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
## CONTENTS

### Academics and Student Support

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>1</td>
</tr>
<tr>
<td>Calculation of GPA</td>
<td>1</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>2</td>
</tr>
<tr>
<td>Disability Services</td>
<td>2</td>
</tr>
<tr>
<td>Education Abroad</td>
<td>3</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>3</td>
</tr>
<tr>
<td>Buckeye Book Community</td>
<td>3</td>
</tr>
<tr>
<td>Honors Programs</td>
<td>3</td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>3</td>
</tr>
<tr>
<td>Libraries</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics Center</td>
<td>4</td>
</tr>
<tr>
<td>Military and Veterans Affairs</td>
<td>4</td>
</tr>
<tr>
<td>Office of Retention</td>
<td>4</td>
</tr>
<tr>
<td>Student Advocacy Center</td>
<td>5</td>
</tr>
<tr>
<td>Testing Center</td>
<td>5</td>
</tr>
<tr>
<td>Tutoring Center</td>
<td>5</td>
</tr>
<tr>
<td>The Writers’ Studio</td>
<td>5</td>
</tr>
<tr>
<td>Undergraduate Research</td>
<td>5</td>
</tr>
<tr>
<td>University Career Services</td>
<td>6</td>
</tr>
<tr>
<td>Information Technology Support</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Placement Guide</td>
<td>8</td>
</tr>
<tr>
<td>Interpretation of Advising Profile Report</td>
<td>12</td>
</tr>
</tbody>
</table>

### Beyond the Classroom

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Housing</td>
<td>13</td>
</tr>
<tr>
<td>Off-Campus Housing and Roommate Finder</td>
<td>13</td>
</tr>
<tr>
<td>Bookstore</td>
<td>14</td>
</tr>
<tr>
<td>BuckID</td>
<td>14</td>
</tr>
<tr>
<td>Campus Activities</td>
<td>15</td>
</tr>
<tr>
<td>Welcome Week</td>
<td>15</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>15</td>
</tr>
<tr>
<td>Student Government</td>
<td>15</td>
</tr>
<tr>
<td>Sports and Recreation</td>
<td>15</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>16</td>
</tr>
</tbody>
</table>

(continued on reverse)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eating on Campus</td>
<td>16</td>
</tr>
<tr>
<td>Parking</td>
<td>16</td>
</tr>
<tr>
<td>Public Safety</td>
<td>17</td>
</tr>
<tr>
<td>Sexual Civility and Empowerment</td>
<td>19</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>19</td>
</tr>
<tr>
<td>Beyond the Campus</td>
<td>21</td>
</tr>
</tbody>
</table>

**Doing Business Buckeye Style**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckeye Link</td>
<td>23</td>
</tr>
<tr>
<td>Buckeye Link Service Center</td>
<td>23</td>
</tr>
<tr>
<td>Registration</td>
<td>24</td>
</tr>
<tr>
<td>Fee Payment</td>
<td>29</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>29</td>
</tr>
<tr>
<td>Registrar Services</td>
<td>30</td>
</tr>
<tr>
<td>Examinations and Marks</td>
<td>32</td>
</tr>
<tr>
<td>Grade Forgiveness Rule</td>
<td>32</td>
</tr>
</tbody>
</table>

**Policies**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement and Vision</td>
<td>35</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>35</td>
</tr>
<tr>
<td>Academic Rights and Responsibilities</td>
<td>36</td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>37</td>
</tr>
<tr>
<td>Selected Rules and Policies</td>
<td>44</td>
</tr>
</tbody>
</table>

**Reference and Course Descriptions**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Directory</td>
<td>49</td>
</tr>
<tr>
<td>Campus Map</td>
<td>50</td>
</tr>
<tr>
<td>Important Dates</td>
<td>51</td>
</tr>
<tr>
<td>Glossary</td>
<td>53</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>55</td>
</tr>
</tbody>
</table>

**Checklists**

<table>
<thead>
<tr>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpful Hints</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Fees and Deposits</td>
</tr>
<tr>
<td>CampusClarity Online Training</td>
</tr>
</tbody>
</table>
The Ohio State University at Newark: A rich history

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 2,450 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>
<tr>
<th>Grade</th>
<th>Credit Points</th>
<th>Grade</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>E</td>
<td>0.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish 1103.01</td>
<td>04</td>
<td>B+ (3.3)</td>
<td>13.2 (= 4x3.3)</td>
</tr>
<tr>
<td>Math 1148</td>
<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).
Academic Advising

Most incoming students enroll directly in the colleges that house their majors. Each college has professional advisors to assist students with any prerequisites to get into their majors, general course requirements, major-area information, university procedures and special academic opportunities. Many students also have departmental faculty who serve as mentors and content area specialists.

Undecided students, approximately 20 percent of each incoming class, enroll in University Exploration. In this program, students select a track that corresponds with their general interests and that leads them through the process of selecting a major. University Exploration also provides special career guidance linked to the selection of a major.

Students in all colleges participate in a four-year process of career development that begins with general knowledge during the first year and culminates with a senior-year directed toward finding employment suitable to the fields in which they graduate. Academic advisors can assist students with basic career exploration and help to connect them with specialized career development staff across the university. As part of the four-year career development process, many students elect to pursue internships, special cooperative education programs, research projects and unique employment opportunities.

Students will meet with advisors during orientation before their first term and work extensively with an advisor throughout the first term in the college Survey course. Students should also meet one-on-one with an advisor periodically throughout their undergraduate years in order to discuss education goals, progress, opportunities for degree enrichment, and any personal academic issues or concerns.

Changing your major

Students who want to change majors use the advising system in one of two ways. Student who are certain of the new major, move directly into a relationship with an advisor in the new college who will explore the curriculum, majors and career options with the students. However, if students wish to sample courses in various majors before making a choice, they are supported in their original colleges/schools of enrollment as they explore a variety of majors. In this case, University Exploration will also help students determine which major is right for them.

Academic advisor partnership

Advisors partner with students at the university as students explore educational and professional opportunities, set appropriate goals and decide strategies for accomplishing those goals. In addition, advisors can provide a listening ear, share in students’ achievements and disappointments, answer questions, and direct students to other appropriate university services. Advisors work closely with university faculty and administrators.

Why meet with an academic advisor?

• Discuss classes, request information about academic programs, clarify policies and procedures.
• Understand degree requirements and monitor degree progress.
• Investigate majors, careers, internships and co-op programs.
• Discuss academic problems and share personal concerns.

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.

Disability Services

cnewark.osu.edu - search keyword: Disability Services

Student Life - Disability Services (SL-DS) offers a variety of services and accommodations for students with disabilities such as hearing, visual, or mobility disabilities; Attention Deficit Disorders; 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); disability counseling and advocacy; priority scheduling; alternative media (e.g., scanned text, enlarged print, Braille); sign language interpreters and/or captioning services; training in accessing services and advocacy; and referral to campus support services.

SL-DS provides reasonable accommodations, auxiliary aids, and support services that are individualized and based on disability documentation, functional limitations, and a collaborative assessment of needs. Because SL-DS is the designated campus office to determine appropriate accommodations and auxiliary aids for students with disabilities, documentation of the disability for eligibility determination should be submitted to SL-DS as early as possible in the admissions process.

For additional information regarding academic accommodations and services, contact SL-DS at 740.366.9441 (V/T) or stop by Warner Center 226.
Education Abroad

newark.osu.edu - search keyword: Education Abroad

Education 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 education abroad experience each year. Program fees for education abroad typically are $1000 or less thanks to generous campus support. For more information, please contact Associate Dean Virginia Cope (cope.38@osu.edu).

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 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 program is one example of an FYE initiative designed to promote these Buckeye success stories.

Buckeye Book Community

The Buckeye Book Community (BBC) on the Newark campus gives students the opportunity to be a part of a campus-wide conversation centering on a single book read every year by students, faculty and staff, and community members alike. Students will receive and use the reading selection in their first-year writing courses, but will also have many chances to explore it further, both in other BBC-related courses and in BBC-sponsored cultural and social events. The BBC provides a crucial academic experience, connects the first-year class, and helps to introduce the expectation that college students cultivate a life of learning both in and beyond the classroom. This year’s book is The Thing Around Your Neck by award-winning Nigerian writer and activist Chimamanda Ngozi Adichie, a collection of short stories about relationships between women and men, parents and children, and Africa and the United States. To learn more about the Buckeye Book Community on the Newark campus, please contact Assistant Dean Stephanie Brown (brown.2596@osu.edu).

Honors Programs

newark.osu.edu - search keyword: Honors Program

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, study abroad and service learning opportunities 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 education abroad, service learning opportunities and fellowships, visit the website at go.osu.edu/NewarkHonors or contact Virginia Cope at cope.38@osu.edu.

Learning Specialist

newark.osu.edu - search keyword: Learning Specialist

The Learning 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.
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 121 Ohio academic 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 machine and printer 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 6 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.

Math Learning Center

newark.osu.edu/success - see Math Learning 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) current math textbooks and student solutions manuals; (3) laptops with math software; (4) exam review materials, and more. For more information about us, call 740.366.9121 or visit our website.

Military and Veterans Services

veterans.osu.edu

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.

Some of the office’s responsibilities include:

- Manage the VA certification and registration for all Veterans education benefits to which student-veterans and their dependents are entitled.
- Coordinate all VA benefit and payment activities with the Student Services Center, including the Office of the Registrar, the Bursar, Financial Aid, and Student Records.
- Assist students with accessing essential university services such as Academic Exploration & Advising, Student Advocacy, Counseling & Consultation, and Disability Services.
- Connect students with State and Federal agencies that support veterans.

Ohio State has over 1,800 current veterans, dependents, and Active Duty, National Guard, and Reserve members attending as undergraduate and graduate students; over 1,400 current faculty and staff veterans; and over 400 Tri-service Air Force, Army, and Navy ROTC program participants.

The Office for 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, the designated Admissions Staff Member can refer or point you in the right direction. Phone the Admissions Office at 740.366.9333 for assistance.

Office of Retention

newark.osu.edu - search keyword: Retention

The Office of Retention, located in the Founders Hall Advising Suite oversees initiatives on campus to support student success. The Retention Coordinator and Academic Success Coaches help connect students with the necessary resources for them to be successful in college and collaborates with faculty and staff to implement programs on campus. They also provide direct support to students through the Academic Alert program as well as assist students on probation to meet their academic goals. In addition, the Office of Retention oversees the learning communities on campus, which supports students in their transition to college.

To schedule an appointment, call 740.755.7787 or email white.1291@osu.edu.
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 Testing Center

The Testing Center provides accessible, secure, and confidential test proctoring for all students. Proctoring is available for make-up exams, placement exams, and for students that have accommodations through the Office for Disability Services. We strive to preserve academic integrity and support the academic mission of excellence of the university. This is done by adhering to the National College Testing Association’s Professional Standards and Guidelines.

For more information please visit The Testing Center in Hopewell 88 or call 740.366.9417. All testing is done by appointment. Go to go.osu.edu/newarktestingcenter to schedule a testing appointment.

The 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.

The 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.

Undergraduate Research

Undergraduate 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, such as the annual Ohio State Newark Student Research Forum, 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.

University Career Services

newark.osu.edu - search keyword: Career Development

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.

Information Technology Support

Student Network Accounts

All Ohio State students receive a name.# user account. This will be used for my.osu, Buckeyemail, Student SIS and Carmen. All 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 Account or need assistance with resetting your password, contact 8-HELP by email at 8help@osu.edu or 614.688.4357.

Your name.# will also be used to log in to the computers and the Wi-Fi at the Newark Campus. Whenever you change your password at my.osu.edu, that new password will also work when at the Newark Campus.

If you have trouble logging in to the Newark campus computers or the wireless network, contact Newark IT Support by email at nwk-helpdesk@osu.edu or by phone at 740.366.9244 or stop by the IT Service Desk in Founders Hall 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 Web: http://resnet.osu.edu
Hours: 7:00am-11:00pm, 7 days/week

Newark IT Support
Newark IT Support provides 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 name.# user 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 Hours
Founders Hall 196 Monday-Thursday 7:30am-8:00pm
1179 University Drive Friday 7:30am-5:00pm
Newark, Ohio 43055
740.366.9244 (Office)
740.364.9586 (Fax)

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 close occasionally for 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 us 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 contact the ITS Help Desk.

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

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 or</td>
<td>116, 1150, 1151 or see college advisor</td>
<td>1151 or 1165(^a)</td>
<td>1131 or 1150 or 1151</td>
</tr>
<tr>
<td>M—precalculus</td>
<td>1151 or 1150</td>
<td>1130, 1131, 1150 or 1151(^b)</td>
<td>1116 or 1150</td>
<td>130, 1148 or 1150</td>
<td>1131 or 1150</td>
</tr>
<tr>
<td>N—college algebra</td>
<td>1148</td>
<td>1130</td>
<td>116, 1130 or 1148</td>
<td>135, 1130 or 1148</td>
<td>1130 or 1148</td>
</tr>
<tr>
<td>R—intermediate algebra(^a)</td>
<td>1075</td>
<td>1075</td>
<td>1116</td>
<td>1075 or 1135</td>
<td>1075</td>
</tr>
<tr>
<td>S—elementary algebra(^a)</td>
<td>1050, or 1075</td>
<td>1050, or 1075</td>
<td>1050, 1060(^c) or 1075</td>
<td>1050, or 1075</td>
<td>1050</td>
</tr>
<tr>
<td>T—elementary algebra(^a)</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>

\(^a\) 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.

\(^b\) For Middle Childhood math concentration students only.

\(^c\) Regional campus course.

\(^*\) 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 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**

![Math Progression Flowchart Diagram](image-url)

**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 11 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** 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 on the Columbus campus 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.

Newark students who would like to take a math proficiency test should work with their academic advisor to contact Dr. Yau (yau.22@osu.edu) in the math department to make arrangements to complete the test as soon after orientation as possible.

**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 Columbus 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.

If Newark students qualify to advance to another course after completing a proficiency exam, they should contact their academic advisor for assistance in changing their class 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, 1116, 1135, 1131*, 1151*</td>
</tr>
<tr>
<td>N</td>
<td>1148, 1130, 1116, 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.

Second-Year Housing Requirement

Students who graduated from high school within two calendar years of when they will be starting on the Columbus campus will be required to live in the residence halls or they may be charged a buy-out fee each semester.

The on-campus residence hall requirement applies to all unmarried, full-time students within two years of high school graduation unless exempted, space is no longer available, or they are living within 25 miles of campus with a close family member.

The housing requirement applies to all Newark students upon their campus change to Columbus.

Off-Campus Housing and Roommate Finder

ewark.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.)

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.

Disclaimer: 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.

Due to the high demand for rental housing near campus, students should research and select off campus housing as early as possible. When choosing an apartment, students should consider the following:
• furnished or unfurnished
• private or shared kitchen/bath
• availability of laundry facilities
• lease (length and terms)
• security deposit (amount and conditions)
• utilities (gas, electricity, water, and trash)

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.

Note: The roommate finder application does not instantaneously update the website listing. It will take a few days to process the request and the student's name, etc. will be added to the website listing within one week.

Bookstore

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; 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.

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).
Beyond the Classroom

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.

Sports and Recreation

The Newark campus Sports and 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

The Adena Recreation Center houses the newly renovated, state-of-the-art recreation and fitness facility, which includes a cardiovascular area with treadmills, elliptical machines, upright bikes, and more as well as areas containing free weights, functional trainers, and selectorized machines. A multipurpose room in the facility contains several spin bikes with a display monitor connected to WELLBEATS, a virtual fitness class system. Individuals can reserve the room for a class, and use the WELLBEATS player to select a virtual instructor to lead a group through a class.

Adena also houses the gymnasium and participants are able to spend their free time enjoying basketball, volleyball, jogging and more in addition to all the fitness facility has to offer. Typically, the Adena Recreation Center is open throughout the day and evening for recreational use by students, faculty, and staff of the Newark Campus. Admittance to the Adena Recreation Center requires a current and valid BuckID.

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 Organization and Resource Fair, a welcome week 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 university 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 RA’s 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.
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. Counseling Services are 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.

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.

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. Any unpaid citation will result in records and future registration being frozen until the fine is paid. Accumulation of 3, or more, unpaid citations 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 designated parking spaces at 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 fees. 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.

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.

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.

Beyond the Classroom 17
• 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. Secure items in your trunk.
• 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.

Password: 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.

**Sexual Civility and Empowerment**

Sexual Civility and Empowerment (SCE) is dedicated to inspiring students to intervene, heal, and interrupt patterns of personal behavior. The staff promotes openness, respect, and civility among all members of the university community. Through comprehensive prevention initiatives and support for victim/survivors, they work to shift university culture and reduce all forms of sexual violence.

**Sexual Violence Support Coordinators**

The Sexual Violence Support Coordinators provide direct one on one support to all students who have experienced any form of sexual violence defined as sexual assault, rape, sexual harassment, stalking, and/or intimate partner violence before or during their enrollment at the university. Recognizing that each person’s experience is unique, the Support Coordinators provide resources and direct service that is non-judgemental, survivor-focused and empowering.

**Sexual Violence Prevention Coordinators**

The Sexual Violence Prevention Coordinators provide sexual violence prevention programming, workshops, and education to The Ohio State University community and aid individuals and groups in developing sexual civility and empowerment.

More information is available at sce.osu.edu. To schedule an appointment call 614.292.1111.

**Resources in Newark**

Newark students may use the services available on the Columbus campus. Students in Newark may also contact the Office of Student Life Counseling Services located in the Warner Center, room 226, 740.364.9578.

Local resources are available at Family Health Services of East Central Ohio. Services offered include: 24-hour crisis hotline, hospital/medical advocacy, criminal justice/legal advocacy and community awareness/outreach. 24-Hour Hotline is 800.688.3266.

**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 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 Buckeye Link page 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.

The Wilce Student Health Center is located at:
1875 Millikin Road
Columbus, OH 43210
614.292.4321

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 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.
Beyond the Classroom

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

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

Planet 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, and 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 8pm; 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 Gratiot 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 Jacksontown 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](http://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](http://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](http://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](http://parkbowl.net).

Entertainment

**AMC Theatres**, 771 S 30th Street, Newark, located inside the Indian Mound Mall. Newest releases playing on 11 screens. [amctheatres.com](http://amctheatres.com).

**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](http://lickingcountyplayers.org).

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


Shopping

**Indian Mound Mall**, 771 S 30th Street, Heath. 740.522.6620. [indianmoundmall.com](http://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](http://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 Buckeye Link page and manage their affairs online. For further assistance, the Buckeye Link Service Center 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 page, 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.

**Buckeye Link Page**

Buckeye Link online 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 Buckeye Link page 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 Buckeye Link 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.

**Buckeye Link Service Center**

*contactbuckeyelink.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 Buckeye Link Service Center.

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

- Understanding financial aid awards and filling 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 Buckeye Link - Columbus**

Walk-in: First floor, Student Academic Services Bldg., 281 W. Lane Avenue

Phone: 614-292-0300 | Toll-free: 800-678-6440

Email: buckeyelink@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 occur through an orientation program. After that, students register for upcoming terms on their own through their Buckeye Link page. 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 Buckeye Link page.) 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 via their Buckeye Link page 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. Much activity occurs during 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. 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 Buckeye Link. Students are advised to check their status weekly before the term starts and daily the first week of classes. It is advisable not to be behind in the course material.

Verification of schedules/Student Account

After completing their registration session, students may verify their confirmed schedules and student account via Buckeye Link.

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 Buckeye Link page 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 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 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 26 for more information.

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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 Buckeye Link:

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

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 31 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 the BuckeyeBox in Thompson Library or Tuttle Garage in Columbus, or going to help.osu.edu.

If students are locked out of registration, they should check their To Do List in Buckeye Link 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. 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 via their Buckeye Link page.

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 via Buckeye Link.

Registration agreement

Before enrolling in classes each term, students must sign the Statement of Financial Responsibility through Buckeye Link 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 Buckeyem Link. 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.

Title IV Aid Authorization

This is a one-time authorization for grants and Direct Loans to cover health insurance, late fees, housing fees, finance charges, orientation fees, and other non-academic fees on your statement of account. To authorize for your Title IV aid to cover these charges, navigate to the Finances section of your Buckeye Link and click View Student Permissions from the dropdown menu. Follow the prompts to complete the authorization.

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 OSU student ID 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 http://registrar.osu.edu/policies/privacy_release_student_records.pdf.

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 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 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 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 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 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 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 Buckeye Link page) and mail payment to:

Office of the University Bursar
The Ohio State University
PO Box 183248
Columbus, OH 43218-3248

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. The TOPP plan consists 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 Buckeye Link, 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. These checks should include the student’s name and OSU ID number and be sent to:

Office of the University Bursar - 529 Plan
The Ohio State University
PO Box 183248
Columbus, OH 43218-3248

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.
Direct Deposits for Credit Balances

The quickest and most 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 Buckeye Link 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 Buckeye Link Building, 281 West Lane Avenue. (For general inquiries, contact the Buckeye Link 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. Please note: Credit card payments can only be made in person for Newark campus students.

Phone: 740.366.9232
E-mail: feesanddeposits@newark.osu.edu

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.

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

Note: Students should contact the Buckeye Link Office if they are assessed a penalty fee and believe they have grounds for an appeal.

The university reserves the right to reject a student's payment and cancel enrollment if fees are not paid (with applicable penalty) by the second Friday. Students whose enrollments are canceled will have to follow a review process to determine eligibility for reinstatement. The review panel reserves the right to reject a student's request for reinstatement. Separate penalties may also be assessed by University Residence and Dining Services.
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 filing date 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/current-student/about-aid/types-of-aid/scholarships. Refer to the sfa.osu.edu website for all priority filing dates. The new year FAFSA becomes available every October 1st.

Students completing the FAFSA after the priority date 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

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:

- Students must complete their degree program within 150% of the program’s maximum length. Maximum time frame is monitored each term since students may reach the maximum number of hours or terms allowed at any point in the academic year. Students who are approaching program maximums are sent a notice when they are within 24 hours or one term of reaching their program’s maximum length. The maximum timeframe allowed for each student’s program is displayed after the end of your first year on the SFA Status tab on the Financial Aid section of the Buckeye Link page.

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 read the policy at http://sfa.osu.edu/current-student/manage-aid/managing-aid/sap.

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 a process to confirm the accuracy of information provided on the FAFSA. Verification is a federally mandated program to ensure accuracy in the administration of federal financial aid. Students selected for verification will be notified via their OSU email address and should submit any requested items promptly (within 45 days) or risk losing consideration for some financial aid programs. Requested items needed for verification will be listed on the student’s TO Do List located in the financial aid section at https://buckeyelink.osu.edu.

If the student, parents and/or spouse are required to provide tax information, they can update the FAFSA using the IRS Data Retrieval Tool. If unable to use Data Retrieval Tool, an official IRS Tax Transcript will need to be provided. Due to federal regulations, Ohio State cannot accept personal copies of tax returns. Tax Return Transcripts can be requested online at www.irs.gov to be printed or mailed, or at 1-800-908-9946. For more information, go to https://www.irs.gov/individuals/get-transcript-faqs.

All federal and need-based aid will be on hold until verification is complete. Once it is completed, the student’s To Do List will be updated. A student’s financial aid package may be adjusted based on the results that were determined through the verification process.
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 http://newark.osu.edu/students/financial-aid/student-employment.

Financial Aid Application Process

Apply for aid -- Step-by-Step

1. Create an FSA ID (username and password). Students and a parent are required to create an FSA ID of their own to electronically sign the FAFSA and access certain U.S. Department of Education websites. The FSA ID will be used every year to sign a new FAFSA.

2. File the FAFSA by the priority date each year for maximum aid consideration. The FAFSA becomes available every October 1st. Include Ohio State’s school code (003090). Refer to the sfa.osu.edu website for priority filing dates.

3. Review your Student Aid Report (SAR). After the FAFSA is submitted, the U.S. Department of Education will send you a SAR which summarizes the FAFSA data you submitted. Make sure your SAR is correct and complete. Ohio State will use the information to award your aid. If you don’t have any changes to make, keep the SAR for your records. If you do find a mistake, you will need to correct or update your FAFSA.

4. Submit the Application for Special Scholarships by the priority date. Refer to the sfa.osu.edu website for priority filing dates.

5. Ohio State receives FAFSA data.

6. Students selected for verification are notified by Ohio State via their OSU email account. Submit the requested items by their due date or risk losing consideration for some financial aid programs. All federal and need-based aid will be on hold until verification is complete.

7. Watch for your financial aid offer from Ohio State via your OSU email account. First-year freshmen who are selected for verification may receive an estimated award prior to the completion of their verification. Your financial aid package may be adjusted based on the results determined through the verification process. Award information can be viewed on the financial aid Award Summary page on your Buckeye Link.

8. Students who are awarded Federal Direct Loans and who wish to receive those funds must take the following steps:
   a. Accept annual amount to be borrowed.
   b. Sign electronic Master Promissory Note
   c. Complete loan Entrance Counseling

9. 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: Hours Available:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours Available</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>740.364.9533 Fax</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:finaid@newark.ohio-state.edu">finaid@newark.ohio-state.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

For More Information

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

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 Buckeye Link 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 Buckeye Link.
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 their Buckeye Link page.

**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:

- buckeyelink.osu.edu
- Buckeye Link Service Center
- 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 Buckeye Link Service Center or their college office. Documentation will be required for name and social security number changes. The Change of Record form can be found at 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 25).

**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 Department of Higher Education. 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 Department of Education 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 Buckeye Link 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 Buckeye Link Service Center (see the first page of this section).

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.

Grade Forgiveness (Rule 3335-8-271)

(A) Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student’s cumulative point-hour ratio, but remain on the student’s official permanent record. This action will be subject to the following conditions:

(B) Permission to apply this rule must be obtained by the second Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a summer session; or the first Friday of a May session) in which the repeated course is taken.

(C) The same course may be repeated only once under this rule.

(D) This rule may be applied for a maximum of three courses.

(E) The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

See University Faculty Rule 3335-8-271 for more information.

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.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A–</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+, B, B–</td>
<td>Above average</td>
</tr>
<tr>
<td>C+, C, C–</td>
<td>Average</td>
</tr>
<tr>
<td>D+, D</td>
<td>Below average but acceptable</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory, no credit earned</td>
</tr>
<tr>
<td>EM</td>
<td>Credit obtained through examinations taken at Ohio State</td>
</tr>
<tr>
<td>EN</td>
<td>E for Non-attendance</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>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.</td>
</tr>
<tr>
<td>P</td>
<td>Progress</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>PA/NP</td>
<td>PA: Pass, NP: Non-pass</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Registered to Audit</td>
</tr>
<tr>
<td>Student is registered to audit the course and has met the conditions established for audit enrollment. No credit is awarded.</td>
<td></td>
</tr>
<tr>
<td>S/U</td>
<td>S: Satisfactory, U: Unsatisfactory</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
</tbody>
</table>
Policies

The fine print. All students should spend some time with this section, particularly the Code of Student Conduct, because they'll be held to it. This section also includes the university's non-discrimination and affirmative action policies, tobacco free and sexual misconduct policies, and parental notification guidelines.

For more information regarding student conduct and the most recent policy updates, please refer to student www.studentconduct.osu.edu.

The University Policies website provides convenient access to university-wide policies and rules. For complete policies visit www.policies.osu.edu.

The Code of Student Conduct 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 a variety of factors (see www.studentlife.osu.edu/csc for details).

Vision, Mission and Values

VISION
The Ohio State University is the model 21st-century public, land grant, research, urban, community engaged institution.

MISSION
The University is dedicated to:
• Creating and discovering knowledge to improve the well-being of our state, regional, national and global communities;
• Educating students through a comprehensive array of distinguished academic programs;
• Preparing a diverse student body to be leaders and engaged citizens;
• Fostering a culture of engagement and service.

We understand that diversity and inclusion are essential components of our excellence.

VALUES
Shared values are the commitments made by the University community in how we conduct our work. At The Ohio State University we value:
• Excellence
• Diversity in people and of ideas
• Inclusion
• Access and affordability
• Innovation
• Collaboration and multidisciplinary endeavor
• Integrity, transparency, and trust.

Plagiarism

One of the essential components of education for Ohio State students is developing the ability to synthesize new ideas by combining research, independent thought and self-expression. Part of gaining this ability is learning to document the sources of information that lead students to their ideas and to give credit where credit is due. This includes documenting information and ideas gained from researching both print and electronic resources. When students do not document their sources, they commit plagiarism, a form of academic misconduct that will rob students of valuable learning experiences.

Definitions

Plagiarism: 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.
- A student who is 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 September 2, 2016

The Code of Student Conduct listed below is accurate at the time of publication; 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 https://trustees.osu.edu/assets/files/RuneBook/CodeStudentConduct.pdf.

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:

A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching;
B. 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 or threatens serious harm to the safety or security of members of the university community, or creates or could reasonably create a hostile environment on campus as defined in the sexual misconduct policy; 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 federal, state and local 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 been admitted to the university, 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;
2. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two 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 information alleging a violation of the code of student conduct or other published rule, policy, standard, or guideline applicable to students at the university, provided to an authorized university official, per paragraph (A) of section 3335-23-05 of the Administrative Code.
E. "Crime of violence" includes the offenses stated in section 2901.01 of the 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 rule 3335-23-02 of the Administrative Code, 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.

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.

(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

C. Sexual misconduct

Sexual misconduct in any form is never acceptable. Students are responsible to know and adhere to the sexual misconduct policy which can be found at http://hr.osu.edu/public/documents/policy/policy115.pdf.

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 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 instituting 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) Failure to comply with one or more sanctions imposed under the code of student conduct; and

(9) Influencing another person to commit an abuse of a university student conduct system.

O. Violation of university rules or federal, state, and local laws

Violation of other published university rules, policies, standards, guidelines, or violations of federal, state, or local law. University rules, policies, standards, or guidelines include, but are not limited to, those which prohibit the misuse of computing resources, rules for student groups or organizations, and residence hall rules and regulations.

P. Riotous behavior

(1) 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, 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.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
Q. Recording of images without knowledge
Using electronic or other means to make a video, audio, 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, audio, or photographic records 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.

R. Public urination or defecation
Urination or defecation in a place such as a sidewalk, street, park, alley or residence hall space, or on any other place or physical property that is not intended for use as a restroom.

Student Conduct Procedures

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. Complaints about possible code violations occurring in residence halls should be provided to the residence hall director;
2. 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. Complaints regarding academic misconduct should be referred to the coordinator of the committee on academic misconduct, and
4. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, complaints should be provided to the Ohio state university police or other appropriate law enforcement agency. The university will review all 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 investigation of acts that involve suspected criminal violation of federal, state, or local laws;
   b. Residence hall directors, assistant hall directors, the director of student conduct, the chief conduct officer for the regional campuses, and other designated university personnel are authorized to investigate alleged violations other than those involving paragraphs (B)(1)(c) and (B)(1)(d) of this rule;
   c. The coordinator of the committee on academic misconduct is authorized to investigate allegations involving academic misconduct;
   d. Only those personnel designated by the sexual misconduct policy shall investigate charges involving sexual misconduct.
2. Role of other participants
   a. During the investigation, the student allegedly involved in misconduct may be:
      i. Notified of the alleged violation;
      ii. Requested to make an appointment to discuss the matter; and
      iii. Provided a date by which the appointment must be made.
   b. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter.

3. Failure to comply with a request to make and keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student’s registration and records and/or the initiation of charges for student conduct system abuse.

4. Upon completion of an investigation, the investigator will decide upon an appropriate course of action, which may include, but is not limited to: (a) Taking no further action, (b) Deferring further action with or without conditions, or (c) Initiating charges with the appropriate university student conduct body.

3335-23-06 Filing of complaint and initiation of charges

A complaint alleging a violation of the code of student conduct should be filed with the university as soon as practicable following the discovery of the alleged violation. Absent extraordinary circumstances, the complaint must be filed within six months for cases of non-academic misconduct (paragraphs (B) to (R) of rule 3335-23-04 of the Administrative Code), and one month for academic misconduct (paragraph (A) of rule 3335-23-04 of the Administrative Code), from the date upon which a university official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. Absent extraordinary circumstances, the university must initiate charges, if any, within one year of the filing of the complaint. This time limitation does not apply to complaints of sexual misconduct. In all cases, a student charged with one or more violations of the code of student conduct has the right to be heard, subject to the student conduct procedures.

3335-23-07 Notice of charges

A. Notification

Students shall be notified of university charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement in the respondent's residence hall mailbox, by email to the respondent's official university email address (which may direct the student to view the notice on a secure website), or by mail to the respondent’s local or permanent address on file in the office of the university registrar.

B. Current address

All students are required to maintain an accurate and current local and permanent address with the university Registrar.

C. Meeting with university official

Following notification of charges, students are strongly encouraged to and shall be afforded the opportunity to meet with a university official for the purpose of explaining the university student conduct process and discussion of the charges.

D. Failure to respond

Failure of the respondent to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the university from scheduling and conducting a hearing in the absence of the respondent.

3335-23-08 Administrative decision

In a case where a respondent admits to a violation(s) in writing, the student may request in writing to have a decision as to appropriate sanction made administratively by a hearing officer rather than have the charges referred to a hearing body. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a hearing body. Administrative decisions in academic misconduct cases involving graduate students are to be made in consultation with the graduate school. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the violation committed.
3335-23-09 Notice of hearing and request for postponement

A. Notice If a hearing is to be held, written notification will be provided to the respondent, and in charges involving sexual misconduct to the complainant. The notification may be hand delivered, placed into a student’s residence hall mailbox, sent by email to the student’s official university email address, or mailed to the last known address of the student, by first class mail, no fewer than ten calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing body, a statement of the student’s rights, and information on the hearing procedures.

B. Postponement The respondent and the complainant may request a postponement for reasonable cause or a separate hearing from other respondents. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received by the person sending the hearing notification at least two business days before the scheduled hearing.

3335-23-10 Hearing procedures

Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

A. Attendance Attendance at hearings is limited to those directly involved or those requested by the hearing body to attend. The hearing body will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

B. Advisor The respondent and the complainant may have an advisor throughout the disciplinary process. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing body.

C. Written statements and witnesses The respondent and the complainant, in charges involving sexual misconduct, may submit a written statement, invite relevant factual witnesses to attend, invite character witnesses to submit written statements, ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The respondent and the complainant must submit a list of potential witnesses to the hearing body at least two business days prior to the hearing. The university may present witnesses as well as question those presented by the respondent and the complainant..

D. Witness absence The hearing body may allow written statements if, for good reason, a fact witness cannot attend the hearing.

E. Consultants In cases requiring special expertise, the hearing body may appoint individuals with appropriate expertise to serve as consultants to the hearing body. 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. If the evidence 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 respondent and complainant are strongly encouraged 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 respondent or the complainant 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 body, will be made of all hearings. Such record will remain the property of the university but will be made available to the respondent, and the complainant in charges involving sexual misconduct, for review during the appeal period. A written notice of the decision will be provided to the respondent and the complainant, where privacy laws allow. If the respondent is found in violation, information regarding appeal procedures will be provided to the respondent and complainant in cases involving sexual misconduct.

3335-23-13 Hearing bodies

(A) In addition to the committee on academic misconduct, the university conduct board, the director of student conduct, hearing officers within the student conduct system, the coordinator of the committee on academic misconduct, university housing professional staff are to be considered as official university hearing bodies, and may hear cases of alleged violations of the code affording the respondent the same procedural guarantees as provided in hearings by a committee, or board.

(B) The respondent 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 when, 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 and resolution 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 student conduct system 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 3335-5-48.7 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.

3335-23-16 University conduct board

A. Membership.

The respondent may elect for the university conduct board to adjudicate charges involving prohibited behaviors listed in rule 3335-23-04 of the Administrative Code, except paragraphs (A) (academic misconduct) and (C) (sexual misconduct). For charges involving sexual misconduct to be heard by the board, there shall be no student membership. For charges involving prohibited behaviors listed in rule 3335-23-04 of the Administrative Code, except paragraphs (A) (academic misconduct) and (C) (sexual misconduct), the board consists of:

(1) Fifteen 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 undergraduate student members, appointed by undergraduate student government;

(3) Six graduate student members, appointed by the council of graduate students;

(4) Two 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 voting members of the board which shall include no fewer than two student members, except for charges involving sexual misconduct when there shall be no student members. A hearing board shall consist of no more than eight voting members.

C. Appointment.

All student appointments shall be for staggered two-year terms beginning in the autumn term. Six of the undergraduate student members, three of the graduate student members, and one 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, failing below the minimum grade point average, repeated absences, violating the code of student conduct or other applicable laws or rules, policies, standards, or guidelines, 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.

University Sanctions

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 body should 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, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, 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 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 rules, policies, standards, or guidelines 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 body. 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, 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 body may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the graded coursework, 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 body 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.

**Appeal Process**

**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 in this rule. 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 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 involving sexual misconduct as defined by applicable university policy, the complainant may appeal the original decision in accordance with the appeals procedures provided in this rule.

(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 respondent or the complainant 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, when 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 hearing body will be submitted for decision to the vice president for student life or 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 paragraph (B) of this rule.

(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 misconduct as defined by applicable university policy, enhance the sanction, or

4. Remand the case to the original hearing body or refer the case to a new hearing body to be reheard. If possible, a new hearing body should be different from the one that originally decided the case. If a case is reheard by a hearing body, 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 respondent or the complainant.

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 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 health or safety 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 life 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. 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.

(B) In those cases under paragraph (A) 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) of this rule, 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) of this rule 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 such a 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 paragraph (A) of rule 3335-11-01 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 paragraph (H) of rule 3335-10-03 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 paragraph (B) of rule 3335-11-01 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. The code shall remain consistent with the sexual misconduct policy, any code of student conduct changes related to that policy shall be done in consultation with the Title IX coordinator. 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.
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

The Ohio State University Affirmative Action, Equal Employment Opportunity, and Non-Discrimination/Harassment Policy

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.


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. For faculty, staff, and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.

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 up to 6 months in jail and a monitored House Arrest or jail for one full year.

      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 marijuana 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
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.

B. Effects of Alcohol:

1. After a couple or more drinks: mood changes—intensified feelings of anger, jealousy or depression; may include more sociability or disinhibition.

2. Loss of judgment—less power of concentration and ability to think as clearly as normal. This contributes to impulsive actions.

3. Loss of coordination—slurred speech; loss of balance; poor eye, hand, and feet coordination. Blackouts may occur.

4. Results of long-term excessive drinking: internal organs affected by change in structure and function. Some examples are: heart muscle damaged and disease is more likely; liver tissue can be inflamed and destroyed through disease; mental disorder and brain damage occur; and there is loss of sexual functioning.

C. Effects of Drug use:

1. First, a word of caution: certain characteristics of drug use are noted in the charts on pages 6-7. Everyone is cautioned that mixing drugs or a drug with alcohol can cause severe complications, beyond what the reaction would be if the substances were taken separately. Mixing drugs and alcohol is dangerous! Also, even if a drug is legally obtained through a prescription, giving it to a different person without medical evaluation may be dangerous and is another sign of drug abuse.

III. Prevention, counseling and treatment programs for employees and students:

A. Information and self-evaluation

1. The campus will provide drug and alcohol awareness presentations for members of the campus community during the academic year. Everyone is urged to attend and make appropriate evaluations about their own habits or “lifestyle” and when appropriate, those of their friends and fellow students or employees.

B. Informal conversation

1. This is probably a common way for many to begin evaluating their possible drug and alcohol abuse. Certainly you should choose a person whose judgment or advice you trust. Sometimes a person may want to ask “an authority figure” for help or for an opinion but the person is unsure whether the “authority figure” will hold things in confidence or utilize the information in a disciplinary proceeding. Usually disciplinary actions are taken after an obvious event or violation, not when a person asks for assistance. If you have any doubt, ask “up front” if the conversation will be between the two of you and not used later.

   i. Faculty and staff members might contact friends, department chairpersons, colleagues, deans, community or club friends, supervisors or the COTC Vice President/Ohio State Newark Director, Institutional Planning & Human Resources.

   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 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
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 and Spring terms.

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.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
The Ohio State University Sexual Misconduct Policy

Members of the university community have the right to be free from all forms of sexual misconduct which impede the realization of the university’s mission of distinction in education, scholarship, and service. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct.

Sexual misconduct violates the dignity of individuals and will not be tolerated. The university community seeks to eliminate sexual misconduct through education and by encouraging everyone to report concerns or complaints, including third parties when the accused is a member of the university community. The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. This policy defines expectations for the university community and establishes mechanisms for determining when those expectations have been violated.


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, 550 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210, 614-292-0748, or to University Housing, 1350 Morrill Tower, 1910 Cannon Drive, Columbus, OH 43210, 614-292-8266.

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.

All policies are subject to change. For the latest version and binding policy refer to websites provided on page 1.
Students are encouraged to contact offices directly when they have questions or need assistance.

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>Founders Hall 1075</th>
<th>740.366.9333</th>
</tr>
</thead>
<tbody>
<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>
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<tr>
<td>Adena Gym Front Desk</td>
<td>Adena Hall 104</td>
<td>ext. 57104</td>
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<tr>
<td>Admissions</td>
<td>Founders Hall 1075</td>
<td>740.366.9333</td>
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<tr>
<td>AmeriCorp/Vista</td>
<td>Warner Center 205</td>
<td>740.366.9276</td>
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<tr>
<td>Anatomy &amp; Physiology Lab</td>
<td>Founders Hall 2114</td>
<td>ext. 22114</td>
</tr>
<tr>
<td>Baker House Biology Lab</td>
<td>Baker House</td>
<td>740.366.9111</td>
</tr>
<tr>
<td>Bean Counter</td>
<td>Warner Center Lobby</td>
<td>ext. 23110</td>
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<td>Biology Lab</td>
<td>Founders Hall 2132</td>
<td>740.366.9320</td>
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<td>Black Box Theater</td>
<td>LeFevre Hall</td>
<td>740.366.9474</td>
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<td>Bookstore</td>
<td>Warner Center 100</td>
<td>740.366.9277</td>
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<td>Campus Dining - Table of Contents</td>
<td>Warner Center 140</td>
<td>740.366.9201</td>
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<tr>
<td>Career Services</td>
<td>Warner Center 226</td>
<td>740.366.9453</td>
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<td>Chemistry Lab</td>
<td>Founders Hall 2177</td>
<td>ext. 22177</td>
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<td>Computer Help Line</td>
<td>Founders Hall 196</td>
<td>740.366.9244</td>
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<td>Computer Lab - Founders</td>
<td>Founders Hall 174/180</td>
<td>ext. 21174</td>
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<tr>
<td>Computer Lab - Reese</td>
<td>Reese Center 206</td>
<td>ext. 20206</td>
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<tr>
<td>Counseling Services (Personal)</td>
<td>Warner Center 226</td>
<td>740.366.9464</td>
</tr>
<tr>
<td>Customer Service Representative</td>
<td>Reese Center Rotunda</td>
<td>740.366.9517</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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<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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<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>740.366.9435</td>
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<td>Geology Lab</td>
<td>Founders Hall 2150</td>
<td>740.366.9391</td>
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<td>Helpdesk (ITS)</td>
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<td>740.366.9244</td>
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<td>Human Resources</td>
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<td>Information &amp; Technology Services</td>
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<td>740.366.9244</td>
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<td>Library</td>
<td>Warner Center 160</td>
<td>740.366.9307</td>
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<td>Lost &amp; Found</td>
<td>Founders Hall 156</td>
<td>740.366.9213</td>
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<td>Math Learning Center</td>
<td>Warner Center 214</td>
<td>740.366.9121</td>
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<td>Multi-Cultural Affairs</td>
<td>Warner Center 205A</td>
<td>740.364.9625</td>
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<tr>
<td>Music Lab</td>
<td>LeFevre Hall 109B</td>
<td>ext. 21092</td>
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<tr>
<td>Psychology Lab</td>
<td>Founders Hall 118</td>
<td>ext. 20018</td>
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<td>Reese Center Customer Service</td>
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<td>Residence Hall</td>
<td>Residence Hall</td>
<td>740.366.9430</td>
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<td>ROTC</td>
<td>Hopewell Hall 58</td>
<td>740.366.9356</td>
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<td>Security</td>
<td>Warner Center 105</td>
<td>740.366.9237</td>
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<td>Services Center</td>
<td>Founders Hall 156</td>
<td>740.366.9213</td>
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<td>Severe Weather Line</td>
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<td>740.366.9216</td>
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<td>Student Activities</td>
<td>Warner Center 226</td>
<td>740.366.9171</td>
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<tr>
<td>Student Government Office</td>
<td>Warner Center 205E</td>
<td>ext. 22053</td>
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<tr>
<td>Student Health Insurance</td>
<td>1100 Lincoln Tower</td>
<td>1800 Cannon Drive</td>
</tr>
<tr>
<td>Student Life</td>
<td>Warner Center 226</td>
<td>740.366.9578</td>
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<td>Student Records</td>
<td>Founders Hall 1075</td>
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<td>Testing Center</td>
<td>Hopewell Hall 88</td>
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<td>Tutoring Center</td>
<td>Warner Center 211</td>
<td>740.366.9168</td>
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<tr>
<td>Warner Center Welcome Desk</td>
<td>Warner Center Lobby</td>
<td>ext. 51995</td>
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<tr>
<td>Writers' Studio</td>
<td>Warner Center 210</td>
<td>740.366.9411</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.

A change to the university phone system is planned to occur during the 2017-18 academic year. As a result many campus phone numbers will change. Please dial "0" for the campus operator from any campus phone if you have issues connecting to an office.
COUNTRY CLUB DRIVE
SR 16
GRANVILLE RD

FOUNDERS HALL
WARNER CENTER
FACILITIES BUILDING
HOUSE
HALL

SHARON VALLEY RD

BAKER HALL
LOT K
RESIDENCE HALLS

ADENA HALL
LOT J
NORTH CLASSROOM
LOT I
LOT H

N

COUNTRY CLUB DRIVE

LOT A
LOT B
LOT C
LOT D
LOT E
LOT F
LOT G
LOT I
LOT H

LOT

REES CENTER
BELL TOWER
AMPHI-THEATRE

AMPHI-THEATRE

FACILITIES BUILDING

HALL HOUSE

COUNTRY CLUB DRIVE

GRANVILLE RD

SR 16

Reference

Adena Hall
Gymnasium
Fitness 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
Lots A, B, C, D, E, F
Lots G, H, I, J, K

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 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer Term</th>
<th>Session 1 of 4-week, 6 week &amp; 8 week</th>
<th>Dates for Sessions 2 &amp; 3 vary - check registrar.osu.edu for dates</th>
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<tbody>
<tr>
<td>Initial fees due</td>
<td>Wednesday, May 3</td>
<td>Wednesday, May 3</td>
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<tr>
<td>Classes begin</td>
<td>Wednesday, May 10</td>
<td>Wednesday, May 10</td>
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<tr>
<td>Last day to add a class without petitioning</td>
<td>Friday, May 19</td>
<td>4W1 = Friday, May 12</td>
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<tr>
<td></td>
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<td></td>
<td>6W1 &amp; 8W1 = Friday, May 10</td>
</tr>
<tr>
<td>Memorial Day - no classes, office closed</td>
<td>Monday, May 29</td>
<td>Monday, May 29</td>
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<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Friday, June 2</td>
<td>4W1 = Friday, May 12</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>6W1 &amp; 8W1 = Friday, May 10</td>
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<tr>
<td>Independence Day—no classes, offices closed</td>
<td>Tuesday, July 4</td>
<td>Tuesday, July 4</td>
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<tr>
<td>Last day of classes</td>
<td>Friday, July 28</td>
<td>4W1 = Monday, June 5</td>
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<td>6W1 = Monday, June 19</td>
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<tr>
<td>Final exams</td>
<td>Monday—Wednesday, July 31-August 2</td>
<td>4W1 = Monday, June 5</td>
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<td>6W1 = Monday, June 19</td>
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<tr>
<td>Summer Commencement</td>
<td>Sunday, August 6</td>
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#### Autumn Semester 2017

<table>
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<tr>
<th>Event</th>
<th>Autumn Semester</th>
<th>First Session</th>
<th>Second Session</th>
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<tbody>
<tr>
<td>Deadline to select/waive Student Health Insurance Plan for academic term</td>
<td>Tuesday, August 15</td>
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<tr>
<td>Initial fees due</td>
<td>Tuesday, August 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls open for autumn semester</td>
<td>Saturday, August 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, August 22</td>
<td>Tuesday, August 22</td>
<td>Monay, October 16</td>
</tr>
<tr>
<td>Labor Day—no classes, offices closed</td>
<td>Monday, September 4</td>
<td>Monday, September 1</td>
<td>Friday, October 27</td>
</tr>
<tr>
<td>Last day to add a class without petitioning</td>
<td>Friday, September 1</td>
<td>Friday, September 1</td>
<td>Friday, October 27</td>
</tr>
<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Friday, September 15</td>
<td>Friday, September 1</td>
<td>Friday, October 27</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Saturday, October 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autumn break—no classes, offices open</td>
<td>Thursday-Friday, October 12-13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring semester enrollment appointments begin</td>
<td>Monday, October 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class without petitioning</td>
<td>Friday, October 27</td>
<td>Friday, September 22</td>
<td>Friday, November 17</td>
</tr>
<tr>
<td>Veterans Day observed—no classes, offices closed</td>
<td>Friday, November 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving break—no classes, offices open</td>
<td>Wednesday, November 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Day—no classes, offices closed</td>
<td>Thursday, November 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbus Day observed—no classes, offices closed</td>
<td>Friday, November 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Wednesday, December 6</td>
<td>Monday, October 9</td>
<td>Wednesday, December 6</td>
</tr>
<tr>
<td>Reading day</td>
<td>Thursday, December 7</td>
<td>n/a</td>
<td>Thursday, December 7</td>
</tr>
<tr>
<td>Final exams</td>
<td>Friday–Thursday, December 8-14</td>
<td>Tuesday-Wednesday, October 10-11</td>
<td>Friday–Thursday, December 8-14</td>
</tr>
<tr>
<td>Residence halls close for autumn semester</td>
<td>Friday, December 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter break, no classes</td>
<td>Friday–Sunday, December 15–January 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autumn Commencement</td>
<td>Sunday, December 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday, offices closed</td>
<td>Monday–Tuesday, December 25-26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Spring Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring Semester</th>
<th>First Session</th>
<th>Second Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to select/waive Student Health Insurance Plan for spring/summer terms</td>
<td>Tuesday, January 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year's Day—offices closed</td>
<td>Monday, January 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial fees due</td>
<td>Tuesday, January 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls open</td>
<td>Sunday, January 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, January 8</td>
<td>Monday, January 8</td>
<td>Wednesday, February 28</td>
</tr>
<tr>
<td>Last day to add a class without petitioning</td>
<td>Friday, January 19</td>
<td>Friday, January 12</td>
<td>Friday, March 9</td>
</tr>
<tr>
<td>Martin Luther King Day—no classes, offices closed</td>
<td>Monday, January 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class without receiving a &quot;W&quot;</td>
<td>Friday, February 2</td>
<td>Friday, January 19</td>
<td>Friday, March 9</td>
</tr>
<tr>
<td>Summer term and May session enrollment appointments begin</td>
<td>Monday, February 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence halls close at noon for spring break</td>
<td>Saturday, March 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring break</td>
<td>Monday–Friday, March 12–16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop a course without petitioning</td>
<td>Friday, March 23</td>
<td>Friday, February 9</td>
<td>Friday, April 6</td>
</tr>
<tr>
<td>Autumn semester enrollment appointments begin</td>
<td>Monday, March 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Monday, April 23</td>
<td>Friday, February 23</td>
<td>Monday, April 23</td>
</tr>
<tr>
<td>Reading day</td>
<td>Tuesday, April 24</td>
<td>n/a</td>
<td>Tuesday, April 24</td>
</tr>
<tr>
<td>Final exams</td>
<td>Wednesday–Tuesday, April 25–May 1</td>
<td>Monday–Tuesday, February 26 - 27</td>
<td>Wednesday–Tuesday, April 25–May 1</td>
</tr>
<tr>
<td>Residence halls close for spring semester</td>
<td>Wednesday, May 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Commencement</td>
<td>Sunday, May 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summer Term 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer Term</th>
<th>Session 1 of 4-week, 6 week &amp; 8 week</th>
<th>Sessions 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial fees due</td>
<td>All dates to be determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day—no classes, offices closed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day observed—no classes, offices closed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Commencement</td>
<td></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 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).

**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.

**Grade Forgiveness Rule**
This rule allows a student to repeat up to 3 courses during their time as an OSU student. If students have questions about grade forgiveness, they should check with their academic advisors.

**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

Information about the Newark Honors Program is available at http://newark.osu.edu/academics/honors-program.html

**Incomplete (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. buckeyemail.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 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. https://u.osu.edu/ treasurer/bursar/payment/plans/

**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. buckeyemail.osu.edu
HELPFUL HINTS FOR NEW STUDENTS

CLASSES BEGIN
SUMMER 2017 Wed., May 10
AUTUMN 2017 Tues., August 22
SPRING 2018 Mon., January 8

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

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 Buckeye Link through buckeyelink.osu.edu. (see next page)

EMAIL
Be sure that your OSU email account is activated, and that you can view your messages. You are responsible for all correspondance sent to your OSU email. Visit https://my.osu.edu to activate your 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. 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 may be dropped due to non-payment. To view your charges, go to your Buckeye Link and click on “Account Inquiry” under “Finances.”

Fees are due
SUMMER 2017 Wed., May 3
AUTUMN 2017 Tues., August 15
SPRING 2018 Tues., January 2

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 Buckeye Link. 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 Buckeye Link 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.

Deadline to waive insurance
SUMMER 2017 Mon., June 5
AUTUMN 2017 Tues., August 15
SPRING 2018 Tues., January 2

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 Buckeye Link. If you need assistance, contact the Financial Aid Office at 740-366-9435.

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. Parking is free, but you must register your vehicle.

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 Buckeye Link will have the most current information.

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 “Current Students” 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 on “My Buckeye Link” and input your last name.# and password to access.

Access other items from menu.

Check “To Do List” frequently!
Apply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). OSU’s federal school code is **003090**. We strongly encourage the use of the IRS Data Retrieval Tool which links you directly to the IRS when completing the tax portion of the FAFSA. Using this tool may eliminate certain documents required for verification. **Remember to click ‘Submit My FAFSA Now’ when finished.** Refer to the school website for the priority filing date for the FAFSA to ensure consideration of scholarships and other institutional aid.

- Student and parent (if student is dependent) will be asked to sign the FAFSA with an FSA ID (username and password), which can be created at [https://fsaid.ed.gov](https://fsaid.ed.gov).

If you are selected for verification, all incomplete items will be viewable on your To Do List with their corresponding deadlines. You may view your To Do List at [https://buckeyelink.osu.edu](https://buckeyelink.osu.edu) > My Buckeye Link > View Financial Aid > select Aid Year. Processing of verification materials can take up to 6 weeks.

View your financial aid status, awards, and other important information at [https://buckeyelink.osu.edu](https://buckeyelink.osu.edu) > My Buckeye Link > View Financial Aid > select Aid Year > SFA Status or Award Summary.

If any of your awards require an acceptance (such as Federal Work Study and Federal Stafford Loans), complete the following steps:

- **Complete Counseling** required for student loans: Select the entrance counseling link on your “To Do List” or go to [www.studentloans.gov](http://www.studentloans.gov). Log in with your FSA ID, select “Entrance Counseling” as an undergraduate student and “Continue.”

- **Master Promissory Note (MPN)** required for student loans: Select the MPN link on your “To Do List” or go to [www.studentloans.gov](http://www.studentloans.gov).

- **Accept/Decline Awards** – Click the “ACCEPT/DECLINE AWARDS” button on the “Award Summary” page. Follow the prompts and click “Submit.”

If you wish to reduce the loan amount accepted, you must go to sfa.osu.edu/contact-us/forms and select “To decline or reduce awarded aid”, sign in with your OSU username and password, complete the online form and click “Submit.”

If you and your parents determine that Parent PLUS funds are needed, your parents may apply for a PLUS loan by going to [www.studentloans.gov](http://www.studentloans.gov) and completing the Parent PLUS application. Parents will use their FSA ID (username and password) to log in and request the Parent PLUS Loan and sign the MPN. Step-parents may serve as a borrower only if his or her information was provided on the student’s FAFSA.

**Student Employment** is administered through the Office of Financial Aid. To view current job openings, visit [www.newark.osu.edu](http://www.newark.osu.edu) > Current Students > Financial Aid > Student Employment. Applications can be printed from this website. The applications must be turned in to the Office of Financial Aid and will be forwarded to the job supervisor who will follow up with you.
In order to maintain your financial aid eligibility, you must meet the following Satisfactory Academic Progress (SAP) requirements:

- First year undergraduates – maintain a minimum cumulative 1.8 GPA
- Second year (& beyond) undergraduates and transfer students - maintain a minimum cumulative 2.0 GPA
- Complete 67% of ALL hours attempted
- Complete your degree program within 150% of the program’s length.
- SAP is calculated yearly at the end of spring semester. (First year students won’t see their status until this time).

View your SAP Status at the end of spring semester at https://buckeyelink.osu.edu > My Buckeye Link > View Financial Aid > select Aid Year > SFA Status.


Non-attendance = No Financial Aid. If you do not attend your classes, financial aid will be reduced or cancelled.

Email is the official method for all university correspondence. Access your OSU email by clicking on the Webmail link at www.osu.edu. Contact Webmail Services at (614) 688-4357 or 8help@osu.edu if you have technical difficulties.

Contact Information:
1179 University Drive
Newark, OH 43055
(740) 366-9364
(740) 364-9533 Fax
finaid@newark.ohio-state.edu

Veterans Education Benefits: (614) 247-8387

Important Financial Aid information
Go to www.sfa.osu.edu for more financial aid information, such as:
- Applying for, Accepting, and Managing Aid
- Forms and Appeals
- Loans
- Scholarships
- Student Employment

Important Fees & Deposits information
Go to https://buckeyelink.osu.edu > My Buckeye Link to register for classes, view your schedule and bill, make a payment, sign up for the Tuition Option Payment Plan and Direct Deposit. Student health insurance information is available at www.shi.osu.edu. If you have questions, you may contact Columbus at ssc@osu.edu or (614) 292-0300 or the Newark Fees & Deposits office at feesanddeposits@newark.osu.edu or (740) 366-9232. Additional information can be found at www.ssc.osu.edu.
• To pay your acceptance fee online go to appstatus.osu.edu and login to your applicant center with your Ohio State Username or OSU ID. Click on the “Accept/Decline” link in the Admissions section. You may then accept the offer of admission and pay the acceptance fee online.

• Tuition and fees are due one week before the semester starts. Tuition can be paid online by e-check or credit card (service fee applies) or at our office via cash, check, or credit card (credit card payments for Newark campus students only). Tuition accounts not in a paid status will incur late fees and are at risk for drop for non-payment. The University Registrar’s website registrar.osu.edu publishes the tuition rates and course fee amounts. Remember to budget about $150/course and login to BuckeyeLink at buckeyelink.osu.edu to budget about $150/course rates and course fee amounts.

• View your statement of account anytime by logging into your BuckeyeLink at buckeyelink.osu.edu. Your billing notice will be emailed to your OSU email account, NOT mailed. Be sure to check your OSU email frequently.

• You can sign up for the Tuition Option Payment Plan (TOPP) to split up your balance into three payments with a $30.00 service fee. You must sign up for TOPP each semester. The first payment plus the service fee is due on the tuition due date. The remaining due dates will be listed on your Statement of Account. More information can be found at u.osu.edu/treasurer/bursar/payment/plans/

• Students can set up Guardian ePay on their Buckeye Link to allow parents or guardians to make a payment on their account. More information can be found at u.osu.edu/treasurer/bursar/payment/epay/

• You can sign up for direct deposit to receive refunds up to 10 days quicker by selecting the Account Refund link under the Finance section on BuckeyeLink. Otherwise, refund checks are mailed from the Office of the University Bursar to the address on file and arrival time is about 7-10 business days.

• Students who receive excess Financial Aid refunds and then add/drop hours and/or withdraw below full-time enrollment may have their financial aid awards reduced, creating a balance due.

• Add money to your BuckID card online at buckid.osu.edu. You can also add funds via cash, check, or credit card at Fees & Deposits. Your BuckID card can be used in the Table of Contents, Barnes & Noble Bookstore, print labs, copiers, and various vending machines around campus. Contact the BuckID Office at 614-292-0400 or buckidcardservices@osu.edu if you have problems with your BuckID card.

• Student Health Insurance (SHI) is added to the student’s statement of account each year. If you have other health insurance coverage, you will need to complete the waiver before the deadline on your BuckeyeLink. If you have questions about the health insurance plans, please go to shi.osu.edu. The deadline to waive health insurance is located on the SHI website. After the deadline, you will need to complete the waiver online at shi.osu.edu/secure/waiver/.

• 1098-T forms: captures tuition billed for the calendar year. The forms are available by the end of January on your BuckeyeLink account. To determine educational expenses paid, read IRS Publications 17 (Individual Income Tax) and 970 (Tax Benefits for Education) and review your online statements and 1098-T for the applicable tax year.

• If you are using a College Savings 529 Plan to pay tuition please provide your College Savings account administrator with the following mailing address: Office of the University Bursar – 529 Plan The Ohio State University PO Box 183248 Columbus, OH 43218-3248 Please include the student’s name and OSU ID number. We recommend contacting your College Savings account administrator to begin the withdrawal process at least 4-6 weeks before the fee payment deadline to ensure that the funds are received by the due date.

Contact Newark Fees & Deposits: 740-366-9232 or 800-9NEWARK x69232 feesanddeposits@osu.edu newark.osu.edu/students/fees-and-deposits/

Standard Office Hours: M-R 8AM-6PM; Fri 9AM-5PM Columbus BuckeyeLink: buckeyeoplink@osu.edu 614-292-0300 or 800-678-6440

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THE OHIO STATE UNIVERSITY
NEWARK

newark.osu.edu

1179 University Drive Newark, Ohio 43055  740.366.9232
**“Buckeyes Got Your Back” Next Step**

**CampusClarity Online Training**

All new students will complete online training that addresses stalking, abusive relationships and sexual violence on campus. You will receive an email sent to your university email account from admin@campusclarity.com with a link to access the training and instructions for completing it. You're expected to complete the online training prior to the start of classes.

**What happens if I do not receive or have deleted my invitation email from Campus Clarity?**

Visit campusclarity.com/signup and enter your Ohio State email address (name.#@osu.edu) to receive another invitation email. For technical support, contact Campus Clarity at ccsupport@everfi.com or 800.652.9546 (weekdays, 8 a.m.-5 p.m.).

You may also access the training from the “To Do List” on your BuckeyeLink page.

**FREQUENTLY ASKED QUESTIONS ABOUT CAMPUS CLARITY TRAINING**

I completed the training. Why hasn't my “To Do List” item been removed from my BuckeyeLink account?

There may be a delay of 7-14 days between when you complete the training and when the To Do List item is removed from your BuckeyeLink account.

Is the training mandatory?

The training is required as part of your commitment to making our campus a safe and healthy environment for yourself and others. The training will help you to think deeply about issues such as sexual misconduct, sexual assault, relationship violence, stalking and harassment as well as equip you with the information you need to care for yourself and others.

How will training help me?

The training was created specifically for students — and with student input — by Campus Clarity, a national industry expert. Knowing how to identify these issues, how to access support services and resources, and how to help prevent these instances are all ways you can have a positive impact on campus. This training course will help you to think deeply about these issues as well as equip you with the information you need to care for yourself and others.

What does the training cover?

In the course, you will examine the interconnected issues of healthy relationships, “hooking up”, substance abuse and sexual assault through a variety of interactive, realistic scenarios and guided self-reflection. The course promotes a healthier and safer campus environment for everyone.

Why does this cover/ask me such sensitive topics?

Knowing how to identify these issues, how to access support services and resources, and how to help prevent these instances are all ways you can have a positive impact on campus. Answering the questions candidly will help you see where your answer stacks up against the rest of our community. Your participation and responses to the poll questions are anonymous.