

Shawnee
State
University

Semester Conversion: A Transition Guide for Students

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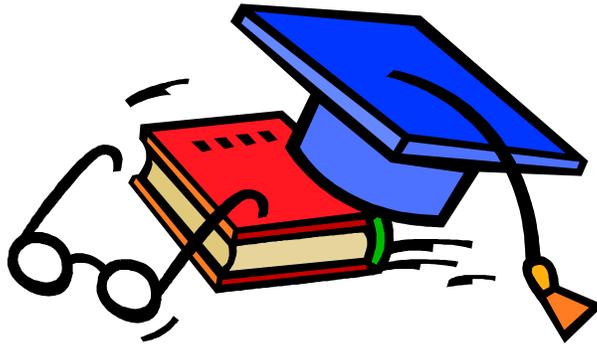
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Spring, 2007

Semester Conversion:

A Transition Guide for Students at Shawnee State University



A manual for students enrolled during Shawnee State University's transition from a quarter calendar to a semester calendar

While every effort has been made to ensure the accuracy of information contained in this manual, it is not intended to be a contract. The University reserves the right to make changes in course offerings, degree requirements, services provided, or any other subject addressed in this manual. This manual is intended, solely, for the convenience of the reader, and must be used in combination with proper academic advising from a faculty member or other person officially designated by the University. Under no circumstances should a student plan academic scheduling on the basis of this manual alone.

Information contained in Central State University's *Semester Conversion: A Transition Guide for Students* was used in developing this document by the UFS Student Affairs Committee, spring 2006.

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Semester Conversion: A Quick Check List for Transition Students



Meet with your Advisor (very important!)



Read Semester Conversion: A Transition Guide for Students



Meet with your Advisor (don't forget!)



Complete an Individual Advising Plan (IAP) with your academic advisor by May 8, 2007. Start planning before the change.



Did we mention meet with your advisor?



**Meet with your Advisor
(YES – it's that important!!!)**

Plan your course schedules only in consultation with your academic advisor.

SSU's Transition from Quarters to Semesters:

When? Why? How?

When? → Shawnee State University (SSU) will convert to a semester calendar at the start of Summer term 2007.

Why? → A semester calendar will bring a number of advantages for SSU students, faculty, and staff.

The semester system:

- **Provides more time for learning course material;**
- **Provides more time for summer internships;**
- **Brings SSU courses in line with most textbooks that are written on the semester calendar;**
- **Gives students a better chance at summer jobs because the school year ends earlier;**
- **Allows graduating seniors to enter the job market earlier;**
- **Reduces registration and financial aid activity from three times to two times per academic year;**
- **Brings SSU's calendar into line with the academic calendars of over 75 percent of the colleges and universities in this country;**
- **Brings SSU's calendar into line with most of the state-supported universities in Ohio;**
- **Allows better scheduling of off-campus learning experiences such as student teaching and clinicals; and**
- **Promotes better scheduling of activities involving other universities and colleges such as conferences and athletic events.**

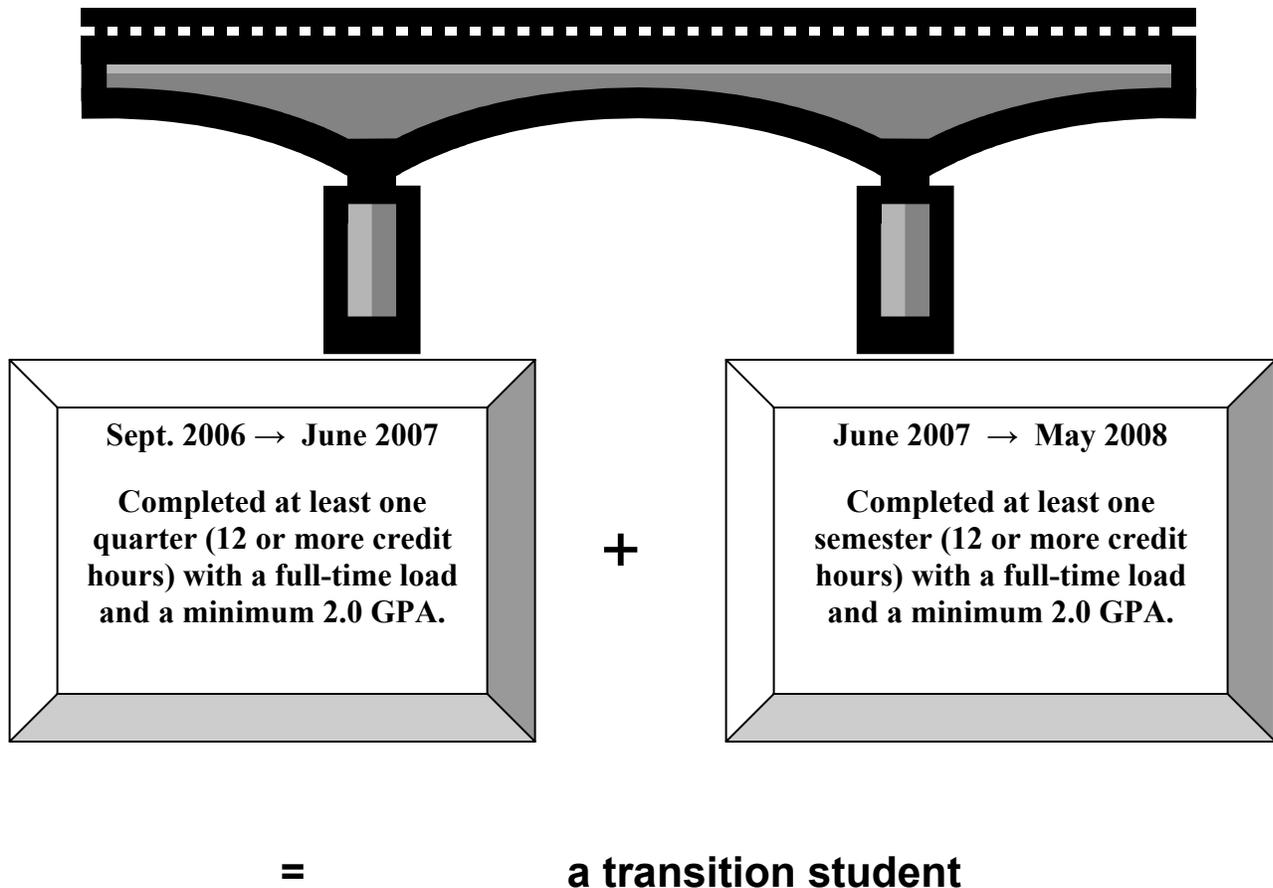
How? → The semester conversion process began in September 2005. Before June 2007, all courses will be revised to fit the semester calendar, and all administrative policies and procedures will be revised to conform with semesters.

Many semester courses will be equivalent to quarter courses. Others will be combinations of two or more quarter courses. Still others will be entirely new. A complete list of quarter-to-semester course equivalencies and course descriptions is published on the Semester Conversion website.

Planning for Semester Conversion: Transition Students

A “transition student” is defined as any full-time student at Shawnee State University who completed 12 or more credit hours, in good standing, for at least one term during each of these periods:

- September 2006 – June 2007
- June 2007 – May 2008



What do I need to know if I am a transition student?



A transition student will have both rights and responsibilities as the University changes its academic calendar. The more you know about these rights and responsibilities, the more control you will have over your graduation date.

Shawnee State University
Student Fair Treatment Statement
Semester Transition

Part I – Faculty Statement

The Shawnee State faculty, recognizing the uncertainty that comes with any change of the magnitude of the semester transition process, remains committed to assisting transition students to the greatest extent possible in the completion of their chosen program, while maintaining academic integrity and ensuring the quality of education at our institution.

Part II – University Administrative Protection Guidelines

Guidelines for the Protection of Transition Students

What is a Transition Student?

A “transition student” is defined as any full-time student at Shawnee State University who completed 12 or more credit hours in good standing for at least one term during each of these periods:

- September 2006 – June 2007
- June 2007 – May 2008

Shawnee State University has adopted policies and procedures to enable transition students to maintain their academic progress during the transition, and to stay on track for completing their degrees. As long as transition students maintain full-time loads, earn passing grades, follow sound advising, and meet all other catalog graduation requirements, they should be able to graduate under the semester system no later than they would have under the quarter system. These commitments are subject to change due to accreditation requirements or other unforeseen circumstances.

The following basic assumptions are designed to support this commitment:

1. The University's transition to a semester calendar will not cause a transition student's graduation date to be later than it would have been under quarters.
2. Each transition student is entitled to both a Transition Advising Plan (TAP) developed by his or her department, which states in writing the semester transition requirements for completion of the program, and an Individual Advising Plan (IAP) which specifies what classes the student must take to complete the program.
3. No TAP or IAP will impose requirements on a transition student which did not exist under the quarter calendar. An exception might occur only when a program added a requirement it would have had to add under the quarter system anyway. An example would be a case where the program added a requirement in order to meet new accreditation or licensure standards.
4. No transition student will be required to take more credit hours under the semester system than the equivalent number of hours he or she would have been required to take under the quarter system.
5. Transition students have the right to appeal on issues related to semester conversion. Appeals will be defined by the Student Fair Treatment Statement, Part IV.
6. When the conversion of quarter credits to semester credits results in a fraction, the number of hours earned will always be rounded up for the benefit of the student.

For example: 95 quarter credits x .67 = 63.365 semester credits
63.365 is rounded up to 64 semester credits

7. The fees for one year of semesters will not exceed what the fees for one year of quarters would have been. However, it is important to note that:
 - Under semesters, students will pay fees twice per year instead of the three times per year they pay under quarters.
 - Since a semester is one and one-half times the length of a quarter, charges for one semester will be approximately one and one-half times higher than for one quarter.
 - The Board of Trustees periodically increases fees to adjust for inflation and increased operating costs—but these increases would have occurred under the

quarter system as well. Since they would not be related to semester conversion, they would not be covered by this protection.

8. Students will be eligible for the same amount of financial aid under semesters as they would have been under quarters. The total aid for two semesters and summer will be the same as the total for three quarters and summer. To be classified as full-time under semesters, a student will still have to take 12 credit hours.

Part III – University Administrative Basic Assumptions/Promises to Students

Basic Assumptions: A Promise to Students

Timely Graduation

The University has promised that as long as transition students maintain full-time course loads, earn passing grades, follow proper advising directives and meet all other catalog graduation requirements, they should be able to graduate within the same timeline as the one followed under quarters. No transition student will be required to take more credit hours under the semester system than in the equivalent number of hours he or she would have been required to take under the quarter system.

Scheduling

Given this commitment, departments have to think carefully about how they schedule their classes in order to minimize problems for students as the University goes through the calendar transition process.

Suggestions:

- We want to minimize any special transition courses, as they will be complicated to schedule, costly for the institution, and place undue demands on faculty.
- Other institutions that have gone through this process have found that a combination of strategies, including careful advising, and in some cases a waiver of a required course that will no longer exist, offer real advantages.
- Departments are encouraged to develop, in advance, “blanket” policies that will direct all advisors assisting semester “transition” students and avoid many problems rather than dealing with the issues later on an “ad hoc” basis. These policies should be part of this plan so all faculty are apprised of their existence and how they will be implemented.
- *One of the most important strategies is to ensure that students do not begin a year-long sequence of quarter hour courses after fall quarter, since they will not be able to complete the identical sequence of courses under semesters.* If students are officially advised to begin such courses in the middle of the year, the department must have a

plan for how that student will be accommodated within the context of the promises made by SSU.

Part IV – Student Appeals & Waivers Process

Difficulties will arise and students are guaranteed the right of appeal. The appeals process must give great weight to the promise made to students (see above).

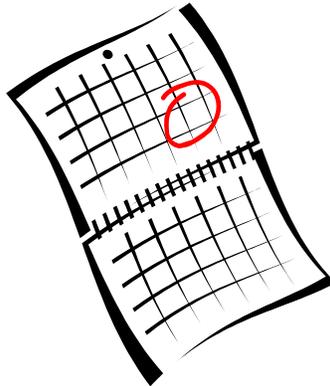
- It is up to the departmental advisor or department chair to develop a plan for any student that will allow that student --assuming the student has lived up to the obligations of a Transition Student-- to graduate on time and without having to take more hours of instruction than they would have taken without semester conversion.
- If there are waivers or adjustments of departmental requirements they should be agreed to by the entire department so the chair can be authorized to approve and sign off on said waivers/adjustments...
- In the case of General Education requirements the first appeal should be to the Director of the General Education Program and, if not satisfied, to the Provost.
- For all other courses the student may appeal to the Dean, if not satisfied, and subsequently to the Provost. Ms. Barbara Conn, Director of the Center for Semester Transition, will work with faculty to provide students with detailed advice and assistance beyond that available from the academic advisor. She will also serve as an “ombuds” person students can turn to when they need help resolving problems.

Transition Student Responsibilities

As a transition student, you must take responsibility for ensuring that you benefit from the above listed protections. Your responsibilities include:

1. **Stay informed.** A link is now available on MySSU and on the SSU web site that will continue to provide up-to-date information on semester conversion. There will also be an e-mail link to allow you to submit questions as they arise. Visit the semester conversion web site often to learn of updates and new information regarding the transition: www.shawnee.edu/acad/semcv/index.html.
2. **Obtain and follow sound academic advising.** Meet with your academic advisor to develop your Individual Advising Plan (IAP). Carefully map out how you will complete your graduation requirements. Consult your IAP every time you schedule new classes, consider dropping or adding a class, or consider withdrawing from school. If you fail to follow your IAP, fail a class, or don't take a full-time course load, you should meet with your academic advisor to see if your graduation date will be delayed.

3. **If you wish to repeat a quarter system class to raise your grade**, do so before the official end of the quarter system at Shawnee State University – June 2007.
4. **Take your course sequences either under the quarter system or under the semester system**. Try to avoid splitting up a sequence so that you would be taking part of it on the quarter system and part of it on the semester system. Discuss this issue with your advisor to make sure you have the course sequence scheduling plan that best suits your needs.
5. **Remember:** Failing a class, not taking a class when it is offered, and not following your IAP may cause delays in your graduation. This will be just as true under semesters as it has always been under quarters. The Transition Student basic assumptions listed on page 8 can protect you from delays caused by the change in calendar, but only YOU can protect yourself from those other kinds of circumstances that often delay graduation.



The Individual Advising Plan for Students (IAP): Your “Road Map” to Graduation

The Individual Advising Plan for Students, or IAP, serves as your “road map” to graduation. The advising plan:

- Shows all requirements you have completed under the quarter system;
- Shows how your quarter system courses fit into the semester system requirements;
- Shows all remaining courses and credit hours necessary for graduation; and
- Illustrates how degree requirements can be completed based on the same graduation timeline that you would have followed under the quarter system.



How the IAP will work

1. Student and advisor meet and complete the Individual Advising Plan to determine the projected graduation date if the University had remained on quarters.
2. This projected graduation date is also the projected graduation date under semesters.
3. A “Course Map” is developed to meet this projected graduation date.
4. The student and advisor meet regularly to review the Individual Advising Plan and all progress made toward graduation. Any deviations from the IAP are noted, and a determination is made as to whether the deviations will delay the projected graduation date.

Examples:

Student A

- Is majoring in a program that requires 186 quarter hours for graduation;
- Has completed 61 quarter hours as of the end of spring quarter 2006;
- Meets with the faculty advisor to determine how many quarter hours would be needed for graduation if the University were to remain on quarters:
 - * $186 - 61 = 125$ quarter hours remaining on the quarter system
- The advisor and student verify that all remaining requirements can be completed in 125 or fewer quarter hours.
- Using the IAP template, they determine how many quarters it would take for the student to complete those remaining hours on a quarter system:
 - * averaging 16 credits per quarter, the student would need 8 quarters to finish all requirements and reach 186 quarter hours:
 - ** 125 divided by $16 = 7.81$ or approximately 8 quarters
 - * 8 quarters as follows: fall 2006, winter 2007, spring 2007, fall 2007, winter 2008, spring 2008, fall 2008, winter 2009.
 - * The quarter-based graduation date would be projected as the end of Winter Quarter 2009.
- The IAP is developed to show how the student can complete all graduation requirements no later than the end of spring semester 2009.

Student B:

- Is majoring in a program that requires 214 quarter hours for graduation;
- Has completed 121 quarter hours as of the end of fall quarter 2006;
- With advisor, determines how many quarter hours would be needed for graduation:
 - * averaging 16 hours per quarter, the student would need 6 quarters to finish;
 - ** 93 divided by $16 = 5.8$ or approximately 6 quarters

- * 6 quarters as follows: winter 2007, spring 2007, fall 2007, winter 2008, spring 2008, fall 2008.
 - * with advisor, verifies that all required courses can be completed within 6 quarters.
 - * The quarter-based graduation date would be projected as the end of fall quarter 2008.
- The IAP is developed to show how a full-time student can complete all graduation requirements no later than the end of fall semester 2008.

Typically, the IAP will include quarter courses already taken or to be taken, semester courses still to be taken, and (for students in some departments) transition courses to be taken.

The IAP was developed by all departments during fall quarter 2006. See page 26 for an example.

***All transition students
should meet with their
advisor and complete an
INDIVIDUAL ADVISING PLAN
By May 8, 2007.***

Conversion of Academic Records

Whereas in the past the normal academic year had three quarters, it will now have only two semesters. A quarter lasts 10 – 11 weeks, while a semester lasts 15 – 16 weeks.

Because a semester course lasts 50 percent longer than a quarter course, a semester credit hour counts more heavily than a quarter credit hour. The formula used to convert quarter credit hours to semester credit hours is as follows:

$$\text{quarter hours} \times 2/3 \text{ (or } .667) = \text{semester hours.}$$

Example #1:

Student A has 94 quarter hours at the end of spring quarter 2007. These hours will be converted as follows:

$$94 \times .667 = 62.698 \text{ semester hours.}$$

This student will have 63 semester hours going into fall semester 2007.

Example #2:

Student B has 43 quarter hours at SSU and 23 quarter transfer hours as of the end of spring quarter 2007. The calculation would work as follows:

$$43 + 23 = 66 \text{ total quarter hours;}$$

$$66 \times 2/3 = 44 \text{ semester hours.}$$

This student will have 44 semester hours going into fall semester 2007.

Student Classification Under Quarters vs. Semesters

Transition students will not move from one classification to another as a result of the conversion. If you are a junior at the end of spring quarter 2007, you will still be a junior at the beginning of fall semester 2007.

The following table illustrates the credit hour ranges for classification under quarters and semesters:

	Quarter System Hours	Semester System Hours
Freshman	1 – 44	1 – 30
Sophomore	45 – 89	31 – 60
Junior	90 – 134	61 – 90
Senior	135 or more	91 or more

Graduation Requirements Under Semesters

Total Hours Required for Graduation

Just as student academic records will be converted to semester hours, all graduation hour requirements will also be converted from quarter hours to semester hours.

The minimum total semester hours required for graduation at SSU will be 124. (Under the quarter system, the minimum is 186.) The same formula used to convert student credit hours will apply.

**Minimum required quarter hours: $186 \times 2/3 =$
124 minimum required semester hours.**

If a program already requires more than 186 quarter hours for a degree, it will likewise require more than 124 semester hours for a degree. Thus, a program now requiring 200 quarter hours will require 134 semester hours for graduation. If the program's new semester requirements total more than 134 hours, the new requirement will apply only to students first enrolling at SSU after June 2007 (see pages 8 and 9).

General Education Program (GEP)

During the transition, many students will have completed part, but not all, of their General Education Program (GEP). The current GEP under quarters totals 48 credit hours. After the transition, the GEP will total 34 semester hours.

A student who has completed some GEP courses under quarters and will complete the rest under semesters should meet with his or her academic advisor. Together, they will map out the semester courses needed to finish the GEP. This "map" will become part of the student's IAP.

For example, let us say that a student still has 19 semester hours of GEP courses to take. It is very important for that student to work closely with his or her faculty advisor in

planning these remaining 19 semester hours. Those 19 remaining hours must be chosen from the required GEP categories the student still needs to complete.

The following table illustrates how the required hours will change for each GEP category:

General Education Program Credit Hour Conversions

Category	Quarter Hour Requirement	Semester Hour Requirement
English Composition	12	6
Quantitative Reasoning	4	3
Fine and Performing Arts	4	3
Social Sciences	4	3
Natural Sciences	8	7
Western Cultural Perspective	4	3
Non-Western Cultural Perspective	4	3
Ethics	4	3
Senior Seminar	4	3
TOTAL	48	34

As noted above, the GEP consists of nine categories. As you can see, the same basic structure was kept for the semester-based GEP as under the quarter-based GEP. Therefore, if the student completed a category of the GEP on the quarter system, that same category will be considered as completed on the semester system.

Note that the quarter-based GEP is 48 quarter hours, the equivalent of 32 semester hours. The semester-based GEP has a total of 34 semester hours. As a "Transition Student," however, you will be required to complete only 32 semester hours for the GEP. However, the total hours for your entire degree program (GEP, major, and electives) must still meet the minimum number of hours required for graduation.

Finally, it is important to note that with the quarter system, one course contains 1/3 of the content covered in a year-long sequence, whereas one course on the semester system contains one-half of the content of a year-long sequence. Therefore, try to complete year-long sequences while still on the quarter system. For the GEP, this is a consideration for requirements in natural sciences, mathematics, and English composition.

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FAQs

Frequently Asked Questions (FAQs) about Semester Conversion at Shawnee State University (SSU)

1. What is the difference between a quarter and a semester?

A quarter is normally 10 weeks of instruction, then a week for final exams, while a semester is 15 weeks of instruction and a week for finals. It takes three quarters to make an entire academic year, while it takes two semesters. Under either system, there are about 30 weeks of instruction in one academic year.

2. Why is SSU changing from quarters to semesters?

Semesters provide several advantages to students, faculty and staff. The semester system:

- Provides more time for learning course material;
- Provides an opportunity for faculty to update curricula;
- Provides more time for summer internships;
- Brings SSU courses in line with most textbooks which are written on the semester calendar;
- Gives students a better chance at summer jobs because the school year ends earlier;
- Allows graduating seniors to enter the job market earlier;
- Reduces registration and financial aid activity from three times to two times per academic year;
- Brings SSU's calendar into line with the academic calendars of over 75 percent of the colleges and universities in this country;
- Brings SSU's calendar into line with most of the state supported universities in Ohio;
- Allows better scheduling of off-campus learning experiences such as student teaching and clinicals; and
- Promotes better scheduling of activities involving other universities and colleges such as conferences and athletic events.

3. When will SSU make the official change?

The semester calendar will begin with the summer semester, 2007 in June.

4. Is the calendar finalized for the fall semester? In particular when is the first day of class? I cannot find this information on the website.

Yes, the calendar was approved by the SSU Board of Trustees on February 9, 2007. A link is available at www.shawnee.edu that will provide direct access to information on semester conversion and the calendar. There is also an email link to allow you to submit questions as they arise: semesterconversion@shawnee.edu. The first day of class for the fall semester is August 27, and the semester ends December 19, 2007.

5. The student transition guide indicates there will be a catalog and published conversion. Where can I get that information?

The specific program semester information is now available in your department and program. Course schedules with descriptions and details are available now at www.shawnee.edu. See your advisor or department chairperson for information. The University catalog will be available in June.

6. Will tuition and fees be higher under semesters than under quarters?

Tuition and fees for the full academic year under semesters will be the same as they would have been for a full academic year under quarters. Keep in mind, though, that because the full year's charges will now be divided into two semesters rather than three quarters, one semester's charges will be proportionately higher than those for one quarter.

7. Will I lose any credit hours under semesters?

No. All quarter hours will be converted to their equivalent number of semester hours.

8. How many hours are considered full-time under the semester calendar?

Enrollment in 12 semester hours is required for full-time status. Most students will take about 15 hours to stay on track for graduation.

9. How many credit hours under the semester system will be required for graduation?

The minimum number of hours needed to earn a bachelor's degree will be 124. The minimum number to earn an associate degree will be 60. However, some majors may require more.

10. Will semester conversion affect my graduation date?

If you are currently on track for graduation, conversion to semesters should not affect your graduation date. An Individual Advising Plan (IAP) completed with your advisor will project your graduation date. An IAP is a specific advising plan for each student who has attended under quarters and will graduate under semesters. This is a form/checklist that the student can use to chart their direction and progress for the semester system.

11. As a student what do I need to do to prepare for the change?

Ask questions. Talk to your advisor, department chair, the Registrar's Office and the Provost's office. Complete an Individual Advising Plan (IAP). Keep up-to-date on new information. Read and save all information released concerning semester conversion.

12. What is a Transition Advising Plan (TAP)?

A Transition Advising Plan (TAP) is a specific advising plan for each department/program. It is a complete list of courses needed for graduation, and is required for any student who will be taking courses under both quarters and semesters while at SSU. These will be implemented with an Individual Advising Plan for each student. The Transition Advising Plan (TAP) developed in your department/program is available as a guide when completing the Individual Advising Plans. Please see your Advisor or Chairperson for details and information.

13. What is an Individual Advising Plan (IAP)?

An Individual Advising Plan (IAP) is a specific advising plan for each individual student who will graduate under semesters. This is a form/checklist that the student can use to chart their direction and progress until Degree audits are available for the semester system. This form can be completed with your advisor to project your progress and graduation date on semesters. (See page 26 for a sample.)

14. How are the class times going to be? Will they be 2 hours or different?

There are many ways that courses will be offered, as you know. We can't say "how class times will be" as it depends on each department's schedule and available classrooms. However, the "block" schedule (available from department chairpersons) has a standard of Monday, Wednesday and Friday courses of one hour each; Tuesday/Thursday classes will be one hour and 20 minutes each. Not all courses meet these standards however.

15. Will all courses be offered in the full semester term?

Regular courses will normally be full semester courses. Exceptions may include bridge courses (short term transition courses) designed as necessary during the transition to semesters for some programs and limited to specific students. Other exceptions may include laboratory courses or internships within full semester courses, developmental courses, co-op programs and other such offerings.

16. Will summer 2007 be different than the following summer semester schedules?

Yes, the 2007 summer schedule will differ from future summer schedules due to the end date of the 2006-2007 academic year operating under the quarter system. The summer schedule, with classes beginning June 25 and ending August 17, should follow the above "standard" as well, but because of the truncated term (seven weeks) this year, course sections will meet either more frequently (more days each week), for more hours (each day), or both.

17. Will this coming summer semester cost about as much as a quarter or a semester? It normally costs me about \$2,000 a quarter. I would like to know if the summer prices will go up for money saving purposes.

The SSU tuition and fees for the summer semester will be approximately \$ 2,916.00 for a full-time student. This is a “translation” of the 2006-2007 quarter fees into semester fees. There is no tuition or fee increase included. The tuition and fees were adjusted to reflect the change from four quarters to three semesters. In other words, the fees went up by approximately one-third. Fees for the 2007-2008 Fall and Spring Semesters have not been established at this date.

18. How long will substitutions and waivers be accepted for the semester transition?

SSU accepts substitutions and course waivers regularly now; there will be no change or need to establish a deadline.

19. Will I be able to repeat a course, to improve a grade and their GPA, after the course has been converted to a semester from the original quarter course?

Yes, you can continue to repeat courses to replace grades from a quarter course to a semester course change. If the course has been changed and merged with other content, the Department can review the individual student’s request and determine how the replacement grade and which equivalent course would change the old course grade.

20. Which students can register for ENGL111S spring quarters 2007?

Registration in ENGL111S is restricted to the following students for the winter and spring quarters 2007:

- 1) Students who have failed ENGL111S previously;
- 2) Students with academic majors in the College of Professional Studies that require ENGL111S and ENGL112S only; and
- 3) Students applying for admission to academic programs in #2 above.

Students permitted to register for ENGL111S must be “authorized” prior to registering for one of the limited ENGL111S sections. Please contact the Student Success Center or the Department of English and Humanities for assistance.

Semester transition students not permitted to register for ENGL111S must complete the Semester English Composition Sequence (ENGL1101 or ENGL1102 and ENGL 1105) beginning next summer semester or fall semester, 2007.

21. The English GEP sequence is confusing ... can you clear it up?

Scenarios:

- 1) Student has taken 111 but not 112 or 115
- 2) Student has taken 111 and 112 but not 115

Students should try to complete the composition sequence this year if at all possible. If a student has taken 111, he or she should take 112 next quarter and 115 in the spring. If the student has taken 111 and 112, the student should take 115 in the spring.

22. What does a student do who has partial completion of the GEP on quarters and the remainder on semesters?

The overall structure of the GEP is the same for both the quarter and semester calendars. That is, both programs have nine content categories:

- English Composition
- Quantitative Reasoning
- Social Sciences
- Fine and Performing Arts
- Natural Sciences
- Western Cultural Perspectives
- Non-Western Cultural Perspectives
- Ethics
- Senior Seminar

Completion of a content category on the quarter system will translate into completion of the same content category on the semester system.

23. Are there community colleges in the area that students can take these (English 111, 112, 115) courses at that will transfer?

Refer to the CAS system at www.transfer.org. The Office of the Registrar is a good resource since they evaluate all incoming transfer credit. Certainly, we suspect that credit from, for example, Ohio University Southern Campus or Ohio University-Chillicothe would be treated as routine transfer credit.

24. Will a student qualify or benefit from the transition promises who has been enrolled during the defined timeframe but withdraws and then re-enrolls later?

A “transition student” is defined as any full-time student at Shawnee State University who completed 12 or more credit hours in good standing for at least one term during each of these periods: September 2006 – June 2007 or June 2007 – May 2008.

All students will have the opportunity to be considered for these transition promises on an individual basis, but matriculation during the transition periods defined above will determine eligibility for these exceptions. Each department and advisor will certainly be the student’s first point of information in deciding when the student would graduate and if there were any circumstance that are exceptional and apply to the policy for student fair treatment.

25. Do you know when the class schedule for fall will be available?

The course schedule for summer and fall semester will be published in mid April before registration begins on April 23. The semester calendar is on the SSU website, www.shawnee.edu, click the semester conversion/summer 2007 link on the left that opens to a link for the semester calendar and other semester information. Course descriptions and course equivalency details are posted there as well.

Shawnee State University 2007-2008 Semester Calendar

Summer Semester 2007-2008

April 23	Registration Opens for Summer Semester
June 25	Classes Begin
June 29	Last Day to Add a Class Last Day for 100% Refund Upon Complete Withdrawal
July 4	Independence Day (<i>University Offices Closed</i>)
July 11	Last Day to Apply for Non-Credit Last Day to Drop a Class
August 10	Last Day of Classes
August 11-17	Final Exams
August 17	Semester Ends/Grades Due

Fall Semester 2007-2008

April 23	Registration Open for Fall Semester
August 27	Classes Begin
August 31	Last Day to Add a Class Last Day for 100% Refund Upon Complete Withdrawal
September 3	Labor Day Holiday (<i>University Offices Closed</i>)
October 8	Columbus Day (<i>University Offices Open</i>)
October 31	Last Day to Apply for Non-Credit Last Day to Drop a Class
November 12	Veteran's Day Observed (<i>University Offices Closed</i>)
Nov 22-24	Thanksgiving Holiday (<i>University Offices Closed</i>)
November 26	Classes Resume
December 12	Last Day of Classes
December 13-19	Final Exams
December 19	Semester Ends
December 21	Final Grades Due
December 24	Christmas Holiday (<i>in lieu of President's Day-University Offices Closed</i>)
December 25	Christmas Day (<i>University Offices Closed</i>)

Spring Semester 2007-2008

November 5	Registration Opens for Spring Semester
January 1	New Year's Day (<i>University Offices Closed</i>)
January 14	Classes Begin
January 18	Last Day to Add a Class Last Day for 100% Refund Upon Complete Withdrawal
January 21	Martin Luther King, Jr. Holiday (<i>University Offices Closed</i>)
February 18	President's Day – Observed by University December 24 (<i>University Offices Open</i>)
March 12	Last Day to Apply for Non-Credit Last Day to Drop a Class
March 16-23	Spring Break
March 24	Classes Resume
May 2	Last Day of Classes
May 3-9	Final Exams
May 9	Semester Ends
May 10	Commencement
May 13	Grades Due

Resolution ASA01-07 approved by Board of Trustees, February 9, 2007

***** SAMPLE INDIVIDUAL ADVISING PLAN *****
Please see your advisor for program specific plan.

Department of Dental Hygiene - Associate of Applied Science
 Individual Advising Plan

Student Name _____

Advisor Name _____

Date _____

Instructions: Check the courses you have completed and place the semester/year for courses that you still need to complete.

Course/Quarters	Qtr. Hrs.	Course/Semesters	Sem. Hrs.	✓
General Education				
		ENGL 1101 or	5	
ENGL 111S	4	ENGL 1102	3	
ENGL 112S	4	ENGL 1105	3	
Social Science				
PSYC 101	4	PSYC 1101	3	
SOCI 101	4	SOCI 1101	3	
Natural Science				
BIOL 101 Intro to Biol	3			
BIOL 162 Human Anat./Phys.	5	BIOL 1130	4	
Speech 103	3	COMM 1103	3	
AHNR 103	3	AHNR 1103	2	
Electives				
Any English, Psychology, Sociology or Speech course with a catalog number higher than the required courses. Any Business Management, Personnel Management or Computer Course.	3		3	
Program Courses				
DTHY 102 Oral Histology/Embryo	2			
DTHY 111 Oral Anatomy 1	3			
DTHY 112 Oral Anatomy 2	2	DTHY 1110 Dental/Head & Neck Anatomy and Histology	4	

DTHY 121 Clinical DTHY 1	4	DTHY 1102 DH Theory and Techniques I	4	
DTHY 122 Clinical DTHY 2	4	DTHY 1103 DH Theory and Techniques II	2	
DTHY 123 Clinical DTHY 3	4	DTHY 1104 Clinical DH II	3	
DTHY 101 Radiology 1	2			
DTHY 113 Radiology 2	2	DTHY 1111 Dental Radiology	3	
DTHY 202 Periodontics	3	DTHY 1114 Periodontology	2	
DTHY 220 Oral Microbiology/Immun	3	DTHY 1115 Oral Microbiology/Immun	1	
DTHY 203 Dental Materials	3	DTHY 2212 Dental Materials	2	
DTHY 205 Dental Health Education	3	DTHY 2210 Dental Health Ed.	2	
DTHY 290 Seminar in Advanced Periodontics	2	DTHY 2211 Seminar in Advanced Periodontology	1	
DTHY 224 Clinical DH 4/ Office Emergencies	5	DTHY 2201 Medical Emergencies in the Dental Office	2	
		DTHY 2202 Clinical DH III	3	
DTHY 206 Public Health	3	DTHY 2214 Dental Public Health	2	
DTHY 201 General and Oral Pathology	3	DTHY 2215 General and Oral Pathology	2	
DTHY 204 Pharmacology	3	DTHY 2216 Pharmacology and Pain Control	2	
DTHY 225 Clinical DH 5/Special Needs	5	DTHY 2203 Dental Hygiene Care/ Special Needs & Ethics	1	
DTHY 226 Clinical DH 6/Preventive Dentistry&Jurisprudence	5	DTHY 2204 Clinical DH IV	4	
DTHY 103 Human Nutrition	3	DTHY 2217 Nutrition	2	
DTHY 227 Clinical DH VII / Career Management	4	DTHY 2205 Dental Hygiene Care /Applied Nutrition/Senior Seminar	1	
		DTHY 2206 Clinical DH V	4	
DTHY 299 Topics in Dental Hygiene * As Needed	1-5	DTHY 2299 Topics in Dental Hygiene *As Needed	1-3	
Total quarter hours	101	Total semester hours	71	
Projected Qtr. graduation date:		Projected Semester graduation date:		

Student Signature: _____
Advisor Signature: _____
Date: _____