

Admission Policies and Procedures

URG Office of Admissions, Allen Hall, PO Box 500, Rio Grande, OH 45674
740.245.7218 or 800.282.7201 office; 740.245.7102 fax; email: finaid@rio.edu

Admission

The Admissions Policy is formulated to implement the philosophy of the University of Rio Grande and Rio Grande Community College, which implies that all who may benefit from a college-level education will be admitted. Admission will be determined without regard to race, color, age, marital status, national or ethnic origin, socio-economic status, political affiliation, religion, gender, or disability.

Applicants for admission are required to submit a completed application for admission as well as a high school transcript or GED plus the application fee. Applicants interested in applying for admission to Nursing Technology, Education, Radiologic Technology, Diagnostic Medical Sonography, Respiratory Therapy, Medical Laboratory Technology, or the Honors program must also submit American College Test (ACT) scores. Prior to enrollment, students who have not taken the ACT must have taken placement tests in reading, writing, and mathematics. The Placement Test may be taken in the New Student Advising Office by appointment.

The following academic areas practice selective admission policies and procedures. In addition to the general institutional requirements previously stipulated, the candidate for admission is directed to the Chair or Dean of each program for specific details.

The programs with selective admission requirements and/or procedures are:

- Education
- Honors
- Nursing – Associate and Baccalaureate Degrees
- Psychology
- Social Work
- Radiologic Technology
- Diagnostic Medical Sonography
- Respiratory Therapy
- Medical Laboratory Technology
- Fine Wood Working

Ohio residents seeking admission to college for the first time and lower division transfer students with Ohio residency will be granted dual acceptance to the University of Rio Grande and Rio Grande Community College.

All out-of-state applicants and upper division transfer students will be granted an acceptance to the University of Rio Grande.

Upper division or lower division status of transfer students will be determined upon evaluation of transfer credits as submitted on an official transcript.

Applications for admission to Rio Grande should be mailed to the following address:

Office of Admissions
University of Rio Grande/Rio Grande Community College
PO Box 500
Rio Grande OH 45674-0500

Further information can be obtained by contacting Rio Grande at 740-245-5353 or 1-800-282-7201 (Toll Free in OH, WV, KY, & PA), by e-mail (admissions@rio.edu), or by fax (740-245-7260). Also, an online application for admission is available at www.rio.edu.

ADA Policy

If a student wishes to be identified as having a physical, mental, or learning disability, that may or may not require reasonable accommodation(s), he/she must register with the Office of Accessibility. These registered students should identify themselves to their instructors and provide a written statement from the Accessibility Office that indicates the appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The Office of Accessibility phone is 245-7339 and is located in Rhodes Hall, Room 116, University of Rio Grande.

FERPA Policy

The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights Under FERPA section of the Student Handbook for details and more information.

Hocking College Students

Hocking College students wishing to complete a bachelor degree at Rio Grande may be eligible for dual-admission at the time they apply for admission to Hocking College. Please check with the Hocking College Admissions Office for details.

International Students

International students are requested to submit the following:

- a. A completed application for admission and the \$25 (U.S.) nonrefundable application fee,
- b. A completed college medical physical examination form and completed immunization requirements,
- c. A transcript of secondary school credits verifying graduation,
- d. All post-secondary school transcripts (if applicable),
- e. A recent personal photograph (optional),
- f. An official statement from a sponsor or bank documenting financial support and/or a deposit equivalent to \$27,260 (U.S.),
- g. Test of English as a Foreign Language (TOEFL) with a minimum score of 400 or 97 on the computer exam, and

- h. Proof of purchase of medical/accident insurance policy from resident country, preferably A.I.U.

International students who are placed in the English as a Second Language (ESL) reading and writing sequence as a result of testing must enroll in ENG 10104 Introduction to Writing upon satisfactory completion of the ESL sequence. In ENG 10104, further testing (usually on the first day of class) will verify placement. As a result of the verification measures and student writing sample, students will either remain in the course or be allowed to select the next course in sequence, ENG 11103 Composition I. Students missing the verification measure because of absence from class must remain in ENG 10104.

International students who are placed in the ESL reading and writing sequence as a result of testing must also enroll in ENG 10204 Reading and Learning Strategies, upon satisfactory completion of the ESL sequence. In ENG 10204, further testing (usually on the first day of class) will verify placement.

As a result of the verification measure, students will either remain in the class or be allowed to select an alternative course. Students missing the verification measure because of absence from class must remain in ENG 10204.

International students exempted from the ESL reading and writing sequence as a result of testing must complete, before enrollment, the normal placement testing for English and a writing sample for placement into the appropriate English composition course and possibly a reading course.

Transfer Student

Students who have attended another college can be admitted, provided a transcript of all college or university credits, along with a completed application, is submitted. If approved English and/or mathematics courses have not been completed prior to enrollment to Rio Grande, transfer students must follow the placement procedures as previously described. Students holding a college degree are not required to submit a high school transcript.

Part-time Special Student

Applicants wishing to enroll in courses for special interest or personal enrichment may register for classes as a special student. After an accumulation of twelve (12) credit hours, the regular admission process is required. Students who desire to enroll in English 11103 Composition I or Math 10905 Introductory Algebra, must complete placement testing prior to enrollment. Special Students are not eligible to receive financial aid.

Transient Student Policy

Students in good standing, seeking a degree from Rio Grande who would like to take a course from another institution, may do so by completing the Transient Student Course Approval Form prior to registration at the other institution. Obtained in the Records Office, the Transient Student Course Approval Form must be approved by the Dean of the College where the course resides and returned to the Records Office for filing.

Senior Citizen/Extended Education Student

Any student who is 60 years or older and a resident of the State of Ohio may attend Community College classes (100-200 level only) free of tuition charges. The student remains responsible for all other fees

and costs.

Persons already having completed a bachelor or higher degree, who desire extended education, may enroll in either Community College classes (100-200 level) or University classes (300-400 level). Fees will be assessed according to the applicable tuition rate schedule.

Re-admission Student

Students wishing to re-enroll at Rio Grande after an absence of one or more academic terms (excluding summer sessions) will be required to complete an application for re-admission. This form is available upon request from the Admissions Office. Students applying for re-admission after academic suspension from Rio Grande must also submit a rationale to include evidence of the probability of academic success. Students seeking re-admission to the School of Nursing or any of the Allied Health Programs should contact that particular department for special re-admission provisions.

Probationary Admission Student

Students admitted to Rio Grande while on "Academic Probation" at another collegiate institution may be admitted on probation and are directed to the paragraph entitled "Academic Probation and Suspension" in the Catalog. Such students also will comply with the provisions of the policy on "Academic Load" in the Catalog. Students under "Academic Suspension" from another collegiate institution applying for admission to Rio Grande for the academic term immediately following their suspension will not be granted admission. Admission may be granted upon application after the student has fulfilled a one-term suspension period (excluding summer sessions). Such students will be admitted on "Academic Probation" and are directed to the policy provisions regarding "Re-admission" specified in the previous paragraph.

Post-Secondary Option (PSO) Student (Senate Bill 140)

Rio Grande accepts eligible students in accordance with the stipulations provided by S.B. 140. Students are screened and admitted in the Fall Semester after completing placement tests and are eligible to participate through high school graduation provided they continue to meet the academic standards of Rio Grande. PSO students are only permitted to take 100 and 200 level courses. Specific requirements for admission as a PSO student are available in the admissions office.

Summer Scholars Program (for high school students grades 9-12)

The Summer Scholars Program is an opportunity for high school students within the four county district (Gallia, Jackson, Meigs, and Vinton) to enroll in Rio Grande Community College for one or both Summer Sessions TUITION FREE. All RGCC high school students who are interested in getting a jump on their college career, earning college credit, and strengthening their academic skills, are eligible. Students pay a general institutional fee and pay for books, supplies and Course fees (and tech fee if taking over 6 hours). Students can enroll for up to 15 credit hours throughout both summer terms. Students planning to take math or English courses are required to take a placement test. Students need to stop by the Admissions Office to pick up a Summer Scholars Voucher prior to registration.

Rio Early Academic Program (REAP)

REAP is a summer student success seminar intended to prepare students to enter into college by fostering greater self-confidence, building self-esteem, learning more effective study skills, and developing a career and life plan.

Students will take the math and English placement tests. These tests will give insight into the individual's potential for succeeding in college. After taking the placement test, students will choose from Introduction to Writing, Reading & Learning Strategies, and Freshman Success classes. If the student tests out of any of these classes, he or she has the option of taking MTH 11203, Introduction to Algebra and/or COM 11103, Speech Communication. These classes will apply towards completion of their degree program. With the exception of a \$5 enrollment fee, this program is FREE (tuition, student fees, and textbooks are paid for through a special grant). REAP will be offered both summer sessions and students may register by contacting the Admissions Office to obtain an enrollment form.

Honors Program

Rio Grande offers students of superior academic ability an unusual opportunity to develop their potential for intellectual achievement. The Program is open to students who meet at least two of the following criteria: minimum ACT composite of 25; upper 10% rank in high school graduating class; 3.5 high school GPA; or 3.5 GPA on a minimum of twelve (12) college credit hours with recommendation of a Rio Grande faculty member. See also Honors Program in the Academic Programs, Policies, and Services section of the catalog.

Deregistration Policy

Deregistration is the practice and procedure by which the University of Rio Grande removes students from classes in which they are enrolled due to their failure to make payment.

Students are notified of the deregistration process during the advising, financial aid application, registration, and payment processes.

