

Academic Programs, Policies, and Services

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Academic Mission Statement

The mission of the Office of Academic Affairs is to create and support an environment that advances the institutional mission of providing educational, personal growth, and economic development opportunities. Academic Affairs is committed to:

- Encouraging the development and enhancement of integrity, morally and ethically responsible behavior, respect for diversity, and service learning among students and employees.
- Nurturing basic professional values such as a hard work ethic, basic honesty, self-discipline, perseverance, interpersonal cooperation, and social responsibility among students and employees.
- Providing equal opportunity for students and employees, whatever their age, gender, religious background, ethnic or cultural heritage.
- Providing opportunities for any student with special needs to receive an education equal to that of any other student.
- Offering courses through distance learning at the certificate, undergraduate, and graduate levels.
- Providing opportunities for students, employees, and members of the communities served by the institutions to be engaged intellectually, aesthetically, socially, and physically outside the classroom setting.
- Maintaining a highly motivated and academically qualified faculty dedicated to excellence in teaching, advising, and personal attention.

Academic policies for the University of Rio Grande and Rio Grande Community College are formulated by the Academic Affairs Committee and recommended by the Committee to the URG and/or RGCC Board of Trustees for approval. The Committee also serves as the appellate body for exception to academic policy.

Academic Programs

College of Liberal Arts and Sciences

The mission of the College of Liberal Arts and Sciences is to provide liberal arts courses in the areas of humanities and social sciences, specific competencies and skills related to mathematics and sciences, as well as offering various career programs related to the disciplines within each School. The four schools within the College of Liberal Arts & Sciences are: School of Humanities, School of Social Sciences, School of Sciences, and Holzer School of Nursing. In accordance with the mission statement, the College is responsible for offering the majority of the General Education Program's required courses, many included in the Ohio Transfer Module. These courses provide students with a coherent academic foundation, equipping them with knowledge, skills, and competencies needed for success in a rapidly changing world.

A broad range of degree options are obtainable from each of these Schools. Both baccalaureate and associate degrees exist, along with a wealth of minors and certificate programs. The Schools of Humanities and Social Sciences offer majors from Anthropology to Welsh Studies. The School of Sciences provides students with degree opportunities ranging from Biology to Physics, including

Pre-Professional Studies. The Holzer School of Nursing has degree programs from an Associate of Applied Science in Nursing Technology to a Bachelor of Science in Nursing. Please refer to each particular School's section in this Catalog for the specific degrees and programs offered.

Holzer School of Nursing

RN-BSN Program – BS
Nursing Technology – AAS

School of Humanities

English – BA, Major, Minor
Philosophy – Minor
Hispanic Studies/Spanish – BA, Major
Spanish – Minor

School of Sciences

Biology – BS, AS, Minor
Life Science Education Adolescent to Young Adult (see degree requirements listed under Education) – BS
Chemistry – BS, AS, Minor
Physics – Minor
Computer Science – BS, Minor
Information Technology: Programming and Software Development – AAS
Environmental Science – BS Comprehensive, Minor
Wildlife and Fish Conservation and Management (Degree from URG based on a collaborative effort between Hocking College & URG) – BS
General Science – Minor
Science Education: Middle Childhood Science Concentration (see degree requirements listed under Education) – BS
Mathematics – BS, AS, Minor
Integrated Mathematics Education: Adolescent to Young Adult (see degree requirements listed under Education) – BS
Middle Childhood Mathematics Concentration (see degree requirements listed under Education) – BS
Physical Science Education: Adolescent to Young Adult (see degree requirements listed under Education) – BS

School of Social Sciences

Anthropology – Minor
Archaeology – BS
Communication – BS Comprehensive, AA
History – BA, BS, AA, Minor
Social Studies: AYA Integrated (see requirements listed under Education) – BS
Social Studies: Middle Childhood Concentration (see degree requirements listed under Education) – BS
Political Science – AA, Minor
Psychology – BS, AA, Minor
Public Administration – BS, Comprehensive Major
Social Work – BSW
Social Services – AA
Sociology – AA, Minor

College of Professional Studies

The College of Professional Studies strives to prepare students for full and productive lives. The College of Professional Studies provides its students with a knowledge base for their academic programs, technologies, skills for intellectual problem solving and critical thinking, and a disposition to accept the need for life-long learning.

The College of Professional Studies consists of a graduate program and four academic schools: the Evans School of Business, the Bunce School of Education, the School of Fine Arts, and the School of Technology. Through these schools, the College offers programs and activities for preparing individuals for a variety of positions in schools, industry, business, and the arts. The College offers additional services to individuals who are seeking re-certification, renewal of teaching licenses, course enrichments, programs for mid-career changes, or just enrichment of the mind.

Emerson E. Evans School of Business

Accounting – BS Comprehensive, AAB, Minor
M.B.A. in Entrepreneurship
Business Management – BS Comprehensive, AAB, Minor
Small Business Management – Certificate
Financial Economics – Minor
Health Care Administration – BS, Minor
Information Technology – BS Comprehensive, AAB, Minor,
Certificate
IT/ Interactive Media – AAS
Database Technology – Certificate
Marketing – BS Comprehensive, Minor

Bunce School of Education

Mild/Moderate – M.Ed., Intervention Specialist
Early Childhood – M.Ed., Intervention Specialist
licensure areas of: Early Childhood, Middle Childhood (Science,
Math, Language Arts and Social Studies), Adolescent to Young
Adult (Social Studies, Language Arts, Math, Life Science and
Physical Science), Multi-Age (Physical Education, Music and
Visual Arts), and Intervention Specialist: Mild/Moderate – BS
Sports and Exercise Studies – BS
Physical Education, Pre-Kindergarten and Career-Technical
Teaching – AAS
Health - BA or BS, Minor

School of Fine Arts

General Fine Arts – BFA (2D, 3D, Visual Art, Graphic Design), AA,
Minor
Visual Arts Education: Multi-Age (see degree requirements listed
under Education) – BS
Music – BA Comprehensive, Minor
Music Business – BA Comprehensive
Music Education: Multi Age (see also degree requirements listed
under Education) – BS

School of Technology

Diagnostic Medical Sonography – BS, AAS (General or
Cardiovascular)
Electronics Technology – AAS
Industrial Technology – BSIT

Electronic Technology – AAS
Fine Woodworking Technology – AS, Certificate
Information Technology: Information and Support Services – AAS
Information Technology: Network Systems – AAS
Manufacturing – AAS
Plant Maintenance – AAS, Certificate
Welding – Certificate
Office Technology (3 options): Administrative Office Assistant,
Legal Office Assistant, or Medical Office Assistant – AAB
Medical Transcriptionist – Certificate
Word Processing – Certificate
Pre-Hospital Emergency Services: AAS (Clinical Track or
Management Track)
Paramedic – Certificate
Pharmacy Technician – Certificate
Power Plant Mechanical Maintenance – ATS
Power Plant Operations – ATS
Radiologic Technology – AAS
Respiratory Therapy – AAS

Definitions

- **Individualized Majors and Minors:** Unique degree programs for those students whose plans and needs differ from all established degree program. Programs are individually designed through existing coursework.
- **Comprehensive:** B.S. or B.A. major requiring no minor field of concentration
- **Minor:** Second concentration required for most B.S. degrees
- **Licensure:** Licensed teaching areas pre-school through grade 12
- **Certification:** Academic and non-academic recognition for completing a prescribed group of courses in a specific discipline such as Information Technology or Fine Woodworking

Common Abbreviations:

A.A.: Associate of Arts Degree
A.S.: Associate of Science
A.A.S.: Associate of Applied Science Degree
A.A.B.: Associate of Applied Business Degree
A.T.S.: Associate of Technical Study Degree
B.A.: Bachelor of Arts Degree
B.S.: Bachelor of Science Degree
B.S.I.T.: Bachelor of Science Degree in Industrial Technology
Degree (2+2 Program)
B.S.N.: Bachelor of Science in Nursing Degree for Registered
Nurses (R.N. – B.S.N. Program, 2+2 program)
B.S.W.: Bachelor of Social Work Degree
B.F.A.: Bachelor of Fine Arts
M.B.A.: Master of Business Administration
M.Ed.: Master of Education Degree

The following letter-code abbreviations for division disciplines are used in the degree outlines, course descriptions, and throughout the Catalog:

ACC Accounting
AHC Allied Health Careers
ATH Anthropology
ART Art
BIO Biology
BM Business Management
CAD Computer Aided Design & Drafting
CHM Chemistry
COM Communication
CS Computer Science

DMS	Diagnostic Medical Sonography
ECO	Economics
EDU	Education: Licensure
ELE	Electronics Technology
EMS	Emergency Medical Services (Paramedic Training)
ENG	English
ESL	English as a Second Language
FIN	Finance
FPA	Fine and Performing Arts
FW	Fine Woodworking Technology
HIS	History
HON	Honors
HPE	Health and Physical Education
HUM	Humanities
IND	Industrial Technology
IT	Information Technology
JRN	Journalism
LA	Liberal Arts
LS	Liberal Studies
MFG	Manufacturing Technology
MKT	Marketing
MNT	Plant Maintenance Technology
MTH	Mathematics
MUS	Music
NSC	Natural Science
NUR	Nursing
OT	Office Technology
PAD	Public Administration
PHR	Philosophy and Religion
PHT	Pharmacy Technician
PHY	Physics
POL	Political Science
PPT	Power Plant Technology
PSY	Psychology
RAD	Radiologic Technology
RCP	Respiratory Therapy
RE	Real Estate
SOC	Sociology
SPA	Spanish
SSC	Social Science
SWK	Social Work
TEC	Technology
THR	Theatre
WSH	Welsh

NOTE: Associate degree candidates must complete a General Education Program and an area of concentration for the Associate of Arts or Associate of Science Degree or the prescribed program for an associate degree in a technical area (AAS, AAB, and ATS Degrees). Baccalaureate degree candidates must complete the General Education Program and at least one of the following: (1) a major and minor program, (2) a comprehensive major, or (3) one approved teacher licensure major.

For more information related to the M.Ed. in Classroom Teaching Degree Program or the M.B.A. in Entrepreneurship, students are advised to contact the Office of Graduate Studies.

Academic Policies

Statement of Academic Integrity

As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information

used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Students caught committing an act of academic dishonesty will receive an automatic failing grade for the course and will not be allowed to drop that course. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

When a faculty member believes that a student has committed a violation of the academic integrity policy, that faculty member will immediately forward all evidence and a written statement to the academic dean of the college in which the course is offered. Within five (5) regular academic days of receiving the written statement from the faculty member, the dean will attempt to meet separately with both the faculty member and the student. If the academic dean decides that the charges against the student are not adequately supported, then the dean shall so notify both the faculty member and the student in writing. If the academic dean decides that the charges against the student are supported, then the dean shall so notify both the student and the instructor in writing. If either the student or the faculty member is not satisfied with the dean's decision, then within five (5) regular academic calendar days of the dean's decision, the student or the faculty member may appeal the dean's decision to the Vice President for Academic Affairs, and request the Vice President for Academic Affairs to convene an Academic Integrity Panel.

- A. The Academic Integrity Panel will consist of voting members as follows: one (1) faculty member from each School, elected to the current Academic Affairs Committee, the Vice President of the Student Senate or an elected delegate, and a justice of the senate judiciary. Both parties shall be informed of the makeup of the panel no later than five (5) regular academic calendar days before the hearing. If either part feels that a particular School's representative may be biased, then he/she may ask, by two (2) regular academic calendar days before the hearing, that the School's other representative be used instead. If both parties contest both of the School's representatives, then the Vice President for Academic Affairs shall choose another representative from the School. The chair will only vote in the event of a tie.
- B. The Academic Integrity Panel must meet within ten (10) regular academic calendar days of the request.
- C. All documentation and records of previous meetings will be provided in advance to the Academic Integrity Panel.
- D. The student and instructor of record may be present to present their cases.
- E. The Academic Integrity Panel shall issue a written decision within ten (10) regular academic calendar days of the meeting, with copies sent to both the student and the instructor.
- F. A copy of the panel's decision will be placed in the student's file in the Records Office.

Advising

Each entering student is assigned to an academic advisor who provides assistance in preparing semester class schedules appropriate to the student's declared program. Each student who has declared a major, a minor, or has indicated a career preference on the ACT, will be assigned to a faculty member for advising purposes in the school

of his or her declared educational or career objective. All other students will be assigned to the New Student Advising Office where assistance in scheduling courses and making decisions about a major is provided. Upon selecting a major, or when changing a major, students must complete a Change of Major Form, available from the school secretary or Records Office then returned to the Records Office.

Students entering their planned year of graduation (with a minimum of 32 hours for Associate Programs, or with a minimum of 93 hours for Baccalaureate Programs) should seek an official evaluation of credit from the Records Office to be sure all requirements will be completed in time to meet the student's planned date of graduation. Interim evaluations should be developed by the student with the assistance of the Faculty Advisor. Completion of degree requirements is the responsibility of the student.

Academic Load

Students should progress toward program completion at a rate commensurate with ability. Entering students with exceptionally high credentials may petition to exceed the semester hour limit (18 hours).

An average semester course load of sixteen (16) completed credit hours generally will enable a student to complete a program as scheduled. Students who have changed programs or who are seeking additional certifications or programs may require longer than average time. Students who have completed twelve (12) hours the previous semester may enroll for a credit load based on their cumulative grade point average (GPA) in the following schedule:

- A. Up to and including 24 semester hours with a cumulative GPA above 3.00.
- B. Up to and including 21 semester hours with a cumulative GPA above 2.50.
- C. Up to and including 18 semester hours with a cumulative GPA above 2.00.
- D. Up to and including 16 semester hours with a cumulative GPA below 2.00.
- E. Students above a 2.00 cumulative GPA may enroll in up to 9 semester hours in any summer term. Entering students are also limited to 9 semester hours.

NOTE: Exceptions to the above requirements must be approved by the student's advisor and appropriate Dean.

Academic Credit

Credit on Transfer

The student must transfer all work, except failures, applied toward General Education requirements appearing on a transcript from a recognized institution. Transfer work in the area of the major or minor program or teacher education with a grade of "D" will be transferred however, they may not meet degree requirements if a grade of C or better is required. The student must finalize transfer credit prior to the end of the first term of enrollment at the University of Rio Grande and Rio Grande Community College. A student would be exempted from taking the LA 10101 Freshman Success class with 20 earned semester hours and 2.0 GPA from another institution.

Credit from Degree Granting Institutions

Transfer Credit Practices, published by the American Association of Collegiate Registrars and Admissions Officers, will be used as a guide in the evaluation of transfer credit from degree granting institutions.

Credit from an Associate Degree

Persons holding an associate degree from a regionally accredited institution must transfer their total work. Such students would be required to complete all requirements of the program for which they register. In some instances, the time to complete a program may exceed normal time expectations depending upon the relationship of the selected program with the earned associate degree.

Credit from Military Service

Four semester hours of physical education credit may be recorded based on validation (DD214) of regular active duty military service of at least 181 consecutive days. For veterans having qualified at some time for VA educational benefits, such credit will constitute the minimum physical education requirements for activity courses. Also, credit may be awarded as a result of military training programs and will be awarded on the basis of the recommendations provided by the American Council on Education in its publication, *Guide to the Evaluation of Educational Experiences in the Armed Services*. For students qualified for VA educational benefits, all applicable military credit must be applied to the University of Rio Grande and Rio Grande Community College transcript. VA students must finalize credit during the first thirty (30) days of enrollment.

Credit from External Testing Programs

Credit is awarded for achievement of certain minimum scores on the College Level Examination Program, the Advanced Placement Program, and the Proficiency Examination Program of the American College Testing Service (P.E.P. only for nursing students entering the associate degree Nursing Program from non-collegiate pre-licensure nursing programs). Licensed Practical Nurses applying for the Advanced Placement Track Program are required to take the National League for Nursing (N.L.N.) Nursing Mobility Profile I Exam (Book One and Book Two): R.N. B.S.N. students are required to take the National League for Nursing (N.L.N.) R.N. – Mobility Profile II Exam (Books One, Two, and Three) to evaluate and validate prior learning and experiences. Information regarding amount of credit and equivalence to specific courses may be obtained from the Admissions Office, and from the School of Nursing information concerning P.E.P. and the N.L.N. exams.

Life Experience Credit

The University and Community College acknowledge the value of experiential learning in many areas. Learning from experience, whether from university-sponsored experiences or work experiences outside the classroom, can be a means of learning.

The Life Experience Credit policy is currently under review. Please contact the New Student Advising Office, Testing & Career Services at 740/245-7279 for current information.

Advanced Placement Credit Award

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high

school to college as well as between and among Ohio's Public colleges and universities.

Beginning the fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area equivalent fulfills a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics –STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

Proficiency Credit by Examination

A formally admitted student may request a test for proficiency credit for courses required in the student's program but representing some duplication of the student's previous experiences. Application forms are available in the Academic Affairs Office. The application must be presented for action to the appropriate Dean of the College outlining the student's previous experiences that provide the student with competencies related to the course. Courses successfully completed by examination will receive a grade of "K." An examination fee and a credit recording fee are required.

Vocational Articulation Credit

The School of Technology may award credit for certain foundation courses required in its technology programs to students graduating from any Ohio high school. Some of the basic skills required in various technologies can be learned effectively in high school, and where the student can present proper evidence that such has occurred, the University may award recognition credit and not require the work to be repeated. Typical skill areas that may be considered are typing, machine shop, drafting, and welding. The credit awards are not automatic, but must be requested by the student. The student must also arrange for his/her high school to verify the skill proficiency, and it is recommended that this be done immediately after graduation from high school. The student should request details of the requirements and proper procedure for obtaining credit from the University or the School of Technology. Such credit will be recorded with a grade of "K."

Foreign Language Transfer Credit

To receive credits in a foreign language from an institution other than the University of Rio Grande or Rio Grande Community College, a student may transfer credits at the appropriate level or validate

his/her level of proficiency by passing a nationally recognized examination under the "Proficiency Credit" Policy, as outlined above. Under certain circumstances, students may be required to complete a course selected from SPA 23803/33803 or SPA 38801-03. Native speakers of other languages may receive credit for a foreign language by demonstrating the equivalent level of proficiency in English.

Individualized Degree Program

An Individualized Degree Program is available for students whose plans and needs appear to differ from all established degree programs. The student must be able to justify to the Office of the Provost that the need for such a program exists. Application forms are available in the Office of the Provost. The Dean of the College where the major is housed appoints a faculty committee who submits it to the Academic Affairs Committee for approval. After a program is approved, the student must complete at least fifteen (15) hours for the Associate Degree and thirty (30) hours for the Bachelor Degree, without exemption. Credit hours completed during the semester the application is approved will count toward the completion of the subsequent (15 or 30 credit hours) coursework. Upon completion of the approved program, the student is eligible for graduation. The designation of "Individualized Degree" will be noted on the student's transcript. The title of this degree may not duplicate an existing major.

Attendance Policy

Students are expected to attend classes and are accountable for work missed as a result of absence from class for any reason.

A class attendance policy is the prerogative of each instructor in each class. The instructor should make known the class attendance policy and course expectations at the beginning of each course. Meeting expectations becomes the individual responsibility of each student.

Excused Absence Policy

The University considers certain class absences to be officially excused. Excused absences are given for official University-sponsored activities which may include: class field trips, athletic and academic competitions, concert performances, conference attendance, and guest presentations. It is the student's responsibility to inform his/her instructor prior to the event that he/she is taking the excused absence.

Rehearsals, practices, intramural events, and other personal/social activities **are not** included as excused absences.

Personal or family illness and emergencies must be presented separately to each instructor.

An excused absence **does not** excuse the student from learning course material, from submitting required assignments on time, or from fulfilling other course requirements.

Normally, students will not be penalized for excused absences and will be allowed to make up any missed quizzes or tests. However, the specific nature of some classes or labs may make attendance and active student participation an absolute requirement. Examples include:

- Classes for which a state or accrediting agency requires a minimum number of hours of supervised instruction.
- Seminars with frequent student discussions.
- Labs with specific procedures or experiments that can not be made up.

A student with too many excused absences from this type of class may need to withdraw and retake the course at a later time.

A student who believes that his or her rights under this policy have been violated may appeal through the University Academic Grievance process.

Forgiveness Policy

Any student who has been out of college for at least two academic years may petition the Registrar to have certain courses and their grades disregarded. To disregard means that the designated grades and credits earned will be omitted from the GPA calculation, but the courses will remain on the transcript. The student has the right to select the course(s) to be disregarded. If a course required for a particular program has been disregarded through this policy, the student must repeat the course.

The student will be permitted to use the Forgiveness Policy only once. The new GPA will be used for determining eligibility and/or probation for acceptance into a program and for further calculations of the student's GPA. Implementation of the policy:

- The student must be currently enrolled at the University of Rio Grande.
- The student must have completed at least twelve (12) hours of coursework toward a declared major since returning to the University and must be in good standing with a minimum 2.5 GPA.
- This policy is applicable only for credit earned at the University of Rio Grande.
- A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
- A notification of the application of this policy will be noted on the student's transcript.

Grading Policy

The student assumes responsibility for the course syllabus within the term he or she is enrolled. It is the professional responsibility of the faculty to evaluate achievement and assign grades. **No one other than the faculty member responsible for the course taught may assign or change a grade.**

Many courses are graded on an **A, B, C, D, F** basis. Some courses are also graded on an **S, U** basis. A temporary grade of **I** (incomplete) may be assigned, at the discretion of the instructor, when a student has not completed all requirements for a course at the end of the grade period. All **I** grades reported must be accompanied by an alternate letter grade to which the **I** will revert if no further action is taken. At the beginning of each course, faculty must provide information in writing to students about grading procedures and standards.

A temporary grade of **I** (incomplete) assigned to a required course in the nursing program must be removed within the first week of the following semester in order for the nursing student to continue enrollment in the School of Nursing.

Any extenuating circumstance which precludes a student from completing the course must be documented in writing to the faculty member by the student. If the course is not completed by the end of the following term, excluding the summer term, the grade becomes the designated alternate grade assigned by the faculty member of an **F**. A one term extension can be granted if the student files a request (request forms can be obtained from the Records Office) with the faculty member and the faculty member signs and submits it to the Records Office. Any additional extension must be approved by the Provost. Special requests and appeals pertaining to incomplete grades may be made to the Academic Affairs Committee.

No grade may be changed by a faculty member after it has been submitted to the Records Office, unless he or she can demonstrate a calculative error. The faculty member must file a form, available from the Records Office, giving the basis for a calculative error and assign the new grade. The Records Office does not routinely notify students of grade changes.

A student wishing to take a credit course with the **S** or **U** option must make the decision with the professor in writing the first five (5) business days of the term in which the course is taken. The grade of **S** or **U** is reserved for elective courses, HPE 10101, and the activity courses. An application form, available from the Records Office, must be completed by the student and returned, and will be on file in the Records Office so that the **S** or **U** notation is identified on the 15th day roster.

All grades awarded are recorded on the student's permanent academic record. Grades of **S, I, K, Au, NG, and W** are not calculated in grade point averages (G.P.A.). The G.P.A. for each semester is computed on all other grades received during a semester.

The cumulative G.P.A. is based on all grades recorded, except as follows: for courses that are repeated once, with a passing grade, the second shall be used to compute the cumulative G.P.A. For courses that are repeated with a passing grade two or more times, the cumulative G.P.A. shall be computed by establishing the arithmetic average of the second and all subsequent grades. For courses that are repeated one or more times with a failing grade, the cumulative G.P.A. shall be computed by establishing the arithmetic average of ALL grades. If there is a question concerning a repeated transferred course grade, the course must be an equivalent course that must meet the approval of the Dean of the College from where the course originated. Courses that are duplicated during the repeat process can be applied toward graduation requirements only once.

Grade Description	Point Value
A Excellent	4
B Good.....	3
C Average	2
D Poor (below average).....	1
F Failing (far below average).....	0
S Satisfactory; credit	0
U Unsatisfactory; no credit.....	0
I Incomplete.....	0
K Credit by Proficiency Exam, Life Experience, External Testing, Transfer, Vocational Articulation, Advanced Standing	0
Au Audit	0
NG No grade (assigned by Registrar).....	0
W Withdrawal.....	0

Academic Probation and Suspension

Academic probation is determined by comparing the student's cumulative grade point average with the total cumulative hours earned. Satisfactory progress is maintained by meeting or exceeding the levels indicated in the following table:

Cum. Hrs.	1 – 15	16 – 31	32 – 52	53 – Graduation
Cum. G.P.A.	1.50	1.80	1.90	2.00

Students not meeting or exceeding these standards will be placed on "Academic Probation." Students placed on "Academic Probation" are subject to "Academic Suspension" at the end of their next term of attendance. A student may be removed from probation only by meeting or exceeding the appropriate cumulative grade point average indicated in the standards above. A student will be continued on probation by maintaining a grade point average of at least 2.25; the student will continue on probation until the cumulative grade point average reaches the appropriate level for the cumulative hours as shown in the table above.

Students on "Academic Probation" remove themselves from that category by meeting or exceeding the appropriate G.P.A. standards on the table above. Students on "Academic Probation" not demonstrating academic progress are subject to "Academic Suspension" and upon suspension are not eligible for re-admission until the lapse of at least one 15-week semester. Students seeking re-admission to the University and the Community College after "Academic Suspension" must submit a rationale in support of their application. Such rationale should include evidence of the probability of a successful academic program. If re-admission is granted, students are re-admitted on "Academic Probation" and must meet the appropriate standards above. "Academic Suspension" and "Academic Probation" are academic actions permanently recorded on the student's record.

Students placed on "Academic Suspension" for the first time have the right of appeal. Students must complete the application form for student appeal of "Academic Suspension." The completed form must be received by the Dean of the College in which the student majors by 10:00 a.m. on the last day of registration prior to classes beginning following the term of suspension for fall semester and by the end of the third week following the close of the spring semester. Suspensions rescinded are so noted on the student's permanent record.

A student who has successfully appealed an academic suspension will automatically be suspended with no appeal if a semester G.P.A. of 2.25 is not achieved in the semester for which academic suspension was rescinded.

Whether or not a student appeals his/her first suspension, the second suspension cannot be appealed. Academic actions are not taken in summer sessions.

Course by Arrangement

A student may petition for a course by arrangement. The application form, which is available in the Academic Affairs Office, must be submitted no later than the last day of the second week of the term in which the course is arranged. A course by arrangement may be approved only if the course requested is not included in the regular semester course offerings, and only for a sound and sufficient reason. A course by arrangement is not a substitute for attending the course at its regularly scheduled time or solely as a convenience to the

student. An additional fee is charged.

Class Standing

Generally, a student will be classified on the following basis: (Some associate degrees require more than 64 semester hours, but the student shall still be classified as a sophomore while pursuing the associate degree.)

Freshman	0 through 32 credit hours
Sophomore (see 64-hour rule below)	32 through 64 credit hours
Junior	65 through 96 credit hours
Senior.....	97 credit hours and above

64-Hour Rule

Students are eligible for Community College rates while pursuing Associate of Applied Science, Associate of Applied Business, or Associate of Technical Study degrees. Students pursuing Associate of Arts degrees or Bachelor degrees are not eligible for Community College rates once 64 credit hours have been earned.

Dean's Honor List – Graduation Honors

The Dean's Honor List is designed to recognize those students who achieve outstanding academic success. The students whose names appear on the Dean's List have earned a 3.75 or higher grade point average for all work taken during the previous term. For consideration, a student must have been enrolled for a minimum of twelve (12) credit hours and must have completed all courses for which registered.

Students maintaining a high academic standard throughout their degree program are recognized at commencement exercises. Students with a cumulative grade point average between 3.50 and 3.74 are recognized as *cum laude*; between 3.75 and 3.89 are recognized as *magna cum laude*; at 3.90 or higher are recognized as *summa cum laude*.

Merit List

The Merit List is designed to recognize full-time students who have earned a 3.5 – 3.74 grade point average for all work taken during the previous term. For consideration, a student must have been enrolled for a minimum of twelve (12) credit hours and must have completed all courses for which registered.

Graduation Requirements

Minimum credit hour requirements are 64 hours for an associate degree, 126 hours for a bachelor degree, and 32 hours for a master's degree. Applied associate degrees generally exceed 64 hours and may be as high as 74 hours. Most students exceed minimum requirements for graduation. In addition, for the bachelor degree, the student must take at least thirty-three (33) hours at the 30000-40000 level unless exception is made for the program by the Academic Affairs Committee. Associate degree candidates must complete the General Education Program and an area of concentration for the Associate of Arts Degree or the prescribed program for an associate degree in a technical area. For the bachelor degree, students must complete the General Education Program and at least one of the following: (1) a major and minor program, (2) a comprehensive major, or (3) an approved teacher licensure program. Students seeking a degree from the University and Community College must fulfill the following requirements:

- A. Declare and complete the prescribed program of studies;
- B. Achieve a grade point average of 2.00 for all courses, for each major, and for each minor. Some programs or parts of programs may require higher grade point averages for graduation.
- C. For an associate degree, a student must be enrolled in the University and the Community College for the last 20 hours and must take at least two courses in the area of concentration. Students seeking the Associate Degree in Nursing must complete all degree requirements within five years of their semester of initial enrollment in the Nursing Program. Students seeking the Bachelor of Science in Nursing Degree must complete all degree requirements within seven (7) years of their semester of initial enrollment in the R.N. – B.S.N. Program.
- D. For a transfer student seeking a baccalaureate degree, a minimum of 30 hours must be taken at the University. At least 20 of these hours must be in upper level (30000 and 40000) courses. At least 10 of these 20 upper level course hours must be in the major.
- E. Credit earned through experiential learning (i.e., Life Experience Credit) does not count toward the residency requirement for any degree or program.
- F. Apply for awarding of degree and for participation in the Commencement upon senior standing.
- G. Complete assessment activities for appropriate major and General Education. The results of such assessment activities will in no way affect a student's grades or academic status, but will be utilized by the University Assessment Program to assess and further improve the quality of instruction and student learning.
- H. Where any major/minor combination has certain identical course requirements for a baccalaureate degree, then said courses may apply to applicable areas, except the BSW. However, the school(s) involved reserve(s) the right to recommend to the Academic Affairs Committee additional/special requirements.

Residence Requirements

The Residence Requirement for a degree is the minimum number of semester hours a student must take at the University of Rio Grande. The intent of this policy is to provide adequate contact with the University of Rio Grande and its faculty for each student who is awarded a degree. Rio Grande courses taken at off-campus sites or via distance learning meet the intent of this requirement.

- A. A candidate for an associate degree must take a minimum of 15 of the last 18 hours and at least two courses in the area of concentration at the University of Rio Grande.
- B. A candidate for a bachelor degree must take a minimum of 30 of the last 36 hours at the University of Rio Grande. This requirement also includes at least 18 hours in the major at Rio Grande and 6 hours in the minor, if applicable.
- C. A candidate for the master's degree must complete a minimum of 50% of the required coursework registered through the University of Rio Grande. This coursework can be a combination of Internet courses, classroom courses, and/or travel related courses. The student's assigned advisor/mentor will officially confirm that the student has accomplished the "adequate contact" as required by the Residence Requirements.

Graduation Requirements for Granting a Second BS or BA Degree

The following comprise all the requirements for students to obtain a second BS or BA degree:

- A. Students must meet all the requirements for a second major.
- B. In addition to the current 126 hours of credit necessary to earn the first degree, students must complete 30 additional hours of upper level credit which will count toward the second degree.
- C. Students may use the same credit from their General Education courses toward both degrees.
- D. The number of upper level credit hours which may be used (or substituted) toward both degrees shall be limited to no more than 8 credit hours.
- E. The second degree must be in a different area of knowledge. For example, students may earn a degree in business and a second degree in the sciences, etc. In addition, in the area of the liberal arts and social sciences, students may earn a degree in sociology and another psychology, a degree in history and a degree in English, or a degree in economics and a degree in political science. Furthermore, in the School of Business students may earn a degree in accounting and a degree in business administration. A second degree can not be earned, however, in an area of knowledge which is too similar or closely related to the first degree major. What will count or will not count as a "different area of knowledge" suitable for earning a second degree will depend upon the approval of the Deans in the relevant disciplinary area.
- F. A license (e.g., in education) to an already earned degree (e.g. English) can not count as a second degree.
- G. For those who graduate with a BS or BA from the University of Rio Grande and subsequently return to pursue a second BS or BA, the number of years between graduation and returning to pursue a degree can be no more than seven (7) years.

Audit

Students not wishing to enroll formally in a course may enroll as an auditor during the class registration process. Courses may be audited at the appropriate fee schedule listed in the "Costs and Financial Aid" section of this Catalog. The extent of participation in class as an auditor will be based on the previous experience of the student and the guideline established by the instructor of the specific course. A record of audit (**Au**) is recorded on the transcript, but carries neither academic credit nor fulfills any program requirement.

Commencement

Students must apply to the Records Office for graduation. Students are required to participate in commencement exercises, unless prior written approval is obtained from the Assistant Registrar. The Commencement Ceremony is held annually in May. Individual programs may establish additional deadlines related to commencement. The appropriate program section of this Catalog should be consulted.

Registration Procedures

Time periods are set aside during each semester for students to register for the following semester (see Academic Calendar section of this Catalog). Deadlines for registration and for payment of fees are established each term. Students must meet registration and payment deadlines in order to be enrolled for those terms. Students not completing the registration process prior to these deadlines will be required to pay the “late registration fees.” Student financial accounts must be kept current for continued enrollment.

Schedule Changes/ Withdrawal Policy

Students may add classes through the first five (5) business days after the beginning of any (16 week) semester term and through two (2) business days of any Summer five (5) week term or any eight (8) week term.

A student may drop any class or officially withdraw from the University **without record** using the following schedule:

16 week terms –through the last class day of the ninth (9) week

10 week summer terms – through the last class day of the sixth (6) week

8 week term – through the last class day of the fifth (5) week

5 week term – through the last class day of the third (3) week

Dropping any class after the above specified times **will be recorded** on the permanent record as a “W” grade. See the following schedule for last day to drop or withdraw **with record**:

16 week terms – through the last class day of the twelfth (12) week

10 week summer terms – through the last class day of the seventh (7) week

8 week term – through the last class day of the sixth (6) week

5 week term – through the last class day of the fourth (4) week

No class can be dropped after this date.

Students may not withdraw from a course they are failing due to an act of academic dishonesty.

Dropping all classes does constitute an official withdraw from the University.

It is the responsibility of the student to complete all schedule changes with the Records Office.

Policy for Students called to Military Duty

Any University of Rio Grande and Rio Grande Community College student called to military service will not be academically or financially penalized.

Rio Grande will work with currently enrolled students to allow them to take an “I” (Incomplete) if they need to complete course requirements after the end of the term. Students should work with their advisors, faculty members, and Academic Affairs staff in the event they are called away into military service.

If an “incomplete” grade is not an option for a student, Rio Grande will review the academic status of each affected student to gain an administrative withdrawal.

A withdrawal on a student’s record will be reviewed by the Financial Aid and Accounting Offices on a case by case basis to assure that no student called to military duty will be financially penalized as a result of military responsibilities.

Course Cancellation

The Provost reserves the right to cancel scheduled classes for which there is excessively low enrollment or other substantial reason.

Program Changes

The University of Rio Grande and Rio Grande Community College reserve the right to make changes in programs, policies, and fees. Students enrolled in academic programs may expect to complete the courses as specified in the Catalog of the year of their first enrollment if the program is completed within five years, or they may choose to graduate under the Catalog in effect for the year in which they graduate. If the program is not completed within five years, students will meet requirements of the Catalog in effect. Every effort is made to minimize course and program changes. A student cannot combine the graduation requirements of two or more Catalogs.

University Assessment Plan

One principal question of major concern and focus helps guide the University Assessment Program in determining how well students meet the goals and objectives articulated in the University’s mission statement:

Are students at the University of Rio Grande acquiring the knowledge and skills needed to become educated citizens and successful professionals within their chosen course of study in an increasing global society?

To answer this question, the University Assessment Program will continue to implement a variety of assessment activities in the General Education Program and major fields. All students are expected to participate in such activities in order to obtain information as a primary method for the University to further enhance student learning and improve educational programs and instruction.

Academic Services

The Michael V. and Flora Jenkins Center for Student Success

The Jenkins Center for Student Success provides academic support services in math, reading, writing, and other subject areas for any student enrolled at the University of Rio Grande and Rio Grande Community College.

It is located in the James A. Rhodes Student Center and houses a Math Lab (Room 110) located near the front of the building, a

Smart Classroom (Room 100) located across the hall from the Math Lab, and the Jenkins Center Open Lab (Room 101) located next to the Smart Classroom. The Center is one of two open labs on the University of Rio Grande campus. The Math Lab has two full-time staff members and several student tutors; the Smart Classroom has 24 Dell computers and state-of-the-art equipment and software; the open lab contains 32 Dell computers of which two have large screens for students who have visual challenges, and a large desk area located in the front of the facility.

The Center provides academic support services to students at no additional charge; these services include tutoring, Microsoft Office software, computerized tutorial programs, Internet accessibility and other resources. Support is also available for those students whose disability is defined by the Americans with Disabilities Act 1990 (ADA) and/or Section 504 of 1973. The Center can be reached by calling 740-245-7400.

The University of Rio Grande and Rio Grande Community College tutor training program is nationally certified by the College Reading and Learning Association at both Level I/Regular and Level II/Advanced until 2013. Sophomores, juniors, and seniors who have a G.P.A. of 3.0 are trained as peer tutors to serve in the Jenkins Center.

Jeanette Albiez Davis Library

The Jeanette Albiez Davis Library has holdings in excess of 569,000 items, including 94,197 volumes, 446,409 units of microforms, and 2,412 audio-visual materials. Davis Library subscribes to over 230 current paper periodicals and maintains a collection of approximately 30,000 government documents as a selective U.S. Government Documents Depository. During the regular academic year, the Library is open seven days a week for a total of seventy-three hours.

Through its home page on the World Wide Web (<http://library.rio.edu>), Davis Library offers students and the Rio academic community access to a growing local collection and up-to-date electronic information resources along with online help to meet research and study needs. These include the Library's local public access catalog, RioCat, which provides indexing to its entire collection and OhioLINK, a consortium of Ohio academic libraries offering remote access to collections across the State, as well as access to a wealth of research databases and thousands of electronic journals. Through OhioLINK, students can request books from other member libraries and receive them within a few days. Thousands of journal articles are available full-text through OhioLINK and can be printed or saved directly to a workstation. Rio students may also visit and use other OhioLINK libraries throughout the State simply by presenting their valid Rio Grande student I.D. card. Additionally, as a charter member of the Online Computer Library Center (OCLC), and OHIONET, a statewide network of OCLC participating libraries, Davis Library can provide students, faculty, and staff with access to virtually anything they may wish to use for their research through its traditional interlibrary loan service using online request forms. Davis Library's interlibrary loan service can access the collections of libraries throughout the nation and the world.

The Library's computer network supports word processing, spreadsheet, e-mail, and web browsing for student use. For handicapped students, there are handicapped parking areas adjacent to the Library with full access to the facility through the main entrance via ramp walkways and mechanically assisted doors. Aisles are handicapped accessible. An elevator provides access to all three floors. The Library is equipped with handicapped accessible rest

rooms on the main floor. Davis Library is affiliated with the Talking Book Program and has access to books and periodicals on record, cassette tape, and in Braille and large print.

Davis Library is central to academic life at the University of Rio Grande/Rio Grande Community College (URG/RGCC). Its mission is to support and meet the informational needs of both campus and community users. In addition to providing quality collections and services that are easily accessible, the Davis Library also provides opportunities for social and cultural growth and enlightenment throughout the Ohio Appalachian region. The Davis Library is a place where people share ideas and information. What better place for friends to come together?

The Friends of the Davis Library help promote the Davis Library within the community both on and off campus. Friends create awareness of the Library's operations and needs. Through fundraising efforts and its **Bookplate Donation Program**, Friends help encourage the growth of Davis Library's collections, programs and services. By organizing and sponsoring a wide variety of activities and events that are beyond the scope of the Library's budget, Friends also helps to enhance the library's commitment to outreach and public service.

Instructional Design and Media Services

Instructional Design and Media Services (IDMS), located in Wood Hall, 127, assists with projects requiring enhanced communication, alternative instructional methods, and other specialized media needs. Serving faculty, staff, students, and campus/community organizations, the IDMS provides access to instructional media equipment and materials, provides a center for the local production of audiovisual materials, conducts training in A-V production and utilization for teacher trainees, and maintains an inventory of all campus A-V equipment. The IDMS maintains a satellite receiving and distribution system which is connected via closed circuit to the academic buildings on campus, including the Wood Hall auditorium, with its 160-seat capacity and projections television system. The IDMS is also the home of RGCA, the campus television/radio system wired into the village cable system. RGCA carries a bulletin board for all informational and non-profit messages on Channel 5, while simulcasting campus radio or local commercial stations. The IDMS also maintains the fiber-optic interactive television system, offering instruction to local schools. The IDMS maintains membership in the Adult Learning Satellite System and the Kent State film library. During the most recent evaluation by the Ohio Department of Education in 1992, the IDMS received a commendation that stated the IMC, "...exemplifies a state of the art facility that offers media programs for the students, staff, and community which enhances the entire educational program."

Honors Program

The Honors Program gives the Honors students the opportunity to work more closely with faculty members on research of their own choosing. The Honors Degree demonstrates to potential employers, professional programs, or graduate programs that the student who has completed the Honors Program is willing to do the extra work to achieve success. The University of Rio Grande Honors Program is a member of the National Collegiate Honors Council which is nationally and internationally recognized.

To learn more about the Honors Program a student may contact one of the Co-Directors:

Dr. Barry Thompson, 740-245-7182 office;
email: barryt@rio.edu

Judithe Thompson, 740-245-7149 office;
email: juditht@rio.edu

First semester Rio Grande students must meet only two of the following criteria:

- Upper 10 percent of high school graduating class
- 3.5 high school G.P.A.
- ACT composite score of 25
- Letter of recommendation by a Rio Grande faculty member and/or high school teacher or counselor

Students who are already enrolled need:

1. 3.25 G.P.A. on a minimum of 8 hours coursework undertaken at Rio Grande
2. Letter or recommendation by a Rio Grande faculty member

There are two levels in the Honors Program – Associate and University.

Associate Honors (first two years):

Students must complete the Beginning Honors Seminar and 10 - 11 credit hours in Honors contract courses:

HON 10101 Beginning Honors Seminar	1
Honors contract courses.....	10 - 11

Associate Honors total required hours.....11 - 12

University Honors (second two years):

Students must take the Junior Honors seminar and complete the two thesis courses.

HON 37103 Junior Honors Seminar (Fall of Junior year)...	3
HON 48103 Honors Thesis I (Spring of Junior year).....	3
HON 48203 Honors Thesis II (Fall of Senior year.....	3

University Honors total required hours.....9

Thesis must be completed by March 15th of the senior year.

