as the student members of the hearing committee.

### 3335-23-15 Student conduct boards for residence life

The boards may hear only those cases that involve code violations that occur within university housing, whether committed by residents or non-residents. The boards are comprised of students who currently reside or have resided in university residence halls within the previous academic year. The boards may initiate any sanction with the exception of suspension or dismissal. If it appears during the hearing, to the board or to the board advisor, that the violation may be serious enough to warrant suspension or dismissal, the board will adjourn and refer the case back to the hearing officer for referral to the office of student conduct.

### 3335-23-16 University conduct board

A. **Membership** The university conduct board is responsible for adjudicating allegations of non-academic misconduct referred by student conduct hearing officers. The board consists of: (1) Fifteen (15) faculty and/or administrative members recommended by the director of student conduct to the vice president for student life for three-year terms which begin with the autumn term; (2) Twelve (12) undergraduate student members, appointed by undergraduate student government; (3) Six (6) graduate student members, appointed by the council of graduate students; (4) Two (2) professional student members, appointed by the inter-professional council; and (5) The director of student conduct or designee shall serve as board coordinator ex-officio without vote.

B. **Quorum** A quorum for a hearing shall be no fewer than four (4) voting members of the board which shall include no fewer than two (2) student members. A hearing board shall consist of no more than eight (8) voting members.

C. **Appointment** All student appointments shall be for staggered two-year terms beginning in the autumn term. Six (6) of the undergraduate student members, three (3) of the graduate student members, and one (1) of the professional student members shall be appointed in odd-numbered years, with the remainder appointed in even-numbered years.
1. To be eligible for appointment or service, a student must possess a minimum 2.5 cumulative grade point average and not be under current disciplinary sanction from the university.

2. Additional alternate members may be appointed as needed.

D. Removal The director of student conduct may remove university conduct board members for cause, including but not limited to, not attending training, falling below the minimum grade point average, repeated absences, violating the code of student conduct or other applicable laws or policies, or not responding to repeated attempts at communication. Notification shall be made in writing to the university conduct board member prior to removal, whenever possible.

3335-23-17 General guidelines for sanctions

Sanctions should be commensurate with the violations found to have occurred. In determining the sanction(s) to be imposed, the hearing officer or board shall take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor. One or more of the following courses of action may be taken when a student has been found to have violated the code of student conduct:

A. Informal admonition An oral or written admonition issued by a hearing officer or residence hall advisor resulting from the student's misconduct. No formal charges are required before the issuance of an informal admonition. However, following issuance of an informal admonition, the student shall be entitled to a hearing upon written request, under the procedures provided in the code of student conduct. A written request for such a hearing must be filed with the university official who administered the informal admonition, within five (5) working days of the student's receipt of the informal admonition. An informal admonition shall not be considered a disciplinary sanction, but may be considered in any subsequent hearings.

B. Disciplinary sanctions

1. Formal reprimand. A written letter of reprimand resulting from a student's misconduct.

2. Disciplinary probation. This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. Further violation of university policies during the probationary period will additionally be viewed as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

3. Suspension. Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.

4. Dismissal. Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enroll in the future.

C. Conditions of suspension and dismissal A student who has been dismissed or suspended from the university shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or board. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other university property at any time, for any purpose not in the absence of expressed written permission from the vice president for student life or designee. To seek such permission, a suspended or dismissed student must file a written petition to the vice president for student life for entrance to the campus for a limited, specified purpose or to have the terms of this condition modified or reduced.

D. Failing or lowered grades in cases of academic misconduct, a hearing officer or board may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the graded course work, and impose any of the above-listed sanctions including suspension or dismissal from the university.

E. Other sanctions Other appropriate sanctions may be imposed by a hearing officer or board singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, making restitution for property damage or misappropriation of university property or services, or the property of any person, residence hall contract termination or reassignment to another room, restriction of access to specified campus facilities and/or property, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.

3335-23-18 Appellate process

A. Right to appeal

1. A student found to have violated the code of student conduct has the right to appeal the original decision. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below. The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, as provided below, within five (5) working days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.

2. In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision in accordance with the appeals procedures provided in this section. Such charges include, but are not limited to, sexual misconduct and stalking.

3. A student who has accepted responsibility for violating the code of student conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.

4. Each party shall be limited to one appeal. The decision of the appeal officer is final.

B. Grounds for appeal An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or

3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the accused student may not be the sole grounds for an appeal.
C. Appropriate appeal officers
1. Appeals from residence hall hearings:
   a. All appeals from residence hall hearings, other than contract terminations, shall be submitted to the director of residence life or designee.
   b. All appeals where the sanction imposed by the residence hall hearing is contract termination shall be submitted to the director of student conduct or designee.
2. Appeals of a decision of a student conduct hearing officer or from the university conduct board’s will be submitted for decision to the vice president for student life or the designee.
3. Appeals of decisions of the committee on academic misconduct or its coordinator will be submitted for decision to the executive vice president and provost or designee.

D. Appeal proceedings
1. The appeal officer will dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in section (B) above.
2. The appeal officer will decide the appeal based upon a review of the record and supporting documents (e.g. prior disciplinary history).
3. The appeal officer may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

E. Possible dispositions by the appeal officer
The appeal officer may, after a review of the record:
1. Uphold the original decision and/or sanction(s);
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
3. Modify or reduce the sanction(s), or in cases involving charges relating to sexual harassment as defined in applicable university policy, enhance the sanction; or
4. Remand the case to the original hearing body or refer the case to a new hearing officer or board to be reheard. If possible, a new hearing officer or board should be different from the one that originally decided the case. If a case is reheard by a hearing officer or board, the sanction imposed can be greater than that imposed at the original hearing.

3335-23-19 Minor deviations from procedure
A student and hearing officer may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be materially harmful to the accused student.

3335-23-20 Interim suspension
When the vice president for student life or designee has reasonable cause to believe that the student’s presence on university premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from all or any portion of university premises, university-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the Ohio state university. The student may, within three (3) working days of the imposition of the suspension, petition the vice president for student life for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property. A decision on such petition will be made without undue delay by the vice president for student life or designee.

3335-23-21 Administrative disenrollment and other restrictions
A. A student may be disenrolled from the university, prohibited from all or any portion of university premises, university-related activities or registered student organization activities, and/or permitted to remain only under specified conditions when the vice president for student affairs or designee finds that there is clear and convincing evidence that the student’s continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property.
B. In those cases under paragraph (A)(1) of this rule in which it appears that the risk posed by the student is a result of a health condition or a disability as defined by the Americans with disabilities act, the vice president for student life or designee shall also determine whether the risk or disruption can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is made. The vice president for student life or designee may request the student to undergo an appropriate examination, as specified by the vice president for student life or designee, to determine whether any such condition exists and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports a finding under paragraph (A) the vice president for student life or designee shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
C. A student who has been disenrolled, prohibited from university premises, university-related activities or registered student organization activities, or permitted to remain only under specified conditions may petition the vice president for student life for revision of that status. The petition must include supporting documentation or evidence that: (1) The conditions found to have existed under paragraph (A) no longer exist and will not recur, and (2) The student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of a such petition, the vice president for student life or designee shall evaluate the evidence and may consult with the student, any appropriate university personnel, and any other persons whom the vice president for student life or designee deems appropriate. The vice president for student life or designee may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.

3335-23-22 Authority
The bylaws of the university board of trustees and rules of the university faculty provide that the university president shall have the final responsibility and authority for the discipline of all students of the university. See rule 3335-11-01 (A) of the administrative code. This responsibility and authority has been delegated by the president to the vice president for student life, whose office is also charged with responsibility for promulgation of rules governing student conduct, see rule 3335-1-03 (H) of the administrative code. The deans of colleges and of the graduate school, the directors of schools, and the chairpersons of departments, respectively, are responsible to the president through regular disciplinary channels for the discipline of all students in the activities of their respective colleges, schools, and departments, see rule 3335-11-01 (B) of the administrative code. Likewise, the deans and directors of the regional campuses are responsible to the president through the executive vice president and provost for the discipline of all students in the activities of their respective campuses.
The Ohio state university code of student conduct is an official publication of the university board of trustees. All petitions for revision and amendment of this code of student conduct should be submitted through the office of the vice president for student life. Proposed revisions to the code shall be reviewed, in draft form, by the office of the president, the office of academic affairs, and the steering committee of the university senate before being presented for approval to the university senate by the council on student affairs. No revision shall become effective unless approved by the university board of trustees and until printed notice of such revisions is made available to students.

Selected Rules and Policies

Details on selected rules and policies are listed in the sections below. Additional rules and policies may be obtained from the Office of Student life located at 3034 Ohio Union, 1739 N. High Street. Rules and policies available from Student Life include the following:

- Conditions for disenrollment from a course (Faculty Rule 3335-8-33)
- Improper admission or registration (Faculty Rule 3335-9-20)
- Alterations of marks (Faculty Rule 3335-8-23)
- Ohio Campus Disruption Act (Ohio Revised Code 3345.21-3345.26)
- Procedures for hearing officers and panels (Faculty Rules 3335-11-02, 3335-11-021, and 3335-11-022)
- Guest speakers (Faculty Rule 3335-5-06)
- Drives and canvassing (Faculty Rule 3335-13-01)
- Control of dogs and other animals (Faculty Rule 3335-13-05)
- Smoking-tobacco (Faculty Rule 3335-13-02)
- Duplication of keys (Faculty Rule 3335-13-04)
- Medication examination and enrollment denial for medical reasons (Faculty Rule 3335-9-08)
- Withdrawal for medical reasons (Faculty Rule 3335-9-081)
- University Housing guidebook

Tobacco Free Ohio State Policy

Ohio State strives to enhance the general health and well-being of its faculty, staff, students and visitors, to become the world’s healthiest university. We desire to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and well-being. To support this commitment, we intend to provide a tobacco free environment. Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles.

Policy details

I. The university is strongly committed to supporting individuals to become tobacco free.
   A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.
   B. Nicotine replacement therapy products for the purpose of cessation are permitted.

II. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.
   A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
   B. Continued concerns should be referred to the appropriate unit for review and action.

III. The university will not advertise tobacco on university owned, operated, or leased property or at any university sponsored event or university owned or sponsored media.

IV. Sale of tobacco is prohibited on university owned, operated, or leased property.

V. Research involving tobacco is an exception from this policy. Acceptance of tobacco-funded research grants will be evaluated by the vice president for research and the appropriate dean/administrator prior to acceptance of the funds.

VI. Additional exceptions are identified in Tobacco Free Policy Exceptions.

Policy for Drug Free Schools and Campuses

Introduction

The illegal or improper use of drugs, drug paraphernalia and alcohol is a challenge for individuals and schools. This booklet will identify rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus property or engaging in campus-sponsored activities.

The booklet will describe the policy and potential disciplinary actions for violations. It will also identify on and off campus resources where employees and students could seek assistance.

This policy and its related program will be distributed annually to students enrolled in one or more credit bearing classes and all employees. There is a similar policy issued directly from OSU Columbus campus. Should there be a difference, the OSU Columbus campus policy will apply for OSU students and employees.(http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf)
Responsibility to implement and amend this policy for these institutions rests with the Senior Administrative Staff. Questions and suggestions are encouraged.

This policy and an overview of its supporting programs and information will be presented as follows:

I. Standards of Conduct for employees and Students relating to drug, drug paraphernalia and alcohol violations

II. Possible sanctions for violations imposed by state and federal authorities

III. Health risks associated with illicit drug use and abuse of alcohol

IV. Counseling and treatment programs for employees and students

V. Adjudication and setting penalties for violation of drug and alcohol policy

I. Standards of Conduct for Employees and Students Relating to Drug and Alcohol Violations.

A. Campus Standard

1. No employee or student may use, produce, distribute, sell or possess drugs, drug paraphernalia or alcohol in a manner prohibited under Ohio law (or applicable campus regulations) while on campus property, or while engaging in any activity sponsored by the Campus.

II. Possible Sanctions for Violations that are imposed by State and Federal Authorities. (Note: This is an overview and is not intended to be all-inclusive. Please refer to the applicable codes or a lawyer for more information or legal advice.)

A. State Sanctions

1. Alcohol (Note: Ohio law includes wine in its definition of liquor or beer)

i. Driving under the influence (08 blood alcohol content): M-1
   a. 1st offense – minimum fine of $250, up to $1000 plus either 3 consecutive days in jail or an alcohol intervention Program. Possible 90-day license suspension.
   b. 2nd offense – minimum fine of $300, to a maximum of $1500 plus a minimum of 5 days in jail and a monitored House Arrest or jail for one full year.

ii. Using false ID or license to purchase beer or liquor:
   a. 1st offense – minimum fine of $250, up to $1000 plus up to 6 months in jail M-1
   b. 2nd offense – minimum fine of $500, up to $1000 plus up to 6 months in jail and possible license suspension up to 60 days.

iii. Selling to, buying for, or furnishing to, a person under 21 any beer or liquor (exception made for parents giving to their children): up to 6 months in jail and $500-1000 fine

iv. Consuming beer or liquor in a motor vehicle: up to 30 days in jail and $250 fine.

v. Purchase, share cost, order or consume beer or liquor by a person under 21. up to 6 months in jail and $500-1000 fine.

2. Drugs (Refer to charts in complete policy on pages 3-5 to determine if a drug is placed in Schedule I, II, III, IV or V)

i. Furnish or cause another to use drugs:
   a. If drug is included in Schedule III, IV or V: 3 years in jail (second degree felony). < $15,000 fine
   b. If drug is marijuana: 3 months in jail (fourth degree felony). < $5,000 fine

ii. Knowingly obtain, possess or use a controlled substance:
   a. If drug is in Schedule III, IV or V: up to 90 days in jail and $750 fine. If drug is more than 100 grams of marijuana: up to 30 days in jail and up to $250 fine. If less than 100 grams of marijuana: up to $100 fine.

iii. Knowingly permitting felony drug offense on property owned, controlled, or supervised by a person:
   a. Up to six months in jail and $1000 fine. M-1

iv. Knowingly sell, possess, manufacture or advertise the sale of drug paraphernalia:
   a. A violation of this prohibition is “illegal use or possession of marihuana drug paraphernalia,” a minor misdemeanor. In addition to any other sanction imposed upon an offender, the court must suspend for not less than six months or more than five years the offender’s driver’s or commercial driver’s license or permit.

   b. Drug paraphernalia means any equipment, product or material of any kind that is used by the offender, intended by the offender for use or designed for use and includes, but is not limited to the following:
      a. A container or device used for packaging, storing or concealing a controlled substance
      b. A hypodermic syringe, needle or instrument for parentally injecting a controlled substance into the human body
      c. An object, instrument, or devised for ingesting, inhaling or otherwise introducing into the human body a controlled substance, such as a pipe, punctured metal bowl, roach clip, bong, rolling papers

(Refer to chart on page 2 of complete policy for list of possible first offense sanctions.)

II. Health Risks Associated with Illicit Drug Use and Abuse of Alcohol.

A. General indications of drug or alcohol abuse (these are symptoms or suggestions, not confirmation of use):

1. Physical condition: eyes red; glassy pupils abnormally large or small; motor in coordination; frequent cold or flu-like symptoms; stomach pains or cramps; headaches or dizziness; weight change (plus or minus six pounds); change in personal appearance and hygiene

2. Eating and sleeping change: fluctuating appetite, change of activity level from day to day.
3. School or job performance: unexcused absences; decrease in performance or evaluations; low motivation to complete tasks; dropped out of community or extracurricular activities; frequent arguments with colleagues, friends, students, professors or supervisors.

ii. Students might contact advisors, instructors, friends, club or team members of Student Life or other professional staff in whom they have confidence.

iii. Should you be asked by someone to help but you don’t know what is available or how to proceed, feel free to consult individuals in the Student Life or Human Resources Office. You do not have to reveal names. On the other hand, you might encourage the person to explore his or her options.

C. Formal assessment

1. Professionals are available for everyone to have a confidential conversation about possible drug or alcohol abuse. Depending upon the nature or diversity of the difficulty, the counselor may continue to help in future sessions or refer the student or employee to a better suited person or agency.

i. For students of Ohio State Newark or COTC: there is an on-campus Personal Counselor during the academic year. Appointments are made through the Student Life Office at 740-364-9578 or by visiting Warner Center, room 226. There is no charge for this service. Ohio State Newark students can also utilize services on the Columbus campus – 1640 Neil Avenue, 614-292-5766. Note: if you need help quickly and these services are not available soon enough, contact the COTC Vice President for Enrollment Management & Student Life/Ohio State Newark Director of Student Life for other referrals.

ii. For employees of COTC and Ohio State Newark: there is one employee assistance program which is available to all Ohio State Newark and COTC faculty and staff members at no charge to the employee:

The Ohio State Employee Assistance Program (EAP)
Phone 1-800-678-6265 for 24/7 help;
www.osuhealthplan.com/OhioStateEAP

D. Referral and Support Agencies

1. Employees and students may contact any of the following agencies for assistance — it is not a requirement that a person be first evaluated and recommended by a counselor. Individuals may contact these agencies on their own.

i. Some agencies charge for their services. Don’t let this deter you from calling. Many agencies have sliding pay scales. They can give a suggestion for alternatives too. Some of the useful agencies are:

Alcoholics Anonymous/AA/Al-Anon
76 E. Main St
Newark, Ohio 43055
345-7060

Provides a support system for alcoholics and their families.

Coshocton County Drug & Alcohol Council
610 Walnut St.
Coshocton, OH 43812
740-622-0033

human resources, campus relations, & planning support.

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Provides a support system for alcoholics and their families.

Coshocton County Drug & Alcohol Council
610 Walnut St.
Coshocton, OH 43812
740-622-0033

human resources, campus relations, & planning support.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
For alcohol and drug counseling; also handles and refers individuals with special concerns.

Freedom Center of Knox County
106 Gambier St
Mt. Vernon, OH 43050
740-397-2660

For alcohol and drug abuse — also for personal counseling of young adults

Licking County Alcoholism Prevention Program
62 E Stevens St
Newark, OH 43058-4160
740-366-7303

For students and employees plus their family members—for situations relating to alcoholics, problem drinkers or anyone wanting to know more.

Behavioral Healthcare Partners of Central Ohio, Inc.
65 Messimer Dr.
Newark, OH 43055
740-522-8477

For personal counseling and emergency services.

Narcotic Anonymous/NA
1-800-587-4232

Provides referrals to area support group meetings.

Newark Campus Personal Counselor
Ohio State Newark/COTC
Warner Center, Room 226
1179 University Drive
Newark, OH 43055
740-366-9464

For students of Ohio State Newark and COTC relating to problems with friends, family, relationships, drugs, alcohol, etc. Services available day and some evening hours Autumn, Winter and Spring quarters.

Shepherd Hill Healthcare
200 Messimer Dr.
Newark, OH 43055
740-348-4870 or 800-223-6410

Primarily for in-patient care and counseling regarding drug abuse.

Spencer House
69 Granville St.
Newark, OH 43055
740-345-7030

Residential facility that provides accommodations, guidance, supervision and counseling in a group setting for persons with: chemical dependency; mental and emotional issues.

The Woodlands – Family Counseling
195 Union St, Suite B1
Newark, OH 43055
740-349-7066

Drug and alcohol assessment; personal and financial counseling for individuals and their families; parent education; Battered Women’s Shelter.

IV. Adjudication and setting campus penalties for violations of drug and alcohol policy

A. The processes for determining responsibility and setting penalties will be in accordance with student or faculty handbooks or regulations, contractual agreements and related policies. In all instances, including those for which guidelines are absent, the process will be fair and contain the essence of due process.

B. Sanctions may be varied, based on the seriousness of the offense, mitigating circumstances, and aggravating factors such as part conduct or actions taken earlier.

C. For faculty, staff and students, actions may include: oral warning; written warning or censure; and termination, suspension or expulsion. Participation in a workshop, counseling or rehabilitation program may be part of a penalty or in lieu of a more serious sanction. Final determination will be made in accordance with rules or procedures applying to each type of employee or student.

The Ohio State University Sexual Harassment Policy

University administration, faculty, staff, student employees and volunteers are responsible for assuring that the university maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the university’s mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The university community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Policy guidelines

I. Definition

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the university, e.g., an employee and a supervisor, coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.
II. Examples of Sexual Harassment
Examples of sexual harassment include, but are not limited to:
A. Some incidents of physical assault.
B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
C. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person’s work or academic environment.
D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
   1. Sexual comments or inappropriate references to gender.
   2. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.).
   3. Unwanted touching, patting, hugging, brushing against a person’s body, or staring.
   4. Inquiries and commentaries about sexual activity, experience, or orientation.
   5. The display of inappropriate sexually oriented materials in a location where others can view them.
III. Romantic and/or Sexual Relationships
Romantic and/or sexual relationships between individuals in inherently unequal positions of power. These relationships may be subject to concerns about the validity of consent and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it thus may be difficult to establish consent as a defense to a charge. Even when both parties consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for or preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

A. Prohibited relationships
1. Romantic and/or sexual relationships between faculty/staff/graduate associates/undergraduate TA’s and students, and between attending physicians and medical residents/interns/fellows, cannot continue whenever there are supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities for the student. Alternative academic/supervisory arrangements must be made to avoid being in a prohibited relationship; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

   Romantic and/or sexual relationships between supervisor and employee are prohibited. No person involved in a romantic and/or sexual relationship will have direct responsibility for evaluating the performance or for making decisions regarding the hiring, promotion, tenure, compensation, or termination of the other party to the relationship. Supervisors, including faculty supervisors, must take immediate steps to make acceptable alternative arrangements regarding their supervisory responsibility for the other party to avoid an actual or apparent conflict of interest. If acceptable alternative arrangements are not feasible, the relationship cannot continue.

   Notification responsibilities to avoid prohibited relationships:

   University faculty/staff/graduate associates/undergraduate TA’s must notify their supervisor (e.g. dean, chair, vice president, direct supervisor, etc.) of any prohibited relationship in which they are involved; and, have a duty to cooperate in making acceptable alternative arrangements. The Office of Human Resources, Organization and Human Resource Consulting, is available to facilitate or consult with parties about notification and making acceptable alternative arrangements.

   Individuals who engage in prohibited relationships (i.e., who do not notify their supervisors and do not make acceptable alternative arrangements) are in violation of this policy. Supervisors, including faculty supervisors, who obtain information that would lead a reasonable person to believe that the Romantic and/or Sexual Relationships section of this policy has been violated, have an institutional duty to report the violation to the Office of Human Resources, Organization and Human Resource Consulting.

   Individuals in positions of power, who engage in a series of exploitive sexual or romantic relationships, whether or not notification has occurred, may be held in violation of the romantic and/or sexual relationship policy.

2. Acceptable alternative arrangements:

   Acceptable alternative arrangements means removing any supervisory, teaching, evaluation, advising, coaching, or counseling responsibilities between the person with institutional power and the student or employee. The alternative arrangements should avoid negative consequences for the student or employee; if acceptable alternative arrangements are not feasible, the relationship cannot continue.

B. Corrective action
After a thorough review of the facts, corrective action will be taken with any faculty/staff/ student employee who violates this romantic and/or sexual relationship policy by:

   1. Entering into or engaging in a prohibited relationship without notification and without making immediate acceptable alternative arrangements, or
   2. Failing to follow any part of this policy, or
   3. Failing to implement any responsibility of supervisors as identified in this policy. This applies to all supervisors, including faculty who serve in supervisory roles.

   4. The corrective action process will be in accordance with university policies, faculty rules, or Code of Student Conduct.

   5. An individual who promptly provides notification of a prohibited relationship and cooperates in making acceptable alternative arrangements in a timely manner will not be held in violation of the romantic and/or sexual relationship policy.

C. Important advisory statement on romantic/sexual relationships
Individuals in positions of power must be aware that romantic or sexual relationships with students are fraught with danger for exploitation and pose a legal risk to both the individual and the institution.

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. These relationships may be subject to concerns about the validity of consent and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The apparent consensual nature of the relationship is inherently suspect due to the fundamental asymmetry of power in the relationship and it thus may be difficult to establish consent as a defense to a charge. Even when both parties consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for or preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
The greater the institutional power differential that exists the greater risk there is for exploited consent. Exploited consent exists when consent to a relationship is given as a function of the position of power one occupies over another within an institution.

Many international students, faculty, and staff come from cultures in which deference to any authority figure is important and sexual harassment laws do not exist. Some individuals may be especially vulnerable to exploitative relationships given cultural, language, and immigration/visa issues. Faculty, staff, and students should be very careful to avoid relationships that may be exploitive in nature.

The university discourages romantic and/or sexual relationships between faculty and students, for all the reasons provided above. The university strongly discourages romantic and/or sexual relationships between faculty and graduate students when in the same department, between faculty and undergraduate students majoring in the faculty member’s area of expertise, when the faculty member has any influence over academic judgments about the student, and, in any context when the perceived power differential may be significant.

Finally, it is important to be aware that in some cases non-consensual relations may constitute sexual harassment, and allegedly consensual relations that “go bad” may later result in allegations of sexual harassment.

IV. Duty to Act

Any Human Resource Professional (HRP), supervisor, including faculty supervisors; chair/director; or faculty member who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred will notify the Office of Human Resources, Organization and Human Resource Consulting, by ensuring that a Discrimination/Harassment Complaint Form or other appropriate document is filed within five working days of becoming aware of the information. The Complaint Form/documentation will initiate collaboration between the Office of Human Resources, Organization and Human Resource Consulting and the unit HRP to determine how to proceed with resolving the complaint.

V. Regulations

A. Confidentiality and non-retaliation

The university will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

University policy and state and federal law prohibit retaliation against an individual for reporting sexual harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation.

The university has a compelling obligation to address allegations and suspected instances of sexual harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The university is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.

B. Corrective measures

When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed consistent with applicable University procedures and may include sanctions.

Sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or dismissal from the university. In the event that a record of such sanctions will become a part of the harasser’s personnel records, prior notice will be given to the harasser. Sanctions also may be imposed on any individual with a duty to act (under this policy and associated procedures) who fails to respond to a complaint of sexual harassment in a manner consistent with the provisions of this policy and the associated procedures. The complainant will be informed of the corrective measures taken.

C. False allegations

It is a violation of this policy for anyone to knowingly or with reckless disregard for the truth to make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment.

D. Use of sexual harassment allegations in employment actions

When making decisions affecting an individual’s employment or academic status, allegations of sexual harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

VI. Policy and Procedure Administration

The Office of Human Resources is responsible for the administration of this policy and the associated procedures. The president and each vice president, dean, department chair, director, administrator, faculty member, and supervisor is responsible for ensuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.

Procedure

I. Goals and Objectives

The university is committed to eliminating and preventing sexual harassment of faculty, staff, students, student employees, and volunteers and to fostering an environment of respect for all individuals. The university promotes educational programs coordinated by the Office of Human Resources to meet the following goals:

1. Informs all individuals about their rights through training and dissemination of the sexual harassment policy;
2. Includes the sexual harassment policy in orientation materials for new faculty, staff, students, and volunteers;
3. Notifies persons of prohibited conduct;
4. Informs all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of sexual harassment;
5. Informs the community about the problems caused by sexual harassment;
6. Addresses issues of sexual harassment from a multicultural perspective.

II. Who Can Make Allegations

Sexual harassment concerns can often be resolved by the person being harassed addressing the matter directly with the alleged harasser. When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the university community or a customer, vendor, or contractor of the university.
III. Confidentiality
To the extent possible, all information received in connection with the filing, investigation, and resolution of allegations will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

IV. Retaliation
Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited by university policy and state and federal law. The university will not tolerate retaliation in any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleger, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegations. Allegations of retaliation should be directed to the Office of Human Resources.

V. Counseling and Support
A person seeking counseling or support may contact any of the following units:
1. Ohio State Employee Assistance Program;
2. Office of Student Gender and Sexuality Services, Rape Education and Prevention Program;
3. Office of Residence Life;
4. Counseling and Consultation Service;
5. Office of Student life.
The role of the above offices is not to investigate allegations but to provide counseling and support. For information on how to file an allegation, refer to Section VI of these procedures.

VI. Receipt and Referral of Allegations
A. An alleged violation of the university's sexual harassment policy may be taken to any of the following designated individuals:
1. The human resources professional within a department or unit;
2. A consultant in the Office of Human Resources, Consulting Services; or
3. Any supervisor, faculty member, or faculty or staff administrator.
B. If the alleged harasser is the alleger's supervisor, the alleger should directly contact either a higher level administrator or the Office of Human Resources, Consulting Services.
C. Cases involving student on student sexual harassment not in the employment setting will be handled in accordance with the Code of Student Conduct and are not covered under this procedure. The Office of Student life will be responsible for the investigation and resolution of such allegations.
D. When the above individuals receive an allegation of sexual harassment, they will promptly refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.
E. The Office of Human Resources, Consulting Services is available to provide consultation to any person who has a potential sexual harassment concern. Likewise, consultants are available to assist any administrator in handling an allegation.
F. All individuals who are designated to receive allegations are expected to participate in training provided by the Office of Human Resources related to handling sexual harassment allegations.

VII. Duties of the Unit Level or Office of Human Resources Investigator
A. Persons designated to investigate allegations will be jointly identified by the unit and the Office of Human Resources. As part of the intake process, the person designated to investigate the allegation will discuss with the alleger the following considerations:
1. The options under the policy, which include:
   a) Filing an allegation for review at the unit level;
   b) Filing an allegation with the Office of Human Resources, Consulting Services; or
   c) Filing a grievance under the nondiscrimination clause of the appropriate collective bargaining agreement.
2. The behaviors and any related issues that gave rise to the allegation and whether an investigation is warranted.
B. The person designated to investigate the allegation will inform the alleger about:
1. The fact that the alleger is not required to file an allegation at the unit level before filing an allegation with the Office of Human Resources, Consulting Services. However, an allegation cannot be processed by both Consulting Services and the unit at the same time.
2. The university's compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated. The university is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the allegations and pursuing an investigation even in cases when the alleger is reluctant to proceed. The alleger will be notified in advance when such action is necessary.
3. The manner and frequency with which the allegers will be updated about the status of the investigation.
4. The need for confidentiality during the investigation process and what to do if the alleger believes she or he has been retaliated against.
D. The person designated to investigate the allegation will inform the alleged harasser in a reasonable time about:
1. The specific allegations and provide an opportunity to respond to the allegations.
2. The manner and frequency with which the alleged harasser will be updated about the status of the investigation.
3. The need for confidentiality during the investigation process and the university's policy with respect to retaliation.
4. The university's compelling obligation to address allegations and suspected instances of sexual harassment that would lead a reasonable person to believe that the policy has been violated.
5. The university's position that it is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the allegations and pursuing an investigation even in cases when the alleger is reluctant to proceed. The alleger will be notified in advance when such action is necessary.
6. The university's policy and state and federal law prohibiting retaliation against an individual for reporting sexual harassment or for participating in an investigation. The university will not tolerate retaliation of any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleger, or participates in an investigation of sexual harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Allegations of retaliation should be directed to the Office of Human Resources, Consulting Services.
E. The alleger, as well as the alleged harasser, will be provided with a copy of the Sexual Harassment Policy and Procedures.

F. Actions During the Pendency of the Investigation. The investigator, in consultation with the alleger and a consultant from the Office of Human Resources, Consulting Services, as appropriate, will determine if special provisions are necessary to ensure that no harassment of the alleger occurs during the pendency of the investigation.

VIII. Unit Review Investigation

All individuals who are designated to investigate allegations will be expected to attend sexual harassment training offered by the Office of Human Resources. Individuals responsible for the investigation of allegations at the unit level will follow the procedures outlined in this section.

A. Purpose of the Investigation. The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and follow up to ensure that the recommended measures are completed.

B. Method of Investigation. Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. Office of Human Resources Notification. Any investigator who receives an allegation will notify the Office of Human Resources, Consulting Services about the allegation by filing a Sexual Harassment Intake and Allegation Form within five working days of receiving the allegation. This information is for data collection purposes and will be used to monitor allegations and to assure that issues are appropriately addressed.

D. Presence of Support Persons. The alleger and alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

E. Time Period for Resolution of an Allegation. Investigations should be concluded within 45 calendar days from the date the issue was raised with the unit. If this is not reasonably possible, the investigator should make the alleger and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

F. Possible Outcomes. An investigation may result in the following findings:

1. A determination that there is sufficient evidence to indicate a violation;
2. A determination that there is insufficient evidence to indicate a violation; or
3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.

G. Concluding the Investigation. Prior to informing the alleger and the alleged harasser of the outcome of the investigation, the investigator is required to review the facts of the case and discuss possible outcomes with the Office of Human Resources, Consulting Services.

Within 10 workdays of consulting with the Office of Human Resources, Consulting Services, the investigator will notify the appropriate unit or higher level administrator, as well as the alleger and the alleged harasser, of the outcome of the investigation.

H. Written Report of Outcomes. Within 10 workdays of informing the alleger and the alleged harasser of the outcome of the investigation, the investigator will prepare a written summary of the outcome of the investigation to the Office of Human Resources, Consulting Services.

If the outcome of the investigation reveals a violation of the sexual harassment policy, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable university rules and regulations. These recommendations will be provided to the appropriate administrator who is responsible for implementation.

If instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the investigator will follow up with the appropriate administrator.

I. Other Options. A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the alleger is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegers and alleged harassers who are not satisfied with the outcome of the investigation at the unit level will be advised of other options outside the university. The outcome of the investigation shall remain in effect during the pendency of the appeal.

IX. Procedures for Office of Human Resources, Consulting Services Investigation

When the alleger elects to have the allegation investigated by the Office of Human Resources, Consulting Services, that office will be primarily responsible for the investigation of the allegation, with the cooperation of all individuals involved. Consulting Services will keep all individuals informed about the status of the investigation.

A. Purpose of the Investigation. The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response that addresses the facts as they are determined, and to follow up to ensure that the recommended measures are completed.

B. Method of Investigation. Depending on the facts of the case, an investigation may range from a one-on-one conversation with the alleged harasser with an agreement as to further interactions, to an inquiry with several witness interviews, a finding of facts, and recommendations to the unit for appropriate employment action. In every case, a record must be made of the allegations, the investigation, and the action taken.

C. Presence of Support Persons. The alleger and/or alleged harasser may be accompanied at the initial interview and subsequently, as appropriate, by an individual of their choice.

D. Time Period for Resolution of an Allegation. Investigations should be concluded within 45 calendar days from the date the issue was raised with the consultant. If this is not reasonably possible, the consultant should make the alleger and the alleged harasser aware of the status of the review and provide an estimated conclusion date.

E. Possible Outcomes. An investigation may result in the following findings:

1. A determination that there is sufficient evidence to indicate a violation;
2. A determination that there is insufficient evidence to indicate a violation; or
3. A determination that there is sufficient evidence to indicate that an allegation is false.

Sometimes an investigation will uncover behavior that is inappropriate under university policy but does not meet the definition of sexual harassment. When an investigation reveals such behavior, the university will take appropriate steps to correct the behavior.
F. **Concluding the Investigation.** At the conclusion of the investigation, the consultant will promptly inform the appropriate unit or higher level administrator, as well as the allegor and the alleged harasser, of the outcome.

G. **Written Report of Outcomes.** Within 10 workdays of informing the allegor and alleged harasser of the outcome of the investigation, the consultant will prepare a written summary of the outcome of the investigation.

If the investigation results in a determination of sexual harassment, recommendations will be made to take prompt remedial action consistent with the severity of the offense and all applicable university rules and regulations. This report will be provided to the appropriate administrator who is responsible for implementation.

In instances where the report contains no evidence of sexual harassment but there is evidence of inappropriate behavior under university policy, the consultant will follow up with the appropriate administrator.

H. **Other Options.** A finding may be appealed to the associate vice president for Human Resources within 21 calendar days from the time the allegor is informed of the outcome of the investigation. Such appeal must be based on the record and any new information that could not have been previously provided with reasonable diligence. Allegors and alleged harassers who are not satisfied with the outcome of the investigation by the Office of Human Resources will be advised of other options outside the university. The outcome of the investigation shall remain in effect during the pendency of the appeal.

X. **Corrective Action Implementation**

Where sexual harassment is found, steps will be taken to ensure that the harassment is stopped promptly. Appropriate corrective action may range from counseling, written reprimands, suspensions, or other action up to and including dismissal, in accordance with established university rules and procedures. The Office of Human Resources, Consulting Services will monitor corrective action to ensure compliance.

Corrective action may be taken as a result of either a unit review or Office of Human Resources, Consulting Services investigation. Units are encouraged to contact either the Office of Academic Affairs or the Office of Human Resources, Consulting Services, as appropriate, before issuing corrective action. Corrective measures will be taken according to the following procedures:

A. In cases involving faculty members, corrective measures may be imposed in accordance with Faculty Rules and Procedures 3335-5-04.

B. In cases involving staff members, corrective action is governed by the following:

1. For unclassified employees, refer to Policy 8, Corrective Action, of the Human Resources Policy and Procedure Manual.
2. For classified civil service employees not included in a bargaining unit, refer to Rules for Classified Civil Service.
3. For bargaining unit employees, refer to the appropriate collective bargaining agreement.

C. In cases involving students acting in their employment capacity, measures may be imposed in accordance with Policy 10.10, Student Employment, of the Human Resources Policy and Procedure Manual, in all other cases, in accordance with the Code of Student Conduct.

XI. **Issues of Academic Freedom**

When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation of sexual harassment infringes upon academic freedom, a designee from the Committee on Academic Freedom and Responsibility (CAFR) will be consulted. This individual will have access to all pertinent information regarding the investigation to assure due regard for academic freedom. The designee will address concerns about the investigative process with the investigator as necessary.

XII. **Record Keeping**

Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files or student files unless they are part of a formal corrective action. Investigation records will be maintained in accordance with Office of Human Resources record retention schedules, which can be found at hr.osu.edu. When an allegation is filed outside the university, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

You can find more information about the university’s record retention policy at library.osu.edu/projects-initiatives/osu-records-management.

**Parental Notification Guidelines for Alcohol and Controlled Substance Violations**

These guidelines were developed in response to the Higher Education Amendments of 1998, which created an exception to the Family Educational Rights and Privacy Act (FERPA) and enabled universities to notify parents or legal guardians, under certain circumstances, of a student's use or possession of alcohol or a controlled substance. This change supports the practice of The Ohio State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the university believes it will help the student. When possible, conversations normally are held with the student before contact is made with parents in an effort to determine whether such contact is the best course of action.

Generally, the university contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to, the following:

- A situation in which a student has received medical attention
- The occurrence of an arrest and consequent criminal charges
- A major disruption to the university's educational mission
- Substantial harm caused to other students
- Significant property damage

Contact is made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the university and the parents for the good of the students.

Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

Questions or concerns regarding these guidelines should be directed to Student Conduct, 33 W. 11th Ave., Columbus, OH 43210, 614-292-0748, or to University Housing, 190 W. Woodruff Avenue, Columbus, OH 43210, 614-292-3930.
The Ohio State University Student
Email Communications Policy

The Ohio State University has established email as an official means of communication with students. An official Ohio State email address is issued to each student. Before students can receive email at their Ohio State email address, they must activate their Ohio State Username and decide where their mail will be delivered. Students do this by using the Identity and Access Management site at my.osu.edu. Official university email (registration, grades, fee statements, etc.) is sent to students’ lastname.#@osu.edu accounts and forwarded automatically to whichever address they have chosen.

Since email has been adopted as a primary mechanism for sending official communications to students at Ohio State, students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official university communications sent to students’ official Ohio State email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their email inboxes to allow for email delivery. To avoid junk or spam filters, students who are forwarding mail should add their name.#@osu.edu to their address book. All use of email will be consistent with other Ohio State policies. See ocio.osu.edu/policy/policies/responsible-use.
# CAMPUS DIRECTORIES

Students are encouraged to contact offices directly when they have questions or need assistance.

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Founders Hall 1075</td>
<td>740.366.9333</td>
</tr>
<tr>
<td>Academic Assoc. Dean's Office</td>
<td>Founders Hall 1060</td>
<td>740.366.9315</td>
</tr>
<tr>
<td>Adaptive Technology Resource Lab</td>
<td>Warner Center 233</td>
<td>ext. 21233</td>
</tr>
<tr>
<td>Adena Gym &amp; Weightroom</td>
<td>Adena Hall 104</td>
<td>ext. 20104</td>
</tr>
<tr>
<td>Admissions</td>
<td>Founders Hall 1075</td>
<td>740.366.9333</td>
</tr>
<tr>
<td>AmeriCorp/Vista</td>
<td>Warner Center 205</td>
<td>740.366.9276</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology Lab</td>
<td>Founders Hall 214</td>
<td>ext. 22114</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>Adena Hall 106</td>
<td>ext. 20106</td>
</tr>
<tr>
<td>Baker House Biology Lab</td>
<td>Baker House</td>
<td>740.366.9111</td>
</tr>
<tr>
<td>Counseling Services (Personal)</td>
<td>Warner Center 226</td>
<td>740.366.9464</td>
</tr>
<tr>
<td>Bean Counter</td>
<td>Warner Center Lobby</td>
<td>ext. 23100</td>
</tr>
<tr>
<td>Biology Lab</td>
<td>Founders Hall 2132</td>
<td>740.366.9320</td>
</tr>
<tr>
<td>Black Box Theater</td>
<td>LeFevre Hall</td>
<td>740.366.9474</td>
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<tr>
<td>Bookstore</td>
<td>Warner Center 100</td>
<td>740.366.9277</td>
</tr>
<tr>
<td>Campus Dining - Table of Contents</td>
<td>Warner Center 140</td>
<td>740.366.9201</td>
</tr>
<tr>
<td>Career Services</td>
<td>Warner Center 226</td>
<td>740.366.9453</td>
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<tr>
<td>Chemistry Lab</td>
<td>Founders Hall 2177</td>
<td>ext. 22177</td>
</tr>
<tr>
<td>Coaches' Office</td>
<td>Adena Hall 111</td>
<td>ext. 20111</td>
</tr>
<tr>
<td>Computer Help Line</td>
<td>Founders Hall 196</td>
<td>740.366.9244</td>
</tr>
<tr>
<td>Computer Lab - Founders</td>
<td>Founders Hall 174/180</td>
<td>ext. 21174</td>
</tr>
<tr>
<td>Computer Lab - Reese</td>
<td>Reese Center 206</td>
<td>ext. 20206</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>Reese Center Rotunda</td>
<td>740.364.9517</td>
</tr>
<tr>
<td>Cyber Cafe</td>
<td>Reese Center 100</td>
<td>ext. 23100</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Warner Center 226</td>
<td>740.366.9441</td>
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<tr>
<td>EMERGENCY NUMBER</td>
<td>Warner Center 105</td>
<td>740.366.9300</td>
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<tr>
<td>Education Curriculum Center</td>
<td>Hopewell Hall 84</td>
<td>740.366.9230</td>
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<tr>
<td>Facilities Services</td>
<td>Reese Center 124</td>
<td>740.366.9363</td>
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<tr>
<td>Fees &amp; Deposits</td>
<td>Hopewell Hall 136</td>
<td>740.366.9232</td>
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<td>Financial Aid</td>
<td>Hopewell Hall 135</td>
<td>740.366.9364</td>
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<tr>
<td>Geology Lab</td>
<td>Founders Hall 2150</td>
<td>740.366.9391</td>
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<tr>
<td>Helpdesk (ITS)</td>
<td>Founders Hall 196</td>
<td>740.366.9244</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Founders Hall 1014</td>
<td>740.366.9367</td>
</tr>
<tr>
<td>Information &amp; Technology Services</td>
<td>Founders Hall 196</td>
<td>740.366.9244</td>
</tr>
<tr>
<td>Library</td>
<td>Warner Center 160</td>
<td>740.366.9307</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>Founders Hall 156</td>
<td>740.366.9213</td>
</tr>
<tr>
<td>Math Lab</td>
<td>Warner Center 214</td>
<td>740.366.9404</td>
</tr>
<tr>
<td>Multi-Cultural Affairs</td>
<td>Warner Center 205A</td>
<td>740.364.9625</td>
</tr>
<tr>
<td>Music Lab</td>
<td>LeFevre Hall 109B</td>
<td>ext. 21092</td>
</tr>
<tr>
<td>Psychology Lab</td>
<td>Founders Hall 118</td>
<td>ext. 20018</td>
</tr>
<tr>
<td>Reese Center Customer Service</td>
<td>Lobby</td>
<td>0 from any campus phone</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>Residence Hall</td>
<td>740.366.9430</td>
</tr>
<tr>
<td>ROTC</td>
<td>Hopewell Hall 58</td>
<td>740.366.9356</td>
</tr>
<tr>
<td>Security</td>
<td>Warner Center 105</td>
<td>740.366.9237</td>
</tr>
<tr>
<td>Services Center</td>
<td>Founders Hall 156</td>
<td>740.366.9213</td>
</tr>
<tr>
<td>Severe Weather Line</td>
<td></td>
<td>740.366.9216</td>
</tr>
</tbody>
</table>

All 5 digit extensions can be dialed directly from any campus phone. OR You can dial 740.366.1351, press 1 for extensions, and when prompted, enter the 5-digit extension.
CAMPUS MAP

Adena Hall
Gymnasium
Workout Facilities
Athletics
Intramural Sports

Founder’s Hall
Admissions
Advising
Auditorium
Dean/Director’s office
Associate Dean’s office
Student Records
Science Labs
Psychology Lab
Information Technology

Hopewell Hall
Fees and Deposits
Financial Aid
Veteran Affairs
Testing Center
Education Curriculum Center

LeFevre Hall
Black Box Theater
Music Lab
Art Gallery
Art Lab

North Classroom Building
Classrooms

Parking

Residence Halls

The John L. & Christine Warner Library & Student Center
Classrooms
Game Room
Library
Bookstore
Dining Services
Tutoring Center
The Writer’s Studio
The Math Center
Personal Counseling
Career Services
Student Activities
Office of Disability Services
Security Office
BuckID/Parking Passes

The J. Gilbert Reese Center
Performing Arts Hall
Cyber Café

*All buildings have general classrooms, computer labs and faculty offices.*
**IMPORTANT DATES**

(**Note: All dates are subject to change.**)

## Summer Term 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer Term</th>
<th>May Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial fees due</td>
<td>Monday, May 11</td>
<td>Monday, May 11</td>
<td>Monday, May 11</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, May 11</td>
<td>Monday, May 11</td>
<td>Monday, May 11</td>
</tr>
<tr>
<td>Last day to add a class without petitioning</td>
<td>Wednesday, May 20</td>
<td>Wednesday, May 13</td>
<td>Wednesday, June 24</td>
</tr>
<tr>
<td>Memorial Day - no classes, office closed</td>
<td>Monday, May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Wednesday, June 3</td>
<td>Wednesday, May 13</td>
<td>Wednesday, June 24</td>
</tr>
<tr>
<td>Last day to drop a class without petitioning</td>
<td>Wednesday, July 15</td>
<td>Wednesday, May 27</td>
<td>Wednesday, July 15</td>
</tr>
<tr>
<td>Independence Day—no classes, offices closed</td>
<td>Friday, July 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Friday, July 31</td>
<td>Friday, June 5</td>
<td>Friday, July 31</td>
</tr>
<tr>
<td>Final exams</td>
<td>Monday–Wednesday, August 3–5</td>
<td>Friday, June 5</td>
<td>Monday–Wednesday, August 3–5</td>
</tr>
<tr>
<td>Summer Commencement</td>
<td></td>
<td>Sunday, August 9</td>
<td></td>
</tr>
</tbody>
</table>

## Autumn Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Autumn Semester</th>
<th>First Session</th>
<th>Second Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial fees due</td>
<td>Tuesday, August 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to select/waive Student Health Insurance Plan for academic term</td>
<td>Tuesday, August 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls open for autumn semester</td>
<td>Saturday, August 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, August 25</td>
<td>Tuesday, August 25</td>
<td>Monday, October 19</td>
</tr>
<tr>
<td>Labor Day—no classes, offices closed</td>
<td>Monday, September 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to add a class without petitioning</td>
<td>Friday, September 4</td>
<td>Friday, September 4</td>
<td>Friday, October 30</td>
</tr>
<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Friday, September 18</td>
<td>Friday, September 4</td>
<td>Friday, October 30</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Saturday, October 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autumn break—no classes, offices open</td>
<td>Thursday-Friday, October 15-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring semester enrollment appointments begin</td>
<td>Monday, October 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class without petitioning</td>
<td>Friday, October 30</td>
<td>Friday, September 25</td>
<td>Friday, November 20</td>
</tr>
<tr>
<td>Veterans Day observed—no classes, offices closed</td>
<td>Wednesday, November 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving break—no classes, offices open</td>
<td>Wednesday, November 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Day—no classes, offices closed</td>
<td>Thursday, November 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbus Day observed—no classes, offices closed</td>
<td>Friday, November 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Wednesday, December 9</td>
<td>Monday, October 12</td>
<td>Wednesday, December 9</td>
</tr>
<tr>
<td>Reading day</td>
<td>Thursday, December 10</td>
<td>n/a</td>
<td>Thursday, December 10</td>
</tr>
<tr>
<td>Final exams</td>
<td>Friday–Thursday, December 11–17</td>
<td>Tuesday–Wednesday, October 13–14</td>
<td>Friday–Thursday, December 11–17</td>
</tr>
<tr>
<td>Residence halls close for autumn semester</td>
<td>Friday, December 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter break, no classes</td>
<td>Friday–Sunday, December 18–January 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autumn Commencement</td>
<td>Sunday, December 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday, offices closed</td>
<td>Thursday–Friday, December 24-25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Spring Semester 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring Semester</th>
<th>First Session</th>
<th>Second Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day—offices closed</td>
<td>Friday, January 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial fees due</td>
<td>Monday, January 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to select/waive Student Health Insurance Plan for spring/summer terms</td>
<td>Monday, January 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls open</td>
<td>Sunday, January 10</td>
<td>Monday, January 11</td>
<td>Wednesday, March 2</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, January 11</td>
<td>Monday, January 11</td>
<td>Friday, March 11</td>
</tr>
<tr>
<td>Last day to add a class without petitioning</td>
<td>Friday, January 22</td>
<td>Friday, January 22</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Day—no classes, offices closed</td>
<td>Monday, January 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Friday, February 5</td>
<td>Friday, January 22</td>
<td>Friday, March 11</td>
</tr>
<tr>
<td>Summer term and May session enrollment appointments begin</td>
<td>Monday, February 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls close at noon for spring break</td>
<td>Saturday, March 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring break</td>
<td>Monday–Friday, March 14–18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a course without petitioning</td>
<td>Friday, March 25</td>
<td>Friday, February 12</td>
<td>Friday, April 8</td>
</tr>
<tr>
<td>Autumn semester enrollment appointments begin</td>
<td>Monday, March 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sibs and Kids Weekend</td>
<td>Friday–Sunday, March 27–29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Monday, April 25</td>
<td>Friday, February 26</td>
<td>Monday, April 25</td>
</tr>
<tr>
<td>Reading day</td>
<td>Tuesday, April 26</td>
<td>n/a</td>
<td>Tuesday, April 26</td>
</tr>
<tr>
<td>Final exams</td>
<td>Wednesday–Tuesday, April 27–May 3</td>
<td>Monday–Tuesday, February 29–March 1</td>
<td>Wednesday–Tuesday, April 27–May 3</td>
</tr>
<tr>
<td>Residence halls close for spring semester</td>
<td>Wednesday, May 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Commencement</td>
<td>Sunday, May 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Summer Term 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer Term</th>
<th>May Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial fees due</td>
<td>Monday, May 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, May 9</td>
<td>Monday, May 9</td>
<td>Monday, June 13</td>
</tr>
<tr>
<td>Memorial Day—no classes, offices closed</td>
<td>Monday, May 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day observed—no classes, offices closed</td>
<td>Monday, July 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Friday, July 29</td>
<td>Friday, June 3</td>
<td>Friday, July 29</td>
</tr>
<tr>
<td>Final exams</td>
<td>Monday–Wednesday, August 1–3</td>
<td>Friday, June 3</td>
<td>Monday–Wednesday, August 1–3</td>
</tr>
<tr>
<td>Summer Commencement</td>
<td>Sunday, August 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**All dates are subject to change. The most up to date Ohio State academic calendar and the University Registrar’s list of important dates can be found at registrar.osu.edu/staff/bigcal.asp, or go to registrar.osu.edu and click on Calendar (Academic) in the left side bar.**
Ohio State Glossary

**academic advisor**
These professional advisors are an excellent resource for students. In particular, they can help students select proper course sequences, describe alternatives for typical course offerings and serve as a general resource to connect students' future goals with current academic opportunities.

**Brutus**
The Buckeye mascot seen at almost any Ohio State event.

**buckeye**
A nickname for an Ohioan. The buckeye tree is native to the state of Ohio. The Indians called the buckeye "hetuck," meaning the eye of the buck, because of its resemblance to the eye of the buck deer. Go to [osu.edu/news/history.php](http://osu.edu/news/history.php) to read the entire history.

**Buckeye Link**
This is a one-stop online destination for essential Ohio State resources and services. Visit buckeyelink.osu.edu to take care of academic business without waiting in line or leaving your computer.

**Buckeye Mail**
Access your Ohio State email at buckeyemail.osu.edu. Your lastname.#@buckeyemail.osu.edu address is your Windows Live ID login. buckeyemail.osu.edu

**BuckID**
The university’s multifunctional identification card. BuckID allows students to purchase goods and services all around campus and access university resources. buckid.osu.edu

**class number**
The number used to enroll in a specific section of a course. Class numbers are found in the Schedule of Classes available online at registrar.osu.edu/courses or through the Student Center accessible via buckeyelink.osu.edu.

**Carmen**
Ohio State’s online teaching and learning environment. carmen.osu.edu

"**Carmen Ohio**"
Ohio State’s alma mater and oldest school song. Every Friday at noon, "Carmen Ohio," "Buckeye Battle Cry," "Fight the Team Across the Field" and other Ohio State songs peal out of Orton Tower and float across the Oval.

**change ticket**
A university form used to change a student’s schedule, usually to drop or add a course. A student’s college office will fill out and process the form for the student. Most changes to a student’s schedule can be accomplished online at buckeyelink.osu.edu, so students may not need to use a change ticket.

**course enrollment permission form**
Some courses require that students obtain the permission of the instructor to enter the course. This can be done by obtaining a course enrollment permission form. The online registration system will not allow students to enroll in courses that require permission until permission is received and the form is processed at the student’s college office.

**course packet**
A collection of articles or book chapters selected by a professor to serve as reading materials for a specific class.

**EM credit**
Examination (EM) credit is assigned on the basis of proficiency demonstrated by taking an examination before or after admission. Up to 30 credit hours may be earned by examination. A student’s college office can explain eligibility for EM credit.

**FERPA**
Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), governs the access to and release of records maintained by Ohio State (and other educational institutions).

**Freshman Forgiveness Rule**
This rule allows a student to repeat up to 15 credit hours, which must be retaken before the student becomes a junior (reaches 60 hours). The FFR is automatically applied to a student’s record if he/she is eligible. If students have questions about the FFR, they should check with their academic advisors.

**GE (General Education)**
The academic core of a student’s curriculum, mostly completed in the freshman and sophomore years. The GE requirement helps students develop the foundation essential to succeeding in their major programs, including writing and critical thinking skills; engages them in topical contemporary issues; and gives them a broad understanding of diversity, the natural and social sciences, aesthetics and, for some programs, basic foreign language aptitude.

**GPA**
Grade point average. At Ohio State, the official name for GPA is cumulative point-hour ratio (CPHR). See entry at point-hour.

**Honors Program**
The Honors Program offers greater academic challenges in limited enrollment sections and special courses. These courses are designated “H” and must be entered by permission. Students interested in the Honors Program should call their academic advisors or the University Honors Program at 614-292-3135. honors-scholars.osu.edu

**complete (I)**
Mark indicating course work is satisfactory but, for justifiable reasons, a portion is not complete at the end of the grading period. Students must complete the work no later than the sixth week of the following semester.
**IT Support**

IT Support, located in Founders Hall 196, provides assistance with resetting passwords for the Newark campus Account and support for using personal devices on the Newark campus wireless network. ITS can also assist you with any classroom or local lab computers you may have problems with. ITS is not able to reset Columbus campus network accounts; however, we will assist you in making the call to OSU Columbus 8-Help (614.688.4357) to ensure you are able to accomplish password resets.

**K credit**

Transfer credit given at Ohio State for course work completed at another college or university. Grades do not transfer, but course credit hours may. Contact the Transfer Credit Center, 614-247-7250, for information on the evaluation of courses.

**late registration**

A period following the regular registration period. Late registration runs through the first Friday of the semester. When a student receives his/her schedule, he/she can add and/or drop courses using the online registration system. buckeyelink.osu.edu

**point-hour**

The university has assigned a point value, called the number of credit points, to each course letter grade. Multiplying the number of credit hours taken by credit points equals total points earned, and dividing total credit points earned by total hours attempted equals the GPA, or grade point average. This is also called a “point-hour ratio” or “point-hour” or “cumulative point-hour ratio” (CPHR). Students should see their academic advisors for help in calculating their CPHR.

**provost**

The chief academic officer of the university.

**RA (resident advisor)**

An RA or resident advisor is an experienced student assigned to a residence hall to help students with all aspects of residence hall living.

**S/U**

*S* (Satisfactory) is a mark used to indicate satisfactory progress or completion of work in specified courses. *U* (Unsatisfactory) indicates unsatisfactory work, for which no credit is given.

**Schedule of Classes**

The Office of the University Registrar publishes the Schedule of Classes each term at registrar.osu.edu/courses. The Schedule of Classes contains registration information and listings of courses offered—the course hour and number, credit, class number, days and times offered, building and room, and instructor. Students need this information to schedule classes.

**SIS**

SIS is the name commonly used to refer to Ohio State’s Student Information System. Students access the SIS through their Student Center, accessible via Buckeye Link.

**Student Financial Aid (SFA)**

Student Financial Aid makes every effort within its means to help all students with limited financial resources secure needed funds. Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet total educational costs. Financial aid consists of scholarships and grants, loans (which must be repaid), and part-time employment. sfa.osu.edu

**syllabus**

A document professors create listing course objectives and purpose, grading criteria, expectations, readings, and assignments for each specific course a student takes.

**TOPP (Tuition Option Payment Plan)**

A budgeting tool for assisting students/parents with payment of tuition and other associated educational expenses. ssc.osu.edu/topp

**University Registrar**

The registrar helps students enroll and succeed by providing service to faculty, staff, students, their families and others. The University Registrar is responsible for processes related to students’ academic records, including transcripts, academic progress, enrollment data, classroom support, academic certification, fee assessment, and national and institutional testing. registrar.osu.edu

**wait-list**

Students who are closed out of a course during scheduling have the option to be placed on an automated wait-list for individual class sections of that course. If a space opens up in the requested section of the course, the first student on the wait-list is placed into the course (assuming that the student meets prerequisites and has no time conflict) through a process that runs periodically during the enrollment period. For more information, students should see the Schedule of Classes or their academic advisors. buckeyelink.osu.edu
Accounting and Management Information Systems

2000 Foundations of Accounting  U  3
A survey of accounting for non-business students; financial statements and analysis; accounting for assets, liabilities and owners' equity; and elements of managerial accounting.
Prereq: Not open to students with credit for 2200 (211), 2300 (212), or 310.

2200 Introduction to Accounting I  U  3
Preparation and use of accounting reports for business entities; focus on uses of accounting for external reporting, emphasizing accounting as a provider of financial information.
Prereq: Econ 2001.01 (200), or equiv. Not open to students with credit for 2000 (310) or 211, or equiv. This course is available for EM credit.

2300 Introduction to Accounting II  U  3
The uses of accounting reports by managers to make business decisions and to control business operations; focus is on the internal use of accounting information.
Prereq: 2200 (211) and Econ 2001.01 (200), or equiv. Not open to students with credit for 2000 (310) or 212, or equiv. This course is available for EM credit.

3300 Cost Accounting  U  3
Managerial decision making in organizations with an emphasis on the use of financial data; theory and practice of management control.
Prereq: 2300 (212), BusMgt 2230 (330), 2321 (331), and BusMHRR 2292 (BusAdm 499.01); or permission of instructor. Not open to students with credit for 525.

3601 Introduction to Information Systems  U  1½
The role of information systems in capturing and distributing organizational knowledge and enhancing management decision making, process of redesigning organizations utilizing systems analysis and design, quality assurance, and change management techniques, technical foundation of information systems, including hardware, software, telecommunications, networks, and the information architecture.

African American and African Studies

1101 Introduction to African American and African Studies  U  3
Introduction to the scholarly study of the Africana experience, focusing on patterns of resistance, adaptation, diversity, and transnational connections.
Prereq: English 1110 (110). Not open to students with credit for 101. GE soc sci indivs and groups course.

2080 African American History to 1877  U  3
The study of the African American experience in America from arrival through the era of Reconstruction, focusing on slavery, resistance movements, and African American culture.
Prereq: or concour: English 1110.xx. Not open to students with credit for 323.01 or History 2080 (323.01). GE historical study course. Cross-listed in History.

2081 African American History from 1877  U  3
The study of the African American experience in the United States from the era of Reconstruction through the present.
Prereq or concour: English 1110.xx, or permission of instructor. Not open to students with credit for 323.02 or History 2081 (323.02). GE historical study course. Cross-listed in History.

3083 Civil Rights and Black Power Movements  U  3
Examines the origins, evolution, and outcomes of the African American freedom struggle, focusing on the Civil Rights and Black Power movements. Sometimes this course is offered in a distance-only format.
Prereq: English 1110.xx and any History 2000-level course, or permission of instructor. Not open to students with credit for History 3083. GE historical study and diversity soc div in the US course. Cross-listed in History.

American Sign Language

1101 Elementary American Sign Language I  U  4
Students develop elementary ASL skills-receptive (listening) and expressive (speaking). American deaf culture and history introduced with an emphasis on making comparisons and connections to one's own culture. Instruction primarily in ASL. Not open to native users of ASL.
Prereq: Not open to students with 2 or more years of ASL study in high school. Not open to students with credit for 101, English 101, or EduTL 101. This course is available for EM credit. GE for lang course.

1102 Elementary American Sign Language II  U  4
Further development of ASL skills. Focus on talking about others. Continued exploration of American deaf culture and history. Instruction primarily in ASL. Not open to native users of ASL.
Prereq: 1101 (101), English 101, or EduTL 101. Not open to students with credit for 102, English 102, or EduTL 102. This course is available for EM credit. GE: for lang course.

1103 Intermediate American Sign Language  U  4
Advanced development of ASL skills. Focus on talking about community. Continued exploration of American deaf culture and history. Instruction primarily in ASL. Not open to native users of ASL.
Prereq: 1102 (102), English 102, or EduTL 102. Not open to students with credit for 103, EduTL 113, or SpHring 103, or equiv. This course is available for EM credit. GE: for lang course.

23001 Human Anatomy  U  4
Regional study of the basic structure and terminology associated with the human body supplemented with computer-assisted instruction. Laboratory includes demonstrations on preserved human cadavers.
Prereq: Health Science students in CED and ASC. Not open to students with credit for 3300.

2200 Introduction to Physical Anthropology  U  4
A scientific examination of humans as a biological and cultural organism based on primate evolution from living and fossil evidence; evolutionary theory and population adaptability. This course includes laboratory activities.
Prereq: Biology 1101 (101) or equiv. Not open to students with credit for 220IH (201H) or 201. GE nat sci bio course.

2201 Introduction to Archaeology  U  3
World prehistory from the origin of human culture through the development of civilization illustrated by selected examples: archaeological field method; concepts of analysis and interpretation.
Prereq: Not open to students with credit for 2201H (201H) or 201. GE soc sci indivs and groups and diversity global studies course.

2202 Peoples and Cultures: An Introduction to Cultural Anthropology  U  3
Comparative survey of traditional and contemporary peoples in the several world culture regions; culture concepts; study of selected topics.
Prereq: Not open to students with credit for 202. GE soc sci indivs and groups and diversity global studies course.

2202H Peoples and Cultures: An Introduction to Cultural Anthropology  U  3
Comparative survey of traditional and contemporary peoples in the several world culture regions; culture concepts; study of selected topics.
Prereq: Honors standing, or permission of instructor or department. Not open to students with credit for 2202 (202) or 202H. GE soc sci indivs and groups and diversity global studies course.

3597.01 Crisis! An Anthropological Perspective of Global Issues  U  3
Analysis of cultural conflict in developing nations resulting from rapid and extensive technological and social change.
Prereq: Not open to students with credit for 4597.01 or 597.01. GE soc sci indivs and groups and diversity global studies course and cross-disciplinary seminar course.

5193.01 Individual Studies: Theory  UG  1 - 80
Prereq: Permission of instructor. Repeatable. This course is graded S/U.

5685 Summer Field School in Archaeology  UG  2 - 15
Practical experience in archaeological fieldwork including site survey, excavation, surveying and mapping, preservation, and other related methods and techniques of data recovery.
Prereq: Permission of instructor. Repeatable.

Art

2000 Encountering Contemporary Art  U  3
Readings, lectures, discussions and field trips will introduce students to a diverse range of ideas, processes and contexts shaping the experience of visual art today.
Prereq: Not open to students with credit for 162 or 200.

2100 Visual Studies: Beginning Drawing  U  3
An introduction to basic freestyle drawing, exploration of a range of drawing methods, media, concepts; emphasis on drawing from observation.
Prereq: Not open to students with credit for 170, 205, or 205H. This course is available for EM credit. GE VPA course.

2200 Visual Studies: Expanded Media  U  3
Introduction to basic concepts of real time and recorded time-based artworks using a variety of processes and media.
Prereq: 2000 (200). Not open to students with credit for 208 or 260.

2300 Visual Studies: Two Dimensional  U  3
Basic concepts of two-dimensional art dealing with visual structure, process, content, and invention.
Prereq: Not open to students with credit for 172, 206, or 206H. This course is available for EM credit. GE VPA course.

Art Education

1600 Art and Music Since 1945  U  3
A survey of the visual arts and music in the western world since 1945, based on live and recorded performances and exhibitions.
Prereq: Not open to students with credit for 160. GE VPA course.
## Visual Culture: Investigating Diversity & Social Justice

A study of the arts, the artworks, and art worlds from diverse ethnic cultures in North America. Prereq: English 110. Not open to students with credit for 367.01 or 367.01H. GE writing and comm: level 2 and VPA and diversity soc div in the US course.

### 3900 Art & Curriculum Concepts for Teachers

Problems of teaching in terms of personal knowledge about art, insight into children's art work, and understanding of elementary school curriculum. Prereq: Not open to students with credit for 600. Not open to art education teacher-candidates. Admis Cond course.

### Business Admin: Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200 Personal Finance</td>
<td>3</td>
<td>Introduction to the field of personal financial management and planning, focusing on the tools individuals and families employ to manage their financial affairs. Prereq: Not open to students with credit for 220, or enrolled in Accounting or Finance majors.</td>
</tr>
<tr>
<td>3220 Business Finance</td>
<td>3</td>
<td>Introductory finance class which allows students develop the skills to understand how financial managers make value-maximizing decisions for their firms. Prereq: Econ 2001.01 (200) or 2002.01 (201), and AcctMIS 2200 (211). Not open to students with credit for 620, or to students enrolled in UUSS, UExp or PreBSBA-PR.</td>
</tr>
</tbody>
</table>

### Legal Environment of Business

An introduction to American legal institutions, sources of law, and an analysis of basic concepts of public and private law related to business decisions. Prereq: Soph standing. Not open to students with credit for 510, or to students enrolled in UUSS, UExp or PreBSBA-PR.

### Applications in Finance

Applications in Finance with a discussion of Investment alternatives such as Money Market instruments, Stocks and Bonds and Corporate Finance issues such as Corporate Governance, Cost of Capital and Capital Budgeting. Prereq: 3220 (620), BusMgt 2320 (330), and 2321 (331). Not open to students with credit for 4210, 4211, 4212 (721), 4220, 4221, or 4222 (722).

### Business Admin: Management & Human Rsrs

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2000 Introduction to International Business</td>
<td>1½</td>
<td>Basic coverage of world trade and investment problems, and introduction to multinational corporation strategies and the various types of environments in which they do business. Prereq: Econ 2002.01 (201), and Econ 2001.01 (200) or AEDEcon 2001 (200). Not open to students with credit for BusAdm 550. Not open to students enrolled in UUSS, UExp or PreBSBA-PR.</td>
</tr>
<tr>
<td>2292 Business Skills &amp; Environment</td>
<td>3</td>
<td>Introduce the role of business in the lives of individuals, consumers, employees, and citizens. Focus on the concept of ethical leadership with emphasis on both oral and written communication skills for the business environment. Prereq: Admission to the Business Administration major program. Not open to students with credit for BusAdm 499, 499.01 or BusMHR 2291.</td>
</tr>
<tr>
<td>3200 Managing Individuals in Organizations: Organizational Behavior and Human Resources</td>
<td>3</td>
<td>Principles for managing the performance of individuals and groups in organizations; introduction to organizational behavior theory and its application to staffing, training, compensation, and appraisal. Prereq: Soph standing. Not open to students with credit for 3100 (400) or 701. Not open to students enrolled in UUSS, UExp or PreBSBA-PR.</td>
</tr>
</tbody>
</table>

### Staffing: Concepts and Competencies for Acquiring Talent

Introduction to the scientific, legal, and administrative issues associated with the recruitment, hiring, and placement of individuals by organizations. Prereq: 323.01 (653) and 2292 (BusAdm 499.01), or enrollment in GENLBUS-BS. Not open to students with credit for 766.

### Strategic Management

Introduction to the concepts and analytic tools in the field of strategic management to understand the competitive position of firms. Prereq: 2292 or BusAdm 499; and BusMHR 3200 (701), BusFin 3220 (620), 3500 (510), BusMgt 3220 (630), and BusML 3250 (650); and Sr standing; and enrollment in Fisher College of Business. Not open to students with credit for BusAdm 799. Not open to students in UUSS, UExp, or PREBSBA-PR.

### Decision Sciences: Statistical Techniques

Examination of the use of statistical techniques in managerial decision making processes; statistical inference, simple and multiple regression, time series. Prereq: Stat 1430 (133), or equiv, and CSE 2111 (200) or 1113, or equiv. Not open to students with credit for 330. This course is available for EM credit.

### Business Analytics

Examination of the use of business analytic models used in managerial decision making processes. Emphasis on formulation and interpretation of models; supported by spreadsheet based software. Prereq: Stat 1430 (133), or equiv, and CSE 2111 (200) or 1113, or equiv. Not open to students with credit for 331.
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>3230</td>
<td>Introduction to Operations Management: Improving Competitiveness in Organizations</td>
<td>U 3</td>
<td>Introduction to operations and supply chain management to improve manufacturing and service organizations; analyzing, controlling and improving resources and processes to increase productivity, generate value-added output and meet business goals. PreReq: Stat 1430 (133) or equiv. Not open to students with credit for 3130 (430) or 650, or to students enrolled in UUSS, UExp or PreBSBA-PR.</td>
</tr>
<tr>
<td>4250</td>
<td>Six Sigma Principles</td>
<td>U 3</td>
<td>Designed to familiarize students with the Six Sigma process improvement methodology and to provide them an opportunity to practice using Six Sigma Black Belt tools. PreReq: 2320 (330), 3220 (630), and BusMHR 2292 (BusAdm 499.01). Not open to students with credit for 710.</td>
</tr>
<tr>
<td>3250</td>
<td>Principles of Marketing</td>
<td>U 3</td>
<td>Presents the concepts, framework and tools of market-based management to deliver superior customer satisfaction, value and profitability. The focus of the course is on identifying, creating, delivering and measuring value creation PreReq: Econ 2001.01 (200), or equiv. Not open to students with credit for 3150 (650) or 450 or to students enrolled in UUSS, UExp or PreBSBA-PR.</td>
</tr>
<tr>
<td>4204</td>
<td>Marketing Projects</td>
<td>U 3</td>
<td>In this advanced marketing course students will act as a consulting team and work with a client firm on a marketing problem, produce a report and present their work. PreReq: 4201 (750), 4202 (758), and BusMHR 2292 (BusAdm 499.01), or equiv; or enrollment in regional campus General Business Program.</td>
</tr>
<tr>
<td>4380</td>
<td>Advanced Logistics Management</td>
<td>U 1½</td>
<td>Advanced coverage of the concepts and methods used to plan and manage logistics activities in a business environment; in-depth understanding of the components of logistics management and tradeoffs required to manage the integrated flow of goods. PreReq: 3380 and BusMHR 2292 (BusAdm 499.01).</td>
</tr>
</tbody>
</table>

### Business Admin: Marketing & Logistics

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</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>Elementary Chemistry</td>
<td>U 5</td>
<td>Introductory chemistry for non-science majors, including dimensional analysis, atomic structure, bonding, chemical reactions, states of matter, solutions, chemical equilibria, acids and bases, along with topics in organic and biological chemistry. PreReq: Eligibility to enroll in Math 1116 (116). Not open to students with credit for 1210 (121), 1250, 1610 (161), 1910H (20H), or 102. This course is available for EM credit. GE nat sci phys course. NS Admis Cond course.</td>
</tr>
<tr>
<td>1210</td>
<td>General Chemistry I</td>
<td>U 5</td>
<td>First course for science majors, covering dimensional analysis, atomic structure, the mole, stoichiometry, chemical reactions, thermodynamics, electron configuration, bonding, molecular structure, gases, liquids, and solids. PreReq: One unit of high school chemistry, and Math Placement Level I or II, or a grade of C- or above in Math 1130 (130), 1131 (131), 1148 (148), 1150 (150), or above. Not open to students with credit for 1250, 1610 (161), 1910H (20H), 102, or 125. This course is available for EM credit. GE nat sci phys course. NS Admis Cond course.</td>
</tr>
<tr>
<td>1220</td>
<td>General Chemistry II</td>
<td>U 5</td>
<td>Continuation of 1210 for science majors, covering solutions, kinetics, chemical equilibria, solubility and ion equilibria, qualitative analysis, thermodynamics, electrochemistry, descriptive chemistry, coordination compounds, and nuclear chemistry. PreReq: 1210, 1215, 1250, 1610 (162), 1910H (20H), or 122, and Math Placement Level I or II, or a grade of C- or above in Math 1130 (130), 1131 (131), 1148 (148), 1150 (150), or above. Not open to students with credit for 1620 (163), 1920H (203H), or 123. This course is available for EM credit. GE nat sci phys course. NS Admis Cond course.</td>
</tr>
<tr>
<td>4998</td>
<td>Undergraduate Research</td>
<td>U 1-10</td>
<td>Undergraduate research or creative activities in various topics. PreReq: Permission of instructor: Repeatable to a maximum of 20 cr hrs or 15 completions.</td>
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</table>

### Classics

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2202H</td>
<td>Classical Civilization: Rome</td>
<td>U 3</td>
<td>A survey of the civilization of ancient Rome, concentrating upon important facets of literature, history, art, and archaeology. PreReq: Honors standing, or permission of department or instructor. Not open to students with credit for Clas 2202 (Classics 225) or 225H. GE cultures and ideas and diversity global studies course.</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Communication in Society</td>
<td>U 3</td>
<td>Role of communication in society; forms, strategies, theories and issues; interpersonal, group, organizations, public and mass communication. PreReq: Not open to students with credit for 200. GE soc sci indivs and groups course.</td>
</tr>
<tr>
<td>1101</td>
<td>History of Communication</td>
<td>U 3</td>
<td>History of human communication from the beginning of spoken and written communication to modern mediated and mass communication. PreReq: Not open to students with credit for 101. GE soc sci indivs and groups course.</td>
</tr>
<tr>
<td>2110</td>
<td>Principles of Effective Public Speaking</td>
<td>U 3</td>
<td>A course in critical thinking and public speaking; how to analyze and organize information for oral presentations; basics of public speaking for majors and non-majors. PreReq: Not open to students with credit for 321.</td>
</tr>
</tbody>
</table>

### Comparative Studies

<table>
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<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>1100</td>
<td>Intro to the Humanities: Cross-Cultural Perspectives</td>
<td>U 3</td>
<td>Explores the role of literature and the arts in constructing, maintaining, and questioning the values and beliefs of diverse cultures and historical periods; topics vary. PreReq: Not open to students with credit for 1100H (100H) or 100. GE it and diversity global studies course.</td>
</tr>
<tr>
<td>2101</td>
<td>Literature and Society</td>
<td>U 3</td>
<td>Study of relationships among politics, society, and literature; analysis of social and political elements of literature and film from diverse cultures and historical periods. PreReq: English 1110 (110) or equiv. Not open to students with credit for 2101H (201H, 201). GE it and diversity global studies course.</td>
</tr>
<tr>
<td>2105</td>
<td>Literature and Ethnicity</td>
<td>U 3</td>
<td>Study of relationships between literature and ethnicity; analysis of concepts of ethnicity as represented in literature and film of diverse cultures and historical periods. PreReq: English 1110 (110) or equiv. Not open to students with credit for 205. GE it and diversity soc div in the US course.</td>
</tr>
</tbody>
</table>

### Computer Science and Engineering

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>Introduction to Computing Technology</td>
<td>U 2</td>
<td>A course of general interest giving experience with personal computer software, e.g., word processors and spreadsheets; provides fundamental computer literacy; neither teaches nor requires programming. PreReq: Not open to students with credit for 1111 (101), 1113, or 100.</td>
</tr>
<tr>
<td>1111</td>
<td>Introduction to Computer-Assisted Problem Solving</td>
<td>U 3</td>
<td>Problem solving techniques using productivity software; spreadsheets, formulas, conditional logic, relational databases, relational algebra; word processing; data presentation; graphics. PreReq: Not open to students with credit for 1112 (105), 1113 (105), or 200. GE quant reason math and logical analy course.</td>
</tr>
<tr>
<td>1222</td>
<td>Introduction to Computer Programming in C++ for Engineers and Scientists</td>
<td>U 3</td>
<td>Introduction to computer programming and to problem solving techniques using computer programs with applications in engineering and the physical sciences; algorithm development; programming lab experience.Concur: Math 1151 or 1161. Not open to students with credit for 202, Engr 1291 (121), or 121. This course is available for EM credit. Cross-listed in Engr.</td>
</tr>
<tr>
<td>1223</td>
<td>Introduction to Computer Programming in Java</td>
<td>U 3</td>
<td>Introduction to computer programming and to problem solving techniques using computer programs; programming lab experience. PreReq: Not open to students with credit for 201. This course is available for EM credit.</td>
</tr>
</tbody>
</table>
4 Computer Science and Engineering

2111 Modeling and Problem Solving with Spreadsheets and Databases U 3
Spreadsheet and database modeling/programming concepts and techniques to solve business related problems; efficient/effective data handling, computational analysis and decision support. Additional topics: computer concepts, networking, project integration.
Prereq: Math 1130 (130) or above. Not open to students with credit for 1111 (101), 1112 (105), or 200. This course is available for EM credit. GE quant reason math and logical anly course.

Earth Science

1100 Planet Earth: How It Works U 4
The materials of the Earth's crust, the processes that produce and modify them, the development of the Earth and its life forms through time, and responsible stewardship of the earth's resources. Not intended for ASC B.S. students.
Prereq: Not open to students with credit for EarthSci 100 or GeoSci 100. This course is available for EM credit. GE nat sci phys course. NS Adams Cond Course.

1105 Geology of the National Parks U 3
Geologic processes, materials, and history revealed in geologic settings of the National Parks. Not intended for ASC BS students.
Prereq: Not open to students with credit for EarthSci 100, 105, GeoSci100, or 105. GE nat sci phys course. NS Adams Cond course.

1121 The Dynamic Earth U 4
Plate tectonics; rock forming processes; climate change; energy resources.
Prereq: Math 1075 (104) or above, or ACT Mathematics Subscore of 22 or higher, or Math Placement Level R or Better. Not open to students with credit for EarthSci 121, 1121H, or GeoSci 121. This course is available for EM credit. GE nat sci phys course. NS Adams Cond course.

1121H Honors The Dynamic Earth U 4
Minerals, rocks, and their origin; land forms and how they are produced; structural features of the Earth's crust.
Prereq: Honors standing, and Math 1075 (104) or above, or Mathematics Subscore of 22 or higher, or Math Placement Level R or Better; or permission of instructor. Not open to students with credit for EarthSci 1121 (121), 121H, GeoSci 121, or 121H. GE nat sci phys course. NS Adams Cond course.

1122 Earth Through Time U 4
Origin and evolution of Earth, including its physical, chemical and biological components; principles of geologic inference and their application to interpreting Earth.
Prereq: Not open to students with credit for EarthSci 122 or GeoSci 122. GE nat sci phys course. NS Adams Cond course.

2203 Environmental Geoscience U 3
Concepts and challenges of geological hazards and resources, environmental pollution, and health; regional and long-range planning; and global change and sustainability.
Prereq: Not open to students with credit for EarthSci 203 or GeoSci 203. GE nat sci phys course. NS Adams Cond course.

2206 Principles of Oceanography U 3
Introduction to the four basic disciplines of oceanography: geological, chemical, physical, and biological. Relevance of oceanography in contemporary issues.
Prereq: Not open to students with credit for EarthSci 206 or GeoSci 206. GE nat sci phys course.

2210 Energy, Mineral Resources, and Society U 3
Geologic origin, world distribution, and uses of mineral resources critical to society; topics include mineral and fossil fuels, metallic ores, and industrial minerals.
Prereq: Not open to students with credit for EarthSci 210 or GeoSci 210. GE nat sci phys course. NS Adams Cond course.

Economics

1100.01 Current Economic Events in Historical Perspective U 3
Introduction to economic analysis; historical background for interpreting current economic events. Discuss current issues in a historical context, including topics like taxes and unemployment. A one-course introduction to economics.
Prereq: Not open to students with credit for 110.01. GE soc sci human, nat, and econ resources course.

2001.01 Principles of Microeconomics U 3
Introduction to economic theory: supply and demand for goods, services, and factor inputs; market structure; international trade, the distribution of income. First required course for students planning to take 4000-level courses in Econ.
Prereq: Not open to students with credit for 2001.02, 2001.03H, 200, 200H, or AEDEcon 2001 (200). This course is available for EM credit. GE soc sci human, nat, and econ resources course. SS Adams Cond course.

2002.01 Principles of Macroeconomics U 3
Introduction to the theory of national income determination; economic fluctuations; money; government policy; international economics.
Prereq: Not open to students with credit for 2002.02, 2002.03H, 201, or 201H. This course is available for EM credit. GE soc sci orig and polities course.

Education and Human Ecology

4998 Undergraduate Research in Education & Human Ecology U 0 - 15
Undergraduate research or creative activities in variable topics.
Prereq: Permission of instructor. Repeatable to a maximum of 20 or hrs or 5 completions. This course is graded SU.

Education: Teaching and Learning

1902.04 Academic Writing in English as a Second Language U 4
Attention given to various practices involving reading and source-based writing. Rhetorical and linguistic issues addressed. Synthesis and argumentative writing in response to literary and monitory texts. Intended for undergraduates.
Prereq: Placement test.

2189 Field Experience U 1 - 4
Professional service with children or youth in a school or community agency.
Prereq: Permission of instructor. Repeatable to a maximum of 15 or hrs or 15 completions. This course is graded SU.

2367 Education, Society and Writing U 3
Designed to help students reflect critically, both orally and in writing, on the social, political, and cultural contexts that influence education in today's society.
Prereq: A GE level 1 writing course. Not open to students with credit for 607. GE writing and comm course: level 2.

2368 Introduction to Children's Literature U 3
This is a survey course in which students study the historical and contemporary elements of literature intended for children, including picturebooks; traditional tales; novels of realism, and fantasy; nonfiction; poetry; and multicultural books.
Prereq: English 1110, or equiv. Not open to students with credit for 467. GE lit course.

3160 Application of Development in Learning Contexts U 3
Designed for students to apply theories and research of child growth and development in multiple learning contexts.
Prereq: Not open to students with credit for 460. GE soc sci indivs and group course.

3193 Individual Studies U 1 - 3
Individual study projects.
Prereq: Permission of instructor. Repeatable to a maximum of 20 or hrs or 20 completions. This course is graded SU.

3356 Literature for Adolescents U 3
Literature for individual, group, and whole-class reading in junior and senior high schools; interest factors and literary value as criteria for selection; bibliographic aids.
Prereq: Not open to students with credit for 656. GE lit course.

4189 Advanced Field Experience U 1 - 4
Directed field experience emphasizing appropriate teaching strategies for different school age children and settings.
Prereq: Admission to appropriate teacher education program. Repeatable to a maximum of 12 or hrs or 3 completions.

4191 Internship U 1 - 15
Internship in an educational or community setting.
Prereq: Permission of instructor. Repeatable to a maximum of 15 or hrs or 15 completions.

5005 Equity and Diversity in Education U 3
Focuses on issues of diversity, equity, teacher beliefs, and multicultural education. Emphasis is placed on the roles of identity and lived experience and its influences on approaches to teaching and learning in educational settings.
Prereq: Not open to students with credit for 815.

5102 Teaching and Learning of Literacy in Grades Pre-K - 3 U 3
Examination of children's oral and written language development and related theoretical understandings instrumental for teaching language arts including evaluation processes and instructional materials.
Prereq: Enrollment in Education major or Master of Education.

5108 Teaching and Learning of Mathematics in Grades Pre-K - 3 U 3
Prepares preservice teachers with knowledge, skills of, and ability to use standards, learning theories, pedagogies, assessment, and technology for the teaching and learning of Pre-K - 3 early childhood mathematics in a diverse classroom.
Prereq: Admission to Early Childhood teaching licensure program, or permission of instructor. Not open to students with credit for 708.

5123 Early Childhood Pedagogy U 3
Pedagogy I explores sociocultural perspectives on teaching and learning in early childhood and elementary education, the role of teacher as researcher/inquirer, and the ways in which sociocultural pedagogies interface with standard-based education.
Prereq: Admission to major or M.Ed. Not open to students with credit for 723.
Teaching and Learning of Science in Grades Pre K - 3, U G 2 - 3
Part I
Exploration of contemporary alternatives in early childhood science education and the development of knowledge and skills for teaching and learning in grades Pre K - 3, with a focus on preschool and kindergarten.
Prereq: Enrollment in Education major or Master in Education. Not open to students with credit for 729.

Teaching and Learning of Social Studies Grades Pre-K - 3, U G 3
Designed to provide opportunities to examine interesting and effective social studies content knowledge, cultural understandings, and pedagogies for the early childhood learner within global contexts.
Prereq: Not open to students with credit for 737.

Supervised Student Teaching Internship, U G 3 - 15
Student teaching internship in a P-12 classroom where students assume major teaching responsibilities under the guidance of a cooperating teacher and university supervisor.
Prereq: Permission of instructor. Repeatable to a maximum of 30 cr hrs or 2 completions.

Reflective Seminar, U G 1 - 4
Seminar held in conjunction with field experience or student teaching internship. The goals are to process, reflect upon, and enhance benefits of the school experiences.
Prereq: Admission to major in Education or Master in Education. Repeatable to a maximum of 10 cr hrs or 5 completions. This course is graded S/U.

Foundations of Middle Childhood Teaching and Learning, U G 3
Introduces the foundations and major concerns in middle childhood education using contemporary research, scholarship, and practice, and exploring traditional and newer course materials.
Prereq: Not open to students with credit for 601 and 603.

Reading Multicultural Literature Across Middle Childhood Curricula, U G 3
Engaging reading strategies for middle childhood students focusing on fiction and non-fiction that represents diverse cultures and develops understandings of content areas.

Literacy, New Media, and Creative Pedagogies for Classrooms, U G 3
Focuses on active and creative approaches to literacy education (including visual and performing arts) that draw on new media and are particularly useful in early and middle childhood classrooms.
Prereq: Not open to students with credit for 854.

Language Arts Methods for Preservice Middle Childhood Teachers, U G 3
Preservice teachers study methods for teaching middle childhood students' reading and writing. They explore the significance of students' interests, language, and communities to their knowledge and meaning-making of the Language Arts.
Prereq: Not open to students with credit for 706.

Mathematics Methods for Preservice Middle Childhood Teachers, U G 3
Preservice teachers study methods for teaching middle childhood mathematics. These methods include instruction, assessment, and learning theory to support the teaching and learning of mathematics in grades 4 through 9.
Prereq: Not open to students with credit for 709.

Science Methods for Preservice Middle Childhood Teachers, U G 3
Prospective teachers study methods of science instruction and assessment of student learning in grades 4 through 9, with an emphasis on inquiry-based learning and formative assessment of student understanding.
Prereq: Not open to students with credit for 719.

Social Studies Methods for Preservice Middle Childhood Teachers, U G 3
Preservice teachers study planning, teaching and assessing of students' learning of social studies education, emphasizing the value of using effective and diverse teaching strategies and meaningful learning activities appropriate for grades 4-9.
Prereq: Not open to students with credit for 738.

Development of 4th and 5th Grade Learners Across the Curriculum, U G 3
Aids students in acquiring a working understanding of the physical, cognitive and language development of the children in 4th/5th grades.
Prereq: Not open to students with credit for 680.

Teaching Mathematics, Science and Culture in 4th and 5th Grades, U G 3
Related to teaching mathematics and science with consideration of pedagogy, content, assessment and equity.
Prereq: Not open to students with credit for 682.

5339 Evaluation and Instructional Decision-Making in Literacy, U G 3
Assessment instruments and processes to determine students' abilities and needs and instructional strategies to meet those needs as useful to early and/or middle childhood teachers are explored.
Prereq: 5469, and enrollment in Early or Middle Childhood B.S. Ed. or Master of Education program. Not open to students with credit for 705 or 739.

5468 Reading Foundations, U G 3
Introduction to basic concepts about the reading process, learning to read, social/cultural factors affecting literacy development and effective literacy instruction.
Prereq: Early Childhood, Middle Childhood and Intervention Specialists students must take 2698. Not open to students with credit for 668.

5469 Understanding Phonics and its Role in Instruction, U G 3
Detailed examination of how English maps spellings to pronunciations, the role of phonics knowledge in learning to read, and effective assessment and instruction.
Prereq: 5468 (668). Not open to students with credit for 669.07.

5470 Assessment and Instruction for Struggling Readers, U G 3
Provides an introduction to theories, assessments, and instructional practices that effectively address the literacy needs of struggling and at-risk readers. Laboratory experience required.
Prereq: 5468 and 5469, or permission of instructor. Not open to students with credit for 670.

5471 Clinical Practice in Treating Reading Disabilities, U G 3
Use of test materials in the diagnosis of reading disabilities; practice with remedial procedures.
Prereq: Not open to students with credit for 671. Repeatable to a maximum of 6 cr hrs.

6052 Classroom-Based Inquiry: MA, G 3 - 4
Focuses on the history and evolving status of classroom-based inquiry and teacher action research. Students will develop a proposal for a classroom-based inquiry project, and will practice collecting and analyzing data and summarizing findings.
Prereq: Not open to students with credit for 874.

6053 Balanced Assessment for Teaching and Learning, G 3
Organized to follow the conceptualization, design, and implementation of a balanced, coordinated approach to formative instructional and assessment practices.

7193 Individual Studies, G 1 - 15
Individual study projects. For thesis option, not more than 12 cr hrs will apply toward the master's degree. For non-thesis option, not more than 15 cr hrs will apply. Not more than 20 cr hrs will apply toward the doctoral degree.
Prereq: Permission of instructor. Repeatable to a maximum of 20 cr hrs or 20 completions. This course is graded S/U.

7712 K-6 Measurement and Geometry, G 2
Students will understand concepts such as spatial sense, units of measure, and work with two- and three-dimensional objects through an opportunity to learn at a deeper level and to examine instructional strategies to help children.
Prereq: Not open to students with credit for 711.

8998 Research Apprenticeship in Teaching and Learning, G 2 - 8
The process of researching teaching and learning are explored through working with a faculty member on an established research project.
Prereq: Permission of PhD coordinator required. Repeatable to a maximum of 30 cr hrs or 15 completions. This course is graded S/U.

8999 Research, G 1 - 15
Research for dissertation purposes only. Repeatable to a maximum of 40 cr hrs or 12 completions. This course is graded S/U.

5195 Research Methods for dissertation purposes only. Repeatable to a maximum of 40 cr hrs or 12 completions. This course is graded S/U.

5525 Exploring Helping Relationships, U G 2 - 3
Part I
Understanding Phonics and its Role in Instruction
First Education Experience Program (FEEP)
Literacy, New Media, and Creative Pedagogies for Mathematics Methods for Preservice Middle Childhood Teachers
Seminar: Study Skills Related to Career Goals
K-6 Measurement and Geometry
Reading Foundations
Understanding Phonics and its Role in Instruction
Clinical Practice in Treating Reading Disabilities
Assessment and Instruction for Struggling Readers
Evaluation and Instructional Decision-Making in Literacy
Classroom-Based Inquiry: MA
Balanced Assessment for Teaching and Learning
Individual Studies
K-6 Measurement and Geometry
Research Apprenticeship in Teaching and Learning
8998 Research Apprenticeship in Teaching and Learning
8999 Research
Research for dissertation purposes only. Repeatable to a maximum of 40 cr hrs or 12 completions. This course is graded S/U.

Educational Studies: Counselor Education
2189 First Education Experience Program (FEEP), U G 3 - 5
Provides opportunities for students to explore education as a possible career path via a combination of field and seminar requirements. Students spend time in local, public PreK-12 school-based settings, interacting with various professionals and students.

2271 Seminar: Self-Career Development, U G 2
Designed to provide opportunities for self-exploration and skill development; exploration of and clarification of vocational and educational interests.
Prereq: Not open to students with credit for EduPAES 270.01. This course is progress graded (S/U).

2273 Seminar: Study Skills Related to Career Goals, U G 2
Designed to assist underachieving students with their efforts to ascertain and resolve the causes of low academic productivity; attitudinal and behavioral skills emphasized.
Prereq: Not open to students with credit for EduPAES 270.03. This course is progress graded (S/U).

2891 Seminar in Exploring Helping Relationships: Teaching/Learning, U G 2
Self development and decision making for students exploring careers through placement in educational, and community agency settings.
Concur: 2889. Repeatable to a maximum of 4 cr hrs.
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<td>Selected Works of British Literature: 1800 to Present</td>
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<td>Introduction to Shakespeare</td>
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2262 Introduction to Drama U 3
A critical analysis of selected dramatic masterpieces from Greek antiquity to the present, designed to clarify the nature and major achievements of Western dramatic art. Prereq: 1110.01 (110.01) or equiv; Not open to students with credit for 2262H (262H) or 262. GE lit course.

2263 Introduction to Film U 3
Introduction to methods of reading film texts by analyzing cinema as technique, as system, and as cultural product. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 263. GE VPA course.

2266 Writing of Poetry I U 3
Practice in the writing of poetry; emphasis on the students’ own work, with reference to established poetic patterns and established poetry. Prereq: 1110.01 (110.01) or equiv. Not open to students with 10 qr cr hrs for 266. Repeatable to a maximum of 6 cr hrs.

2290 Colonial and U.S. Literature to 1865 U 3
Introductory study of significant works of U.S. literature from its Colonial origins to 1865. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 290. GE lit course.

2291 U.S. Literature: 1865 to Present U 3
Introductory study of significant works of U.S. literature from 1865 to the present. Prereq: English 1110.01 (110.01), or equiv. Not open to students with credit for 291. GE lit course.

2298 Introduction to the Study of Literature U 3
Introduction to literary studies in all literary fields and in all genres of creative writing. Focus on a range of media, genres, and modes including literature from a range of historical periods as well as national literatures. Intensive writing instruction and substantial written work. Prereq: 1110.

2367.01 Language, Identity, and Culture in the U.S. Experience U 3
Extends & refines expository writing & analytical reading skills, emphasizing recognition of intertextuality & reflection on compositional strategies on topics pertaining to education & pop culture in America. Only one 2367 (367) decimal subdivision may be taken for credit. Prereq: 1110.01 (110.01), and Soph standing; or EM credit for 1110.01 (110.01) or equiv; or a declared major in English. Not open to students with credit for 2367.01H (367.01H), 210, 267, 267H, 301, 303, or equiv. GE writing and comm: level 2 and diversity soc div in the US course.

2367.02 Literature in the U.S. Experience U 3
Discussion & practice of the conventions, practices, & expectations of scholarly reading of literature & expository writing on issues relating to diversity within the U.S. experience. Only one 2367 (367) decimal subdivision may be taken for credit. Prereq: 1110.01 (110.01) or equiv, and Soph standing; or EM credit for 1110.01 (110.01) or equiv; or a declared major in English. Not open to students with credit for 2367.01 (367.01), 210, 267, 267H, 301, 303, or equiv. GE writing and comm: level 2 and lit (BS only) and diversity soc div in the US course.

3271 Structure of the English Language U 3
Students learn basic characteristics of English linguistics focusing on the basic building blocks of language; the sounds of English and how they are put together, word formation processes, and rules for combining words into utterances/sentences. Students investigate and explore linguistic variation, accents of American English, and the implications of language evaluation in educational settings. Prereq: 1110.01 (110.01). Not open to students with credit for 4570 (570), 6760 (760), 271, 669, 671, 2271, or Linguist 601. GE cultures and ideas course.

3304 Business and Professional Writing U 3
The study of principles and practices of business and professional writing. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 304.

3372 Science Fiction and/or Fantasy U 3
Introduction to the tradition and practice of speculative writing. Provides students the opportunity to examine and compare works of science fiction and/or fantasy. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 372. GE lit course.

3467S Issues and Methods in Tutoring Writing U 3
Theories and practices in tutoring and writing; explores writing-learning connections and related topics. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 467 or ArtsSci 3467S (HumCol 467). Cross-listed in ArtsSci.

3597.03 Environmental Citizenship U 3
Provides tools for environmental citizenship by teaching interdisciplinary perspectives on biophysical/sociocultural forces that shape environments. Addresses general processes through local case studies. Prereq: Not open to students with credit for 597.03 or Geog 3597.03 (597.03). GE cross-disciplinary seminar course. Cross-listed in Geog.

4150 Cultures of Professional Writing U 3
Examine writing in various workplaces. Analyze writing discourse that shapes professional organizations. Explore ongoing technological and cultural shifts required of workplace writers and the role of digital media. Prereq: 1110 and any 2367. Not open to students with credit for HumCol 450.01, 450.02, 450.03, or CSTW 4150.

4189 Professional Writing Minor: Capstone Internship U 3
Students work onsite in an organization doing writing-related work and meet weekly to discuss related topics. Prereq: 4150 or CSTW 4150, and 2 courses in Professional Writing minor. Not open to students with more than 6 cr hrs of CSTW 4191. Repeatable to a maximum of 9 cr hrs. This course is graded S/U.

4400 Literary Locations U 3
Study of sites of literary importance, and texts connected with them in the British Isles, Ireland, and elsewhere. Concludes with 10-day visit to location. Taught in conjunction with English 5797. Prereq: Permission of instructor: Concur: 5797. Not open to students with 10 qr cr hrs for 595. Repeatable to a maximum of 6 cr hrs.

4520.01 Shakespeare U 3
Critical examination of the works, life, theater, and contexts of Shakespeare. Prereq: 6 cr hrs in English at 2000-3000 level, or permission of instructor. 5 qr cr hrs in 367 or 6 sem cr hrs in 2367 in any subject are acceptable towards the 6 cr hrs. Not open to students with credit for 520 or 520.01.

4547 20th-Century Poetry U 3
A study of twentieth-century British and American poetry, with emphasis on such major figures as Frost, Yeats, Stevens, Eliot, Williams, Auden, Bishop, and Langston Hughes. Prereq: 10 qr cr hrs or 6 cr hrs of English at 2000-3000 level, or permission of instructor. 5 qr cr hrs in 367 or 3 cr hrs in 2367 in any subject is acceptable towards the 6 cr hrs. Not open to students with credit for 547.

4551 Special Topics in 19th-Century U.S. Literature U 3
Focuses on themes and problems in U.S. literature and culture of the 19th-century. Prereq: 10 qr cr hrs or 6 cr hrs of English at 2000-3000 level, or permission of instructor. 5 qr cr hrs in 367 or 3 cr hrs in 2367 in any subject is acceptable towards the 6 cr hrs. Not open to students with 10 qr cr hrs of 551. Repeatable to a maximum of 6 cr hrs.

5797 Study at a Foreign Institution U G 1 - 27
An opportunity for students to study at a foreign institution and receive Ohio State credit for that work. Arranged. Students will pay Ohio State fees and any fees in excess of Ohio State tuition, as well as all travel and subsistence costs. Prereq: Permission of instructor. Not open to students with 45 qr cr hrs for 679 or 27 sem cr hrs for 5797. Repeatable to a maximum of 27 cr hrs or 27 completions. This course is graded SU.

4998 Undergraduate Research U 1 - 12
Undergraduate research in evolution, ecology, and organismal biology. Prereq: 2 courses in Biological Sciences, and permission of instructor. Repeatable to a maximum of 12 cr hrs or 5 completions. This course is graded S/U.

1100.01 University Exploration Survey U 1
Introduction to the process of decision making and exploring majors at Ohio State; introduction to university community; strategies for successful transition to and participation in that community; university resources and procedures. Prereq: Fresh standing in Exp, and permission of instructor. Not open to students with credit for 100.01, 100.01H, 100.02, or 100.03.

2520 Human Physiology U 3
A survey of the human nervous system, sense organs, muscle function, circulation, respiration, digestion, metabolism, kidney function, and reproduction. Prereq: 3 sem cr hrs in Biological Sciences. Not open to students with credit for 232. GE nat sci bio course. NS Admis Cond course.

2598 Cell and Molecular Biology U 3
College level study of the molecular and cellular basis of life functions, including cell structure and energy transformations. Prereq: 1110.01 (110.01) or equiv. Not open to students with credit for 2598. GE life course.

1012.01 Beginning French I Classroom U 4
Beginning French I Classroom U 4
Continued study of French; development of listening, reading, speaking, and writing skills; readings based on contemporary French Culture and literature. Taught in French. Not open to native speakers of this language or with credit through regular course enrollment, or students with EM credit. Prereq: 1101.01, 1012.01, or 102.66, or completion of 4 sem cr hrs in 1101.51 or 5 cr qr hrs of 101.51. Not open to students with credit for 1102.01, 1102.30, 103.01, 103.51, or 103.66. This course is available for EM credit. GE for lang course. FL Admis Cond course.
8 French

1103.01 Beginning French III Conversation and Composition U 4
Continued development of listening, speaking, reading and writing with an emphasis on oral and written skills; focus on functional topics and thematic vocabulary. Taught in French. Not open to native speakers of this language through regular course enrollment or EM credit. Prereq: 1102.01 or 4 sem cr hrs of 1102.51, or 102.01 and 2 sem cr hrs of 1102.51, or 102.66 and 2 sem cr hrs of 1102.51, or 1102.51. Only one decimal subdivision may be taken for credit. This course is available for EM cr. GE for lang course. FL Admis Cond course.

1801 Masterpieces of the French-Speaking World U 3
Classic works of literature in translation by French and Francophone authors from the 17th century to the present, such as Moliere, Madame de LaFayette, Voltaire, Flaubert, Duras, Cesaire, and Senghor. GE lit and diversity global studies course.

1900 Extreme Weather and Climate U 4
Surveys characteristics and processes of Earth’s atmosphere and how it interacts with the planet’s surface, oceans, and human activity. The course focuses on how these interactions work to produce extreme weather events and climate extremes and how they affect people. Prereq: Not open to students with credit for 1103.xx (104.xx). Only one decimal subdivision may be taken for credit. This course is available for EM cr. GE for lang course. FL Admis Cond course.

2100 Human Geography U 3
Introduces students to the field of human geography; focus on real-world problems, such as migration, war, imperialism, environment, trade, conflict, inequality, and urbanization by applying key human geography concepts, such as place, space, scale, landscape, and territory. Prereq: Not open to students with credit for 205. GE soc sci indvs and groups course.

2400 Economic and Social Geography U 3
Geographic analysis of relationships between society and economy; focusing on such issues as globalization, production and consumption, inequality and social difference. Prereq: Not open to students with credit for 240 or 240H. GE soc sci human, nat, and econ resources and diversity global studies course. SS Admis Cond course.

2750 World Regional Geography U 3
An examination of the human and physical geographic structure of all world regions; defined primarily at the continental scale. Examines regions in global context. Prereq: Not open to students with credit for 200 or 2750H (200H). GE soc sci human, nat, and econ resources and diversity global studies course. SS Admis Cond course.

2800 Our Global Environment U 3
Introduction to global environmental issues, including the interaction of physical and social factors in the causes of and strategies forameliorating environmental problems. Prereq: Not open to students with credit for 1800 (120), 1900H (120H), 2960 (220), 5900 (520), 120, or AtmoSci 2940 (230). GE nat sci phys course.

3600 Space, Power and Political Geography U 3
Political geographic thought; territory and territoriality; borders and scale; space, power and uneven development; states and statecraft; and the politics of nations, regions and localities. Prereq: Not open to students with credit for 460 or 460H. GE soc sci orgs and polities course.

3750 Geography of North America U 3
Geographical analysis of North America; spatial patterns and processes associated with culture, politics, economy and social difference at international, national, regional and urban scales. Prereq: Not open to students with credit for 400. GE diversity soc div in the US course.

1101.01 German I U 4
Introduction to language and culture of the German-speaking world, with emphasis placed on the acquisition of basic communication skills in cultural context. CFIR Levels A1/A2. Not open to native speakers of this language through regular course enrollment or EM credit, or to students with 2 or more years of study in this language in high school, except by permission of instructor. Prereq: Not open to students with credit for 1101.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

1102.01 German II U 4
Continued development of German-language skills and cultural knowledge for effective communication. Emphasis on more advanced language structures, sustained interactions, reading and writing. CFIR Levels A2/B1. Not open to native speakers of this language through regular course enrollment or EM credit. Prereq: 1101.01, or 4 sem cr hrs of 1101.51, or concr: 1101.01, or 1101.51; or permission of instructor. Not open to students with credit for 1102.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

1103.01 German III U 4
Development of skills for independent use of German. Discussions, presentations, writing & listening/viewing activities that address topics of the contemporary German-speaking world. CFIR Level B1. Not open to native speakers of this language through regular course enrollment or EM credit. Prereq: 1102.01, or 4 sem cr hrs of 1102.51, or 1266, or concr: 1102.01, or 1102.51, or permission of instructor. Not open to students with credit for 1103.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

2241 Culture of Contemporary Israel U 3
An introduction to the Culture of modern Israel: historical roots, socio-political institutions and developments, and literary and artistic creations reflecting the realities of contemporary Israeli society. Prereq: Not open to students with credit for Hebrew 2241H (241H), 241, JewishSt 2242, or 2242H. GE cultures and ideas and diversity global studies course. Cross-listed in JewishSt 2242.

2702 Modern Hebrew Literature in Translation U 3
A survey of major themes and topics in Modern Hebrew literature from the middle of the 19th century to the present. Prereq: English 1110 (110). Not open to students with credit for 372, 2702H (372H), JewishSt 2702, or 2702H. GE lit and diversity global studies course. Cross-listed in JewishSt.

2704 Women in the Bible and Beyond U 3
An examination of the social, legal, and religious position of women as they appear in the Hebrew Bible and the ways in which they have been represented and interpreted in later textual, visual, and audio sources. Prereq: English 1110 (110). Not open to students with credit for 374 or JewishSt 2704. GE lit and diversity global studies course. Cross-listed in JewishSt.

2001 Launching America U 3
An intermediate-level approach to American history in its wider Atlantic context from the late Middle Ages to the era of Civil War and Reconstruction. Sometimes this course is offered in a distance-only format. Prereq or concr: English 1110.xx, or permission of instructor. Not open to students with credit for 1151 (151). GE historical study and diversity soci div in the US course.

2002 Making America Modern U 3
A rigorous, intermediate-level history of modern U.S. in the world from the age of industrialization to the age of globalization. Sometimes this course is offered in a distance-only format. Prereq or concr: English 1110.xx, or permission of instructor. Not open to students with credit for 1152 (152). GE historical study and diversity soci div in the US course.

2002H Making America Modern U 3
Examines twentieth century American history in a global perspective, with special emphasis on the themes of industrial, military, and global expansion, as well as the expansion of civil and political rights of the American people. Students in good standing in the course will have the opportunity to participate in a University-sponsored field trip to Chicago. Prereq or concr: Honors standing, and English 1110.xx; or permission of instructor. Not open to students with credit for 2002, 1152 (152), or 152H. GE historical study and diversity soci div in the US course.

2080 African American History to 1877 U 3
The study of the African American experience in America from arrival through the era of Reconstruction, focusing on slavery, resistance movements, and African American culture. Prereq or concr: English 1110.xx. Not open to students with credit for 323.01 or AfrAmSt 323.01. GE historical study course. Cross-listed in AfrAmSt.

2081 African American History from 1877 U 3
The study of the African American experience in the United States from the era of Reconstruction through the present. Prereq or concr: English 1110.xx. Not open to students with credit for 323.02 or AfrAmSt 323.02. GE historical study course. Cross-listed in AfrAmSt.

2125 The History of Latin America Through Film U 3
Latin American history from the pre-colonial era to the present as depicted in film, including the analysis of colonialism, revolutions, society, women, and current events. Sometimes this course is offered in a distance-only format. Prereq or concr: English 1110.xx, or permission of instructor. GE historical study and diversity global studies course.

2204 Modern European History U 3
Examination of selected themes from the history of Modern Europe from the French Revolution to the Present. Prereq or concr: English 1110.xx, or permission of instructor. Not open to students with credit for 1212 or 312. GE historical study and diversity global studies course.
2610 Introduction to Women and Gender in the U.S. U 3
Survey of women and gender from pre-European settlement to present, with particular attention to differences among women.
Prereq or concur: English 1110.xx. Not open to students with credit for 325. GE historical study and diversity soc div in the US course.

2630 History of Modern Sexualities U 3
In-depth analysis of particular topics in the history of modern sexualities throughout the world; topic varies by semester.
Prereq or concur: English 1110.xx. Not open to students with credit for 326. GE historical study course.

2650 The World since 1914 U 3
Global perspective on major forces that shaped the world since 1914. Provides students with factual knowledge and a critical interpretive framework for responsible global citizenship.
Prereq or concur: English 1110.xx; or permission of instructor. Not open to students with credit for 597. GE historical study and diversity global studies course.

2651 World History before the Modern Age U 3
A thematic approach to exploring selected major processes and events that shaped human experience between the Stone Age and 1750. Specific topics and content can vary. Sometimes this course is offered in a distance-only format.
Prereq or concur: English 1110 (110), or equiv. Not open to students with credit for 1681 (181). GE historical study and diversity global studies course.

2750 Natives and Newcomers: Immigration and Migration in U.S. History U 3
General survey of (im)migration history in the U.S. from precolonial times to the present. Topics include cultural contact, economic relations, citizenship, politics, family, and sexuality.
Prereq or concur: English 1110.xx. Not open to students with credit for 322. GE historical study and diversity global studies course.

2750H Natives and Newcomers: Immigration and Migration in U.S. History U 3
General survey of (im)migration history in the U.S. from precolonial times to the present. Topics include cultural contact, economic relations, citizenship, politics, family and sexuality.
Prereq: Honors standing, or permission of instructor. Prereq or concur: English 1110.xx. Not open to students with credit for 322H. WGSSt 3322H or 2750H. GE historical study and diversity global studies course.

2800 Introduction to the Discipline of History U 3
Investigation of the methods and analytical approaches historians use to understand the past.
Prereq or concur: English 1110.xx. Not open to students with credit for 398.

3013 Civil War and Reconstruction U 3
The causes, character, and consequences of America’s inter-sectional war and the post-war settlement.
Prereq or concur: Any 2000-level History course, and English 1110.xx; or permission of instructor. Not open to students with credit for 597.02. GE historical study course.

3014 Antebellum America U 3
An examination of American history from the nation-building of the age of Jefferson and Jackson to the sectional crisis over slavery.
Prereq or concur: Any 2000-level History course, and English 1110.xx; or permission of instructor. Not open to students with credit for 597.02. GE historical study course.

3015 International Internship U 3
Internships will provide students with the opportunity to work on historical projects under the supervision of a practicing professional and a professor.
Prereq: English 1110.xx and any History 2000-level course, or permission of instructor. Not open to students with credit for 489.

3253 20th Century Europe to 1950 U 3
Exploration of the major historical events and issues from approximately 1900 to 1950.
Prereq or concur: Any 2000-level History course, and English 1110.xx; or permission of instructor. Not open to students with credit for 512.04. GE historical study course.

3690 Studies in Women’s and Gender History U 3
In-depth analysis of selected topics in American, European, and/or Third World women’s history; topic varies by semester.
Prereq or concur: English 1110 or equiv, and course work in History at the 2000 level, or permission of instructor. Repeatable to a maximum of 12 cr hrs. GE historical study course.

3675 How to Stage a Revolution U 3
Compares revolutionary movements in order to help explain why some fail and some succeed. Sometimes this course is offered in a distance-only format.
Prereq: English 1110.xx and any History 2000-level course, or permission of instructor. GE historical study and diversity global studies course.

4015 Research Seminar in Modern U.S. History U 3
Advanced research and writing on selected topics in Modern U.S. History.
Prereq or concur: English 1110 or equiv, and course work in History at the 3000 level, or permission of instructor. Repeatable to a maximum of 6 or hrs.

4193.01 Individual Studies U 1 - 6
Individual study in some field of historical development; designed to allow the student to work on a problem of particular interest.
Prereq: English 1110.xx and any History 3000-level course, and permission of instructor. Repeatable to a maximum of 20 or hrs or 20 completions.

4250 Readings in Modern European History U 3
Advanced readings on selected topics in Modern European History.
Prereq or concur: English 1110 or equiv, and course work in History at the 3000 level, or permission of instructor. Repeatable to a maximum of 6 or hrs.

4999 Undergraduate Research Thesis U 1 - 6
Informal conferences to allow full scope to the initiative of the student; a special topic is assigned and results are tested by papers and special examinations.
Prereq or concur: Any 3000-level History course, and English 1110.xx; or permission of instructor. Repeatable to a maximum of 20 or hrs or 20 completions. This course is graded S/U.

History of Art

2001 Western Art I: Ancient and Medieval Worlds U 3
Examination of the history of Western Art from the third millennium BCE to the fifteenth century CE.
Prereq: Not open to students with credit for 201 or 210. This course is available for EM credit. GE VPA and historical study and diversity global studies course.

2002 Western Art II: The Renaissance to the Present U 3
Examination of the history of art in Europe and the United States, from 1400 to the present.
Prereq: Not open to students with credit for 202 or 212. This course is available for EM credit. GE VPA and historical study and diversity global studies course.

2101 Introduction to African Art and Archaeology U 3
The Art and Archaeology of Africa with emphasis on the historic cultures of Rock Art (8,000 B.C.), Egypt (3,000 B.C.), Nok (900 B.C.), Igbo-Ukwu (695 A.D.), Ife (1200 A.D.), and Benin (1400-1900 A.D.).
Prereq: Not open to students with credit for 216. GE VPA and diversity global studies course. VSP Admis Cond course.

Kinesiology

2221.01 Sports Officiating: Baseball U 1
Study of playing rules, rule interpretation, techniques, and mechanics of officiating interscholastic and intercollegiate baseball. Satisfactory evidence of playing skill in the elected athletic sport.
Prereq: Not open to students with credit for EduPAES 221.01.

2221.02 Sports Officiating: Basketball U 1
Study of playing rules, rule interpretation, techniques, and mechanics of officiating interscholastic and intercollegiate basketball. Satisfactory evidence of playing skill in the elected athletic sport is required.
Prereq: Not open to students with credit for EduPAES 221.02.

Kinesiology: Sport, Fitness, and Health Program

1112 Techniques in Cardiopulmonary Resuscitation U 1
Development of skills for situations requiring cardiopulmonary resuscitation measures. Completion designed to lead to certification in CPR/Automatic External Defibrillator (AED). All materials provided. Lab fees required.
Prereq: Not open to students with credit for EduPAES 122.

1137 Sport for the Spectator U 2
The study of various popular spectator sports including football, basketball, baseball, golf, tennis, ice hockey and others.
Prereq: Not open to students with credit for EduPAES 137.
<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Title</th>
<th>U</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1139.01</td>
<td>Introductory Program of Outdoor Pursuits: Scuba II</td>
<td>U 1</td>
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<td></td>
<td></td>
<td>Introduction to fresh water diving. Student responsible for travel and activity costs. Student must provide wetsuit (rentals may be available). Prereq: 1170 or EduPAES 1179, or equiv., and permission of instructor. Not open to students with credit for EduPAES 139.01. This course is graded S/U.</td>
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<tr>
<td>1143.01</td>
<td>Badminton I</td>
<td>U 1</td>
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<td></td>
<td>Beginning skills and knowledge essential for playing badminton. Prereq: Not open to students with credit for EduPAES 143.01.</td>
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<tr>
<td>1144.02</td>
<td>Basketball Men</td>
<td>U 1</td>
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<td></td>
<td></td>
<td>Skill and strategy necessary for playing basketball. Prereq: Limited to men only. Not open to students with credit for EduPAES 144.02.</td>
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<tr>
<td>1147</td>
<td>Principles of Fitness and Wellness</td>
<td>U 1</td>
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<td>Students will study principles of fitness and wellness. Concur: 1148.01, 1148.02, 1148.03, 1148.04, 1148.05, 1148.06, 1148.07, or 1148.08. Not open to students with credit for EduPAES 147.</td>
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<tr>
<td>1148.04</td>
<td>Conditioning Activities: Strength Training</td>
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<td>Students will participate in a progressive strength and endurance training program using weight machines, free weights, and other strength equipment. Concur: 1147. Not open to students with credit for 1148.01, 1148.02, 1148.03, 1148.05, 1148.06, 1148.07, or 1148.08; or EduPAES 1148.01, 1148.02, 1148.03, 1148.05, 1148.06, 1148.07, or 1148.08, or 148.04.</td>
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<tr>
<td>1148.06</td>
<td>Conditioning Activities: Group Fitness</td>
<td>U 1</td>
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<td>Students will participate in a progressive aerobics program that will include: step, body sculpting, cardio dance, HIIT (high intensity interval training) and boot camp style training. Concur: 1147. Not open to students with credit for 1148.01, 1148.02, 1148.03, 1148.04, 1148.05, 1148.06, 1148.07, or 1148.08; or EduPAES 1148.01, 1148.02, 1148.03, 1148.04, 1148.05, 1148.06, 1148.07, or 1148.08.</td>
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<tr>
<td>1150.02</td>
<td>Lifetime Fitness and Wellness Cardiovascular Exercise</td>
<td>U 2</td>
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<td>Training</td>
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<td>Online course that promotes principles of fitness and wellness over the lifespan. Prereq: Not open to students with credit for 1147, 1148.05 or 1149.05, 1150.01, or EduPAES 1147, 1148.05, 1149.05, 1150.01 or 150.</td>
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<tr>
<td>1152.01</td>
<td>Social Dance I Women</td>
<td>U 1</td>
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<td></td>
<td>Introduction to basic steps and variations of selected dances such as the foxtrot, waltz, and swing. Limited to women only. Prereq: Not open to students with credit for 1152.01 or EduPAES 1152.01 (152.01).</td>
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<tr>
<td>1152.02</td>
<td>Social Dance I Men</td>
<td>U 1</td>
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<tr>
<td></td>
<td>Introduction to basic steps and variations of selected dances such as the foxtrot, waltz, and swing. Limited to men only. Prereq: Not open to students with credit for 1152.01 or EduPAES 1152.01 (152.01).</td>
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<tr>
<td>1154.01</td>
<td>Fencing I</td>
<td>U 1</td>
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<td></td>
<td>Basic skills and knowledge needed for foil fencing. Prereq: Not open to students with credit for EduPAES 154.01.</td>
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<tr>
<td>1155.01</td>
<td>Physical Fitness Training for the ROTC: Army</td>
<td>U 1</td>
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<td>Designed to allow ROTC student to demonstrate improvement in overall physical conditioning, body composition, and general health. Prereq: Must be enrolled in Army ROTC. Repeatable to a maximum of 9 cr hrs. This course is graded S/U.</td>
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<td>1156</td>
<td>Flag Football</td>
<td>U 1</td>
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<td>Fundamental skills of flag football. Prereq: Not open to students with credit for EduPAES 156.03.</td>
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<td>1157.01</td>
<td>Golf I</td>
<td>U 1</td>
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<td>Introductory skills and knowledge preparatory to course play with emphasis on driving, putting, and chipping. Prereq: Not open to students with credit for EduPAES 157.01.</td>
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<td>1169.04</td>
<td>Martial Arts Forms: Karate I</td>
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<td></td>
<td>Introduction to the fundamental forms and techniques of Karate. Prereq: Not open to students with credit for EduPAES 169.07.</td>
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<tr>
<td>1169.07</td>
<td>Martial Arts Forms: Tae Kwon Do I</td>
<td>U 1</td>
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<td>Beginning course in the Korean martial art form; includes etiquette, basic blocking, thrusting and kicking techniques, and self defense. Prereq: Not open to students with credit for EduPAES 169.13.</td>
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<tr>
<td>1169.09</td>
<td>Martial Arts Forms: T'ai Chi Ch'uan I</td>
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<td></td>
<td>An introduction to T'ai Chi Ch'uan with emphasis on an exploration of body/energy awareness. Prereq: Not open to students with credit for EduPAES 169.16.</td>
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<td>1172.01</td>
<td>Self Defense Women</td>
<td>U 1</td>
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<td></td>
<td>Skills and understandings essential to defend oneself against an aggressor with emphasis on avoiding attack. Prereq: Limited to women only. Not open to students with credit for EduPAES 172.01.</td>
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<td>1174</td>
<td>Soccer</td>
<td>U 1</td>
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<td>Techniques and knowledge essential for playing soccer. Prereq: Not open to students with credit for EduPAES 174.</td>
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<tr>
<td>1185.01</td>
<td>Table Tennis I</td>
<td>U 1</td>
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<td></td>
<td>Beginning skills and knowledge essential for playing table tennis with emphasis on the use of backspin and topspin in the singles game. Prereq: Not open to students with credit for EduPAES 185.01.</td>
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<tr>
<td>1191.01</td>
<td>Volleyball I</td>
<td>U 1</td>
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<td></td>
<td>Introduction to power volleyball. Prereq: Not open to students with credit for EduPAES 191.01.</td>
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<td>1195.01</td>
<td>Yoga I</td>
<td>U 1</td>
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<td>Introduction to fundamental techniques and basic yoga principles of pranayama (breath control), asana (posture), relaxation, and meditation; emphasis on major postures. Prereq: Not open to students with credit for EduPAES 195.01. This course is graded S/U.</td>
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<td>2250</td>
<td>Cancer Prevention</td>
<td>U 2</td>
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<td>Discussion of the latest findings on avoiding cancer through lifestyle choices and assessment of one's family health history. Prereq: Not open to students with credit for EduPAES 250.</td>
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<tr>
<td>3312</td>
<td>Issues in Alcohol/Drug Use and Abuse</td>
<td>U 2</td>
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<td></td>
<td>Provides an understanding of the dynamics of substance abuse. Prereq: Not open to students with credit for EduPAES 312.</td>
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<td>3314</td>
<td>AIDS Awareness</td>
<td>U 2</td>
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<td>A review of the physiological, psychological, social, legal, and moral issues surrounding the disease AIDS with emphasis placed on responsible decision making about one's lifestyle. Prereq: Not open to students with credit for EduPAES 314.</td>
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<tr>
<td>Latin</td>
<td>1101.01</td>
<td>Elementary Latin I</td>
<td>U 5</td>
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<td>Elementary level introduction to the Latin language; the course begins the study of grammar and vocabulary. This course is a conversion of the entirety of 101.01 and the first half of 102.01. Not open to students with 3 or more years of high school study in this language, except by permission of department. This course is available for EM credit. GE for lang course. FL Admis Cond course.</td>
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<tr>
<td>1102.01</td>
<td>Intermediate Latin I</td>
<td>U 5</td>
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<td>Completion of Latin grammar and syntax; introduction to reading of Latin authors. This course is a conversion of the second half of 102.01 and the entirety of 103. Prereq: 1101 or equiv, or Placement Test, or permission of instructor. Not open to students with credit for 103. This course is available for EM credit. GE for lang course. FL Admis Cond course.</td>
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<td>1103</td>
<td>Intermediate Latin II</td>
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<td>Selected readings in Latin literature. Prereq: 1102 (103), or Placement Test, or permission of instructor. GE for lang course.</td>
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Mathematics

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<th>Course Code</th>
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<th>Title</th>
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<tbody>
<tr>
<td>1050</td>
<td>Precollege Mathematics I</td>
<td>U 5</td>
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<tr>
<td></td>
<td>Fractions and decimals, basic algebra, graphing lines, factoring, systems of equations. Credit for this course will not count toward graduation in any degree program. Prereq: 1040 or 050, or Math Placement Level T, or permission of department. Not open to students with credit for any Math course above 1050 (050). This course is available for EM credit.</td>
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<tr>
<td>1060</td>
<td>Supplementary Pre-College Mathematics</td>
<td>U 2</td>
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<td>Math 1060 is a terminal math course designed to satisfy the Quantitative Reasoning: Basic Computation category of the General Education Requirement (GE). Students must follow-up with Math 1116 to satisfy the Mathematical or Logical Analysis category of the General Education Requirement (GE). Students who wish to take math courses higher than Math 1116 should take Math 1075 rather than Math 1060. Prereq: C- or better in 1060, or Math placement level S. Not open to students with credit for any higher numbered math class, or for any quarter class numbered higher than 50. GE quant reason basic computation course.</td>
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<tr>
<td>1075</td>
<td>Precollege Mathematics II</td>
<td>U 4</td>
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<td>Algebraic, rational, and radical expressions; functions and graphs; quadratic equations; absolute value; inequalities; and applications. Credit for this course will not count toward graduation in any degree program. Prereq: 1074 or 075, or a grade of C- or above in 1050; or Math Skills Assessment Level R or S; or ACT math subscore of 22 or higher that is less than 2 years old. Not open to students with credit for any Math course above 1075, except for 1116; or for any quarter-system course above 075, except for 116. This course is available for EM credit. GE quant reason basic computation course.</td>
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</table>
Critical thinking and problem solving, with relevant topics met in everyday life. Appropriate for non-science majors.
Prereq: 1073, 1074, 1075, 75, or 104; or Math Placement Level R or above; or ACT math subscore of 22 or higher that is less than 2 years old. Not open to students with credit for 1152 (153) or above. GE quant reason math and logical anly course.

College Algebra for Business

Algebraic, exponential, and logarithmic functions. Matrix algebra. Applications to business.
Prereq: A grade of C- or above in 1075; or credit for 1074, 75, or 104; or Math Placement Level M or N; or ACT math subscore of 22 or higher that is less than 2 years old. Not open to students with credit for 1131 (131), or for any Math course numbered 1149 (150) or above. This course is available for EM credit. GE quant reason math and logical anly course.

Calculus for Business

Survey of calculus of one and several variables; applications to business.
Prereq: A grade of C- or above in 1130, 1144, 1148, or 1150; or credit for 130, 148, or 150, or Math Placement Level L. Not open to students with credit for 1151 (131) or above, or 1134 (132). This course is available for EM credit. GE quant reason math and logical anly course.

Number and Operations for Teachers

The first course in a two semester sequence for teachers of elementary and middle grade students. This course focuses on concepts of numbers and arithmetic operations, including modern and historical perspectives.
Prereq: A grade of C- or above in 1135.

College Algebra

Functions: polynomial, rational, radical, exponential, and logarithmic. Introduction to right-angle trigonometry. Applications.
Prereq: A grade of C- or above in 1075, or credit for 104 or 148, or Math Placement Level N; or ACT math subscore of 22 or higher that is less than 2 years old, or permission of department.
Not open to students with credit for 1144, or for any Math courses numbered 1150 (150) or above. This course is available for EM credit. GE quant reason math and logical anly course.

Trigonometry

Trigonometric functions and their properties. Vectors, polar coordinates and complex numbers.
Prereq: A grade of C- or above in 1148, or permission of department.
Not open to students with credit for 1144, or for any Math course numbered 1150 (150) or above. This course is available for EM credit. GE quant reason math and logical anly course.

Precalculus

Functions: polynomial, rational, radical, exponential, and logarithmic, trigonometric, and inverse trigonometric. Applications.
Prereq: Math Placement Level M. Not open to students with credit for 1144, 1148, or for 1149 or above, or for any quarter Math course numbered 150 or above. This course is available for EM credit. GE quant reason math and logical anly course.

Calculus I

Differential and integral calculus of one real variable.
Prereq: A grade of C- or above in 1148 and 1149, or in 1144, 1150, or 150, or Math Placement Level L. Not open to students with credit for 1152 or 152.xx, or above.
This course is available for EM credit.
GE quant reason math and logical anly course.

Calculus II

Integral calculus, sequences and series, parametric curves, polar coordinates, (optional: vectors).
Prereq: A grade of C- or above in 1114 (114), 1151, 1156, 1161.xx, 152.xx, 161.xx, or 161.01H.
Not open to students with credit for any Math class numbered 1172 or above, or with credit for 153.xx, or Math courses numbered 162.xx or above.
This course is available for EM credit.
GE quant reason math and logical anly course.

Engineering Mathematics

Techniques of integration, Taylor series, differential calculus of several variables. Applications.
Prereq: A grade of C- or above in 1114 (114), 1151, 1156, 1161.xx, 152.xx, 161.xx, or 161.01H.
Not open to students with credit for 1152, 1534 (153.xx), or 1544 (154), or for any Math class numbered 1172 or above, or for any quarter-system Math class numbered 254.xx or above. Not open to students majoring in Math, pre-Artistic or Actuarial Science, or Actuarial Science.
This course is available for EM credit.

Algebra and Coordinate Geometry for Teachers

This is one of two independent courses which follow Math 1136 to provide necessary content for middle grade teachers. This course focuses on algebra, coordinate geometry, and their connections through equations in one or more unknowns. Modern and historical perspectives are woven throughout.
Prereq: A grade of C- or above in 1136; and a grade of C- or above in 1149 or 1150, or credit for 150, or math placement level L.

Calculus and its History for Teachers

This is one of two independent courses which follow Math 1136 to provide necessary content for middle grade teachers. This course focuses on functions and calculus, including modern and historical perspectives.
Prereq: A grade of C- or above in 1136; and a grade of C- or above in 1149 or 1150, or credit for 150, or math placement level L.

Introduction to Leadership and Military Officership Foundations I

Introduction to the personal challenges and competencies that are critical for effective leadership. Students learn how developing time and stress management skills, and physical fitness relate to leadership and the Army Profession. No military obligation is required. This course is open to all OSU students.
Prereq: All Cadets enrolled in a Military Science course must have a physician complete a Department of the Army DA Form 345-R, Medical Fitness Statement for Enrollment in Basic Course. Senior ROTC, in order to participate in any Army ROTC physical activity including: marching, laboratory, and field training exercises.

Introduction to Leadership and Military Officership Foundations II

The organization and branches of the Army, basic military skills, and fundamentals of leadership. Students explore dimensions of leadership values, attributes, skills, and actions in the context of Squad level tactics. No military obligation is required. This course is open to all OSU students.
Prereq: All Cadets enrolled in a Military Science course must have a physician complete a Department of the Army DA Form 345-R, Medical Fitness Statement for Enrollment in Basic Course. Senior ROTC, in order to participate in any Army ROTC physical activity including: marching, laboratory, and field training.

Beginning Piano II: Group Instruction

Group instruction for students who have had no previous voice study.
Prereq: Not open to students with credit for 101.01, or Music majors. VSP Admis Cond course.

Beginning Piano I: Group Instruction

Intermediate course in piano for the non-music major.
Prereq: 1101.01 (101.01).
Not open to Music majors. Repeatable to a maximum of 4 or hrs or 2 completions. VSP Admis Cond course.

Beginning Voice I - Group Instruction

An introduction to the world of classical music and to its genres, composers, styles, societies, and historical periods. No music background is required.
Prereq: Not open to students with credit for 250 or Music majors. GE VPA and diversity global studies course.

Beginning Voice II - Group Instruction

A survey of musical cultures outside the Western European tradition of the fine arts.
Prereq: Not open to students with credit for 250 or Music majors.
VSP Admis Cond course.

University Chorus

Selected choral works are studied and performed.
Prereq: Admission by audition only. Repeatable to a maximum of 16 cr hrs or 8 completions. VSP Admis Cond course.

Small Ensemble: Miscellaneous

Intensive study of ensemble works for varied ensembles.
Prereq: Admission by audition, or permission of instructor. Repeatable to a maximum of 12 or hrs or 12 completions. VSP Admis Cond course.

Music Cultures of the World

A course in surveying musical cultures outside the Western European tradition of the fine arts.
Prereq: Not open to students with credit for 250 or Music majors. GE VPA and diversity global studies course.

The World of Classical Music

An introduction to the world of classical music and to its genres, composers, styles, societies, and historical periods.
No music background is required.
Prereq: Not open to students with credit for 250 or Music majors.
GE VPA and diversity global studies course.

Introduction to Jazz

A study of the characteristics, styles, structures of jazz, and jazz performers.
Prereq: Not open to students with credit for 250 or Music majors.
GE VPA course.

Music for Elementary Teachers

Music literature and teaching aids for children, including singing, rhythmic, creative, and listening experiences, and their presentation.
Prereq: Not open to students with credit for 370.

Introduction to Philosophy

Examination of major problems, such as the nature of reality, knowledge, truth, morality, and the relation of philosophy to science and religion.
Prereq: Not open to students with credit for 101 or 101H. GE cultures and ideas course.
12 Philosophy

1300 Introduction to Ethics
The nature of right and wrong, good and evil; the grounds of moral choice and decision; the resolution of moral conflicts. Prereq: Not open to students with credit for 130 or 130H. GE cultures and ideas course.

1500 Introduction to Logic
Deduction and induction; principles of clear statement and valid reasoning; fallacies; and the methods by which theories and laws are established. Prereq: Math 1060 or 1075 or equiv; or an ACT Math subscore of 22 or higher; or Math Placement Level R or better. Not open to students with credit for 1501 (151) or 150. GE quant reason math and logical anly course.

Physics

1103 World of Energy: Forces, Electricity, Magnetism, Machines
An examination of the physical concepts related to energy, including force, electricity, magnetism, and motion. Uses the hands-on discovery mode of instruction. Intended for non-science majors. Prereq: Not open to students with credit for 103. GE nat sci phys course. NS Admin Cond course.

1200 Mechanics, Kinematics, Fluids, Waves
Algebra-based introduction to classical physics: Newton's laws, fluids, waves. Prereq: A grade of C- or above in Math 1148 (148), or Math Placement Level M. Not open to students with credit for 111. This course is available for EM credit. GE nat sci phys course. NS Admin Cond course.

1250 Mechanics, Thermal Physics, Waves
Calculus-based introduction to classical physics: Newton's laws, fluids, thermodynamics, waves; for students in physical sciences, mathematics, and engineering. Prereq: 1 entrance unit of Physics or Chem. Concur: Math 1151 (152), 1161 (161), 1181H (181H), or 4181H (419H) or above. Not open to students with credit for 131. This course is available for EM credit. GE nat sci phys course. NS Admin Cond course.

1251 E&M, Optics, Modern Physics
Calculus-based introduction to electricity and magnetism, simple optics, modern physics including special relativity and quantum mechanics; for students in physical sciences, mathematics, engineering. Prereq: 1250 (131), 1250H (131H), or 1260, and Math 1151 (152) or above; or permission of instructor. Concur: Math 1152 (153), 1161, 1172, 1181H, or 4181H. Not open to students with credit for 132. This course is available for EM credit. GE nat sci phys course. NS Admin Cond course.

Political Science

1100 Introduction to American Politics
Introduction to the American political institutions and the processes which create public policy, the strengths and weaknesses of the American political systems. Prereq: Not open to students with credit for 3100 (300), 101, or 101H. This course is available for EM credit. GE soc sci orgs and polities course. SS Admin Cond course.

1100H Introduction to American Politics
Introduction to American politics, the institutions and processes which create public policy, and the strengths and weaknesses of the American political systems. Prereq: Honors standing, or permission of instructor. Not open to students with credit for 3100 (300), 101, or 101H. GE soc sci orgs and polities course. SS Admin Cond course.

1200 Introduction to Comparative Politics
Introduction to modern nation-states outside the United States: problems of state- and nation-building, representation, conflict, and making of government policy in selected countries. Prereq: Not open to students with credit for 100 or 100H. This course is available for EM credit. GE soc sci orgs and polities and diversity global studies course.

1300 Global Politics
Cooperation and conflict in world politics. Covers basic theories of international relations and key issues, including security, political economy, international organizations, and the environment. Prereq: Not open to students with credit for 145 or 145H. GE soc sci human, nat, and econ resources and diversity global studies course.

2150 Voters and Elections
Study of US elections, focusing on voter attitudes, group behavior, and political participation. Prereq: Not open to students with credit for 201 or 201H. GE soc sci indivs and groups course. SS Admin Cond course.

2300 American Foreign Policy
The role of the United States in world politics since the Second World War, emphasizing structural change in economic and political-military relations. Prereq: Not open to students with credit for 245 or 245H. GE soc sci orgs and polities and diversity global studies course.

4135 American Constitutional Law
Assessment of the contemporary realities of U.S. governmental authority as interpreted by the judiciary; emphasis on judicial review, case and controversy requirements, and legislative and executive power. Prereq: Not open to students with credit for 520.

4152 Campaign Politics
The organization and strategy of American political campaigns; practical politics seen in the light of knowledge about political behavior and public opinion. Prereq: Not open to students with credit for 502.

4320 Strategies for War and Peace
Examination of how political leaders make decisions, emphasizing such issues as leaders' reasoning processes and the impact of public opinion and foreign policy bureaucracies. Prereq: Not open to students with credit for 545.

4597.02 Political Problems of the Contemporary World
Critical political problems of industrialized and developing societies, including governmental legitimacy, conflict and violence, social welfare, equality, and economic development. Prereq: Jr or Sr standing. Not open to students with credit for 597.02, 597.02E, or 597.02H. GE cross-disciplinary seminar course.

Psychology

1100 Introduction to Psychology
A prerequisite to advanced courses; a broad survey of psychological science. Application of the scientific method to the empirical study of behavior with emphasis on individual and cultural differences. Prereq: Not open to students with credit for 100, 1100H (100H) or 1100E (100E). This course is available for EM credit. GE soc sci indivs and groups and diversity soc div in the US course.

1100H Introduction to Psychology
A prerequisite to advanced courses; a broad survey of psychological science. Application of the scientific method to the empirical study of behavior with emphasis on individual and cultural differences. Prereq: Honors standing, or permission of instructor. Not open to students with credit for 100, 1100H (100H), or 100E. GE soc sci indivs and groups and diversity soc div in the US course.

2220 Data Analysis in Psychology
Discussion of statistical analysis of psychological data - random samples, graphical and numerical techniques of descriptive statistics, correlation, regression, probability, sampling distribution, and hypothesis testing. Prereq: 1100 (100) or 1100H (100H), and Stat 1450 (145). Math 1148 (148), Math 1149, 1150 (150), 1151 (151), or 152, or equiv, or Math Placement Level M or higher; or permission of instructor. Not open to students with credit for 220, 220H, 320, or 320H. This course is available for EM credit.

2300 Research Methods in Psychology
An overview of issues, methods, and techniques of scientific psychological research. Students must be pursuing majors or minors in Psychology. Prereq: 1100 (100) or 1100H (100H). Not open to students with credit for 300.

2333 Psychology of Human Sexuality
Overview of the psychology of human sexuality including the nature and variety of human sexual experience, theories and therapies regarding sexual issues. Prereq: 1100 (100) or 1100H (100H). Not open to students with credit for 333.02.

2367.01 Social Psychology
Survey of group processes as they affect individual behavior; topics include individual motivation, group behavior, attitudes, and perception of self and others. Prereq: 1100 (100) or 1100H (100H), and English 1110.01, 1110.01H, 1110.02, 1110.02H, 1110.03, 110, or 111, or equiv, and Soph standing or above. Not open to students with credit for 3325 (325), 3325H (325H), or 367.01. GE writing and comm: level 2 and soc sci indivs and groups course.

2367.02 Abnormal Psychology Analysis
Major psychological disorders, such as anxiety, mood, & personality disorders, will be clinically described & diagnosed clinically. Students will compare & contrast symptoms of psychological disorders with non-deranged behaviors, cognitions, & affects. The emphasis is on critical thinking & analysis of theories, research methods, & empirical findings regarding psychopathology & its treatment. Prereq: 1100 (100) or 1100H (100H), and English 1110.01, 1110.01H, 1110.02, 1110.02H, 1110.03, 110, or 111, or equiv, and Soph standing or above. Not open to students with credit for 3331 (331) or 3331H (331H). GE writing and comm course: level 2.

3191 Internship in Psychology
Provides psychology majors with an opportunity to intern in a professional setting to integrate academic knowledge with experience in the world of work. Maximum 3 credit hours may be applied to the undergraduate Psychology major. Prereq: 1100 (100) or 1100H (100H), and GPA 2.8 or above, and enrollment in Psych, and permission of instructor. Not open to students with credit for 489. Repeatable to a maximum of 15 or hrs or 5 completions. This course is graded S/U.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Introduction to Psychology</td>
<td>1-5</td>
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<tr>
<td>1100</td>
<td>Abnormal Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>1200</td>
<td>Psychology of Adolescence</td>
<td>3</td>
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<tr>
<td>1300</td>
<td>Advanced Behavioral Neuroscience</td>
<td>U</td>
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<tr>
<td>1310</td>
<td>Sensation and Perception</td>
<td>U</td>
<td></td>
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<tr>
<td>1321</td>
<td>Quantitative and Statistical Methods in Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>1331</td>
<td>Introduction to Behavioral Neuroscience</td>
<td>U</td>
<td></td>
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<tr>
<td>1332</td>
<td>Memory and Cognition</td>
<td>U</td>
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<tr>
<td>1333</td>
<td>Abnormal Psychology</td>
<td>U</td>
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<tr>
<td>1334</td>
<td>Life Span Developmental Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>1335</td>
<td>Stereotyping and Prejudice</td>
<td>U</td>
<td></td>
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<tr>
<td>1351</td>
<td>Psychology of Adolescence</td>
<td>3</td>
<td></td>
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<tr>
<td>1352</td>
<td>Organizational Psychology</td>
<td>U</td>
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<tr>
<td>1353</td>
<td>Theories of Personality</td>
<td>U</td>
<td></td>
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<tr>
<td>1355</td>
<td>Psychology of Childhood</td>
<td>U</td>
<td></td>
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<tr>
<td>3193.01</td>
<td>Individual Studies in Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>3193.02</td>
<td>Individual Studies: Teaching of Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>3312</td>
<td>An introduction to experimental study of human memory and cognition</td>
<td>U</td>
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<tr>
<td>3313</td>
<td>Introduction to Behavioral Neuroscience</td>
<td>U</td>
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<tr>
<td>3321</td>
<td>A concentrated examination of applications of statistical tools in inference in contemporary psychology; hypothesis testing, regression, correlation, and analysis of variance.</td>
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<tr>
<td>3325</td>
<td>Introduction to Social Psychology</td>
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<tr>
<td>3331</td>
<td>Examination of current theories and empirical findings regarding the major forms of psychopathology and treatment.</td>
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<tr>
<td>3332</td>
<td>Examination of current theories and empirical findings regarding the major forms of psychopathology and treatment.</td>
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<tr>
<td>3340</td>
<td>Consideration of theories and research on psychological development across the lifespan; includes consideration of social policies that influence developmental outcomes.</td>
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<tr>
<td>3340E</td>
<td>Introduction to Life Span Developmental Psychology</td>
<td>U</td>
<td></td>
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<tr>
<td>3375</td>
<td>Lectures address experimental research in stereotyping and prejudice; readings focus on historical, cultural, and sociological perspectives on issues related to gender, ethnicity, and social class.</td>
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<tr>
<td>3513</td>
<td>Examination of the neuroscientific approach to the study of cognition; primary focus on the psychology of attention, language, and spatial orientation.</td>
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<tr>
<td>3530</td>
<td>Major theoretical and research orientations in the study of normal and abnormal personality development, with a focus on personality processes.</td>
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<tr>
<td>3550</td>
<td>Introduction to the major phenomena, methods, theories, and findings of developmental psychology, especially as they apply to infancy and childhood.</td>
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<tr>
<td>3551</td>
<td>An examination of the biological, psychological, and social aspects of normal adolescent development.</td>
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<tr>
<td>3552</td>
<td>Training in experimental and quantitative methods in cognitive psychology; laboratory experiments include topics such as memory, perception, and attention.</td>
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<tr>
<td>3553</td>
<td>Examination of current theories, and empirical findings regarding the major forms of psychopathology and treatment.</td>
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<tr>
<td>3554</td>
<td>Consideration of theories and research on psychological development across the lifespan; includes consideration of social policies that influence developmental outcomes.</td>
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<tr>
<td>3555</td>
<td>Introduction to Cognitive Neuroscience</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>3730</td>
<td>Major theoretical and research orientations in the study of normal and abnormal personality development, with a focus on personality processes.</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>3750</td>
<td>Principles of psychology, especially as they apply to infancy and childhood.</td>
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</tbody>
</table>
## Russian

**2250 Masterpieces of Russian Literature**

Reading and analyzing of great works of Russian literature from the 19th century to the present by authors such as Pushkin, Turgenev, Dostoevsky, Tolstoy, Chekhov, Akhmatova, Bulgakov, Solzhenitsyn, and Ulitskaya. Taught in English.

Prereq: Not open to students with credit for 2250H (250H and 251H), 250, or 251. GE Lit and diversity global studies course.

## Social Work

**1130 Introduction to Social Work in Contemporary Society**

An introduction to the core values, fundamental goals, unique functions and methods of the social work profession. Prereq: Not open to students with credit for 230. GE soc sci indv and groups course.

**1140 Minority Perspectives: Race, Ethnicity, and Gender**

Examination of the structure of human societies, cultures, and institutions from the perspective of oppressed minority populations. Prereq: Not open to students with credit for 300. GE diversity soc div in the US course.

**3101 Professional Values and Ethics**

Introduction to the NASW Code of Ethics, ethical theory, and ethical issues and dilemmas that confront professional social workers. Prereq: Enrollment in SocWork major. Not open to students with credit for 690.

**3201 Social and Economic Justice: Strategies for Social Work**

Introduces students to social and economic justice and injustice and presents multiple strategies to pursue social justice, with a particular focus on the role of advocacy. Prereq: Enrollment in SocWork major. Not open to students with credit for 521.

**3301 Lifespan Development in Social Work**

Students examine human development processes across the lifespan to understand human behavior. Prereq: Enrollment in SocWork major. Not open to students with credit for 533 or 534.

**3401 Discovering Evidence**

Focuses on the role of research in social work practice and how evidence is used to guide practice at all intervention levels. Prereq: Jr or Sr standing, and enrollment in Social Work major. Not open to students with credit for 3401E, 570, 570E, 571, or 571H.

**3402 Applying Evidence**

Focuses on basic methods of research design and implementation. Students also learn how to critically examine existing research to inform practice. Prereq: 3401. Not open to students with credit for 570 and 576.

**3501 Engagement and Interviewing Skills**

Addresses interviewing skills critical to social work. Didactic and experiential methods will provide a foundation for practice and facilitate entry into the field. Prereq: Jr or Sr standing, and enrollment in SocWork major.

**3502 Foundations of Generalist Practice**

Introduces students to the theories, knowledge and skills of generalist social work practice, with an emphasis on work with individuals. Prereq: 3501. Not open to students with credit for 645.

**3503 Social Work Practice with Diverse Populations**

Foundation knowledge and a social work perspective for working with diverse populations, especially those who are oppressed and marginalized. Prereq: 3501.

**3597 Adolescent Parenthood and Sexuality: An International Perspective**

Examination of the biological, psychosocial, and cultural forces that influence adolescent sexual behaviors. International comparisons will be emphasized with respect to teenage sexual trends and national policies and programs. Prereq: Jr or Sr standing. Not open to students with credit for 597. Not open to MSW students. GE cross-disciplinary seminar course.

**3806 Substance Abuse Screening, Assessment, Diagnosis, and Treatment Planning**

Principles and practices in screening for, assessing, and diagnosing substance use disorders, as well as models and methods for substance abuse treatment planning. Prereq: 3805, or permission of instructor.

**4188 Undergraduate Field Seminar**

Integration of knowledge and practice; companion to field practicum. Prereq: 3502 (645). Concour: 4188. Repeatable to a maximum of 2 cr hrs.

**4189 Field Practicum**

Internship in a social work agency. Students integrate classroom knowledge and skills with practice experiences. Prereq: 3502 (645). Concour: 4188. Repeatable to a maximum of 10 cr hrs. This course is graded S/U.

**4501 Generalist Practice with Families**

Application of professional values, knowledge, and skills essential for effective generalist social work practice with families. Prereq: 3502 (645). Not open to students with credit for 466.

**4502 Generalist Practice with Groups**

Application of professional values, knowledge, and skills essential for effective generalist social work practice with small groups. Prereq: 3502 (645). Not open to students with credit for 466.

**4503 Generalist Practice with Larger Systems**

Application of professional values, knowledge, and skills essential for effective generalist social work practice with organizations and communities. Prereq: 4502. Not open to students with credit for 647.

**5004 International Social Work**

Examines a variety of social issues through a global perspective in order to fully appreciate the role of culturally diverse and country-specific responses to social problems. Prereq: Soph, Jr, Sr, or Grad standing in SocWork, or permission of department. Not open to students with credit for 695.08.

**5007 Child Welfare I**

Designed to provide the knowledge, concepts, and tools for beginning level practice in public child welfare. Prereq: Jr, Sr, or Grad standing in SocWork, or permission of department. Not open to students with credit for 695.21.

**5009 Family Caregiving: Contemporary Issues, Programs, & Policies**

Focuses on the development of knowledge and skills to address the needs of individuals providing care for an individual with a disability. Prereq: Jr, Sr, or Grad standing in SocWork, or permission of department. Not open to students with credit for 695.24.

**5012 Social Work Approaches to Conflict Resolution**

Introduces negotiation and mediation skills from a social work perspective to resolve conflict in work with individuals, families, groups, organizations, and communities. Prereq: Jr, Sr, or Grad standing in SocWork.

**5015 Social Work and the Law**

The purpose of this course is to teach students the legal concepts and principles that shape social welfare policy and social work practice. In addition, the course will teach students how social research is used by the legal system to decide cases and how social activism sometimes influences the legal system. Prereq: Jr, Sr, or Grad standing. Not open to students with credit for 695.23.

**6202 Diversity and Cultural Competence**

Conceptual framework for effective and culturally sensitive social work practice with oppressed and vulnerable populations. Prereq: MSW I standing, or permission of instructor. Not open to students with credit for 709, 710, or 711.

**6301 Social Work Perspectives on Development and Behavior Across the Lifespan**

Examine individual and contextual development processes across the lifespan in order to understand how human behavior is impacted by risk and protective developmental factors. Prereq: Not open to students with credit for 733.

**6302 Organizational & Community Systems**

Critically examines explanatory theory regarding the functioning of human service organizations, residential institutions, and communities with applications to social work assessment and intervention. Prereq: Not open to students with credit for 730.01 or 733 or 734.

**6401 Engaging with Evidence**

Students develop knowledge, values and skills about evidence to inform practice and prepare to analyze evidence at all levels of practice. Prereq: Not open to students with credit for 770 or 771.

## Sociology

**1101 Introductory Sociology**

Fundamental concepts of sociology and introduction to the analysis of social problems and interactions (e.g. wealth, gender, race, inequality, family, crime) using sociological theories. Au, Sp, Su Sem. Prereq: Not open to students with credit for 1101H (101H), 1101E, 101, RuralSoc 1500 (105), or equiv. GE soc sci orgs and polities and diversity soc div in the US course.

**1101H Introduction to Sociology (Honors)**

Fundamentals of sociology and introduction to the analysis of social problems and social interactions, (e.g., wealth, gender, race inequality, family, crime) using sociological theories. Au, Sp, Su Sem. Prereq: Honors standing, or permission of department or instructor. Not open to students with credit for 1101H (101H), 1101E, 101, RuralSoc 1500 (105), or equiv. GE soc sci orgs and polities and diversity soc div in the US course. SS Admis Cond course.
### Introduction to Criminal Justice
- **Course Code:** 2209
- **Units:** 3
- **Description:** Examination of the development and administration of criminal law and agencies (police, courts, corrections); emphasis on criminal proceedings and their justification.
- **Prerequisites:** Not open to students with credit for 209.

### Corrections: An Inside-Out Course
- **Course Code:** 2211S
- **Units:** 3
- **Description:** Examines theory and policy, and is comprised of OSU students and prison inmates with class meetings held in a local state prison.
- **Prerequisites:** 2209 (209), and permission of instructor. Not open to students with credit for 211. GE service learning course.

### Sociology of Gender
- **Course Code:** 3435
- **Units:** 3
- **Description:** Analyzes multilevel processes that differentiate women and men in education, employment, and relationships. Examines variations in gendered experiences across race-ethnicity, social class, and sexuality.
- **Prerequisites:** Not open to students with credit for 435. GE diversity soc div in the US course.

### Social Stratification: Race, Class, and Gender
- **Course Code:** 3463
- **Units:** 3
- **Description:** The study of social inequality with a focus on inequalities by class and status, race and ethnicity, and gender.
- **Prerequisites:** Not open to students with credit for 463. GE soc sci human, nat, and econ resources course.

### Research Methods in Sociology
- **Course Code:** 3487
- **Units:** 3
- **Description:** Introduction to sociological research techniques, methodological approaches, and relevant quantitative procedures.
- **Prerequisites:** Not open to students with credit for 487.

### Introduction to Sociological Theory
- **Course Code:** 3488
- **Units:** 3
- **Description:** Introductory statement of the nature of sociological theory, its basic problems, assumptions, major types and orientations, and principal contributions to the discipline.
- **Prerequisites:** 3 or 5 hrs taken at 2000-3000 level. Not open to students with credit for 488.

### World Problems in Global Context
- **Course Code:** 3597.01
- **Units:** 3
- **Description:** Sociological analysis of contemporary world societies - non-industrialized, industrializing, and industrialized - with special attention to major social institutions and patterns of social change.
- **Prerequisites:** Not open to students with credit for 597.01. GE cross-disciplinary seminar course.

## Spanish

### Spanish I
- **Course Code:** 1101.01
- **Units:** 4
- **Description:** Development of listening, reading, speaking, and writing skills in cultural contexts. Not open to native speakers of this language through regular course enrollment or EM credit or to students with 3 or more years of high school Spanish. Students with 1+ years of high school Spanish must take the MultiCAT placement exam. Pre-Req: Permission of department. Not open to students with credit for 101.01, 102.01, 102.66, 103.01, 103.66, 104, 104H, 1102.01, 1155, 1103.01, or 1103.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

### Spanish II
- **Course Code:** 1102.01
- **Units:** 4
- **Description:** Further development of listening, reading, speaking, and writing skills in cultural contexts. Not open to native speakers of this language through regular course enrollment or EM credit.
- **Prerequisites:** Not open to students with credit for 101.01, 102.66, 103.01, 1102.01, 1155, 1103.01, or 1103.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

### Spanish III
- **Course Code:** 1103.01
- **Units:** 4
- **Description:** Continuing development of listening, reading, speaking, and writing skills in cultural contexts. A grade of C- or above is required to continue to 2201.01/51 and/or 2202.01/51. Not open to native speakers of this language through regular course enrollment or EM credit.
- **Prerequisites:** Not open to students with credit for 104, 104H, 2200H, 1103.01, 2201.01, 2201.51, 2202.01, 2202.51. This course is available for EM credit. GE for lang course. FL Admis Cond course.

## Statistics

### Elementary Statistics
- **Course Code:** 1350
- **Units:** 3
- **Description:** Introduction to probability and statistics, experiments, and sampling, data analysis and interpretation.

### Statistics for the Business Sciences
- **Course Code:** 1430
- **Units:** 4
- **Description:** Fundamentals of probability and statistics: Data collection and summaries, random variables, simple linear regression, two-way tables, conditional probability, sampling distributions, confidence intervals, hypothesis tests, analysis of variance.
- **Prerequisites:** Math 1131 (132), 1151 (152.xx), 1156, 1161.xx (161.xx), or 1181H (161.xx)H, or permission of instructor. Not open to students with credit for 133. GE data anly course.