



# Student Resource Guide



<b>Student Resource Guide .....</b>	<b>7</b>
Academic Support.....	8
Absence Policies.....	8
<ul style="list-style-type: none"> <li>• <b>Excused Absence Guidelines</b> -- These guidelines are designed to assist those students who are unable to attend classes for a period of time exceeding five (5) days due to a military, civic, medical, emergency reasons or university-sponsored activities. Students absent from classes for a period of five (5) or fewer days should consult with individual faculty and the Dean of the appropriate college for assistance.....</li> </ul>	8
<b>B.1 The following situations entitle students to an excused absence: .....</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• <b>University-Sponsored Activities .....</b></li> <li>• <b>Military Service .....</b></li> <li>• <b>Civic Duty.....</b></li> <li>• <b>Medical Conditions Documented, Including Illness and Accident .....</b></li> <li>• <b>Emergency Reasons .....</b></li> </ul>	9
<b>B.2 Documentation Required .....</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• <b>University-Sponsored Activities .....</b></li> <li>• <b>Military Service .....</b></li> <li>• <b>Civic Duty.....</b></li> <li>• <b>Medical Conditions Documented Including Illness and Accident .....</b></li> <li>• <b>Emergency Reasons .....</b></li> </ul>	10
<b>B.3 Determination of Action .....</b>	<b>10</b>

• <b>Complete withdrawal</b> .....	10
• <b>Individual course withdrawal</b> .....	10
• <b>Continued enrollment with special grading options</b> .....	11
<b>B.4 Excused Absence Decision Matrix</b> .....	11
Start by asking, "Was I absent 5 or more days?" .....	11
Did I receive an excused absence? .....	11
Did I receive permission to make-up missed work? .....	11
Student Records .....	12
<b>C.1 Academic/Admission Records may include all of the following:</b> .....	12
<b>C.2 Student Education Records</b> include records maintained by the University concerning a student, including admissions, academic, financial, and placement records. These are files, records, and documents, which contain personally identifiable information about the student. Access to student records is on a need-to-know basis and limited to University officials who have a legitimate educational interest in the record and third parties necessary for student enrollment, financial aid, etc. A student may give consent for release of their records by submitting a "Consent to Release Records" form in MySSU or submitting a personal letter containing the same information as listed on the "Consent to Release Records" form. ....	12
<b>C.5 Inspection and Challenge of Student Education Records</b> Students attending Shawnee State University have the right to inspect and review their own education records and the right for a hearing to challenge the contents of those records. The Office of the Provost is responsible for administering the inspection and review procedures relating to student education records. Students who believe that their education records contain information that is inaccurate,	

misleading, or is otherwise in violation of their privacy or other rights may request, in writing, an opportunity to view and, if necessary, challenge the record's contents. ....	13
Campus Communication.....	13
Campus Life.....	15
Finance.....	15
Campus Safety .....	16
Health & Wellness .....	16
Grade Appeal .....	16
Academic Probation/Suspension.....	17

**L.1 Academic Probation** -- A student whose cumulative grade point average (GPA) drops below the suspension standard for the first time is placed on Academic Probation for the following semester. The only exception is for students who earn a 0.0 cumulative GPA and earn less than 3 credit hours during their first term of enrollment (see Academic Suspension below). If the student is unable to raise his/her GPA above the suspension standard during the next term of enrollment and does not achieve at least a 2.00 GPA for that term, he/she will be suspended. Upon reinstatement, the student will remain on Academic Probation for the following term if his/her cumulative GPA remains below the suspension standard, but the student achieves a 2.00 or higher term GPA. If the student raises his/her cumulative GPA above the suspension standard, but later drops below the suspension standard again, he/she will be placed on Academic Probation again before being suspended. While a student is on academic probation, they are required to meet weekly with an academic advisor in the Student Success Center. ....18

**L.2 Academic Suspension** -- A student whose cumulative grade point average (GPA) drops below the suspension standard for the second time is placed on Academic Suspension. Additionally, any student who earns a 0.0 cumulative GPA and earn less than 3 credit hours during his/her first term of enrollment will be placed on Academic Suspension. The student must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.

18

**L.3 Academic Dismissal** -- After completing a first suspension (three-semester), the first time the student's cumulative GPA falls below the suspension standards again, and he/she does not achieve a 2.00 GPA for the term, he/she will be placed on Academic Dismissal. The student must sit out two academic years (six semesters) before submitting a written appeal to return to Shawnee State University.....18

**L.4 Permanent Dismissal** -- Upon return from Dismissal, if the student is dismissed again, he/she will be permanently dismissed and may not return to Shawnee State University.....18

Academic Appeals Process .....18

**M. Appeals for Reinstatement Eligibility** –.....18

When a student is suspended or dismissed, he or she may appeal for reinstatement, but normally reinstatement will not be granted sooner than one academic year (three semesters) after your suspension, or two full years (six semesters) after your dismissal. Reinstatement may be permanently denied to students who have been previously academically dismissed. The student appeal must be submitted to the Student Business Center *before* the deadline. The dates below are deadlines *recommended to allow for possible enrollment after processing.* .....18

**M.2 The Appeal Process** .....19

Academic Misconduct.....20

Student Resources with Links .....	22
Student Forms.....	40
Other Student Handbooks and Guides .....	41

## Student Resource Guide

This Guide is intended to be a quick resource for students to get information on higher education terminology, directions on who to ask for what, guidance on where to start when you need something, and general information on how the SSU system works. It does not provide detailed information for all areas but does provide guidance on how to get more information if you need it. Use the Table of Contents to hyperlink to other parts of the Guide or use Ctrl+F and enter your search terms to search the entire document.

Are you looking for something that's not in the Guide? Email your suggestion to the Dean of Students at [jhamilton@shawnee.edu](mailto:jhamilton@shawnee.edu)

### Avoid These Rookie Mistakes!

Listed below are some things that commonly confuse new students. Don't say we didn't warn you!

- Different sections of the same course may meet at the same time but in different rooms. Pay attention to your course section number (the two-digit number after the course number) and the room where it meets as well as the time it meets.
- Some courses may meet in different rooms on different days. Pay close attention to your course schedule and syllabus.
- On your course schedule "R" stands for Thursday. Therefore, on your course schedule, it may read TR 10-10: 50 am. This means the course meets on Tuesday (T) and Thursday (R) from 10-10: 50 am. "U" stands for Sunday and "S" for Saturday.
- The Administration Building and Massie Hall are separate buildings that are connected on the first and second floors. You can tell which building you are in by the color of the flooring. In the basement, the Administration has red bricks and on the 1st floor, the Administration has multi-colored tiles on the floor in some sections and red brick in others.
- Be careful about taking academic advice from parents, siblings, friends, or random strangers. The GEP (general education program) and courses required for majors change and are not the same as when Uncle Frank was a Bear back in the day! Always get your Advisor's input!
- Check your post office box in case you get a care package. Even cookies from mamaw get gross after a few weeks!
- Check your Shawnee email frequently. Texting might be how you communicate with your friends and family, but Shawnee faculty, administrators, and staff will use your Shawnee email. Have another email you prefer? Forward it to your SSU email while you're a student to avoid missing anything. Too much junk email? Set up your focused inbox in outlook to reduce it.
- Check notifications on MySSU frequently for action items you need to take care of from Financial Aid, Housing, Dean of Students, etc.

## Academic Support

### A. Academic Supports

**The Math Lab**, offering free math tutoring to students, is located in 150 ADM which is down the hall from the Student Success Center.

**Hours: Monday - Thursday 9 am - 9 pm and Friday 9 am - 2 pm**

**The Writing Center**, which offers free writing tutoring to students for any writing assignment, for any class, is located in the basement of Clark Memorial Library, room 120.

**Hours: Monday-Thursday 10 am-5 pm, Friday 10 am-2 pm, and Sunday 4-7 pm**

**The Student Success Center** offers tutoring and supplemental instruction in a variety of subjects. To request tutoring, students should fill out the [Request a Tutor](#) form.

If a student would like to become a tutor in the Student Success Center, then they should fill out the [Become a Tutor](#) form.

Both forms can also be found online toward the bottom of the [MySSU](#) homepage.

## Absence Policies

### B. Absence Policies

- **Excused Absence Guidelines** -- These guidelines are designed to assist those students who are unable to attend classes for a period of time exceeding five (5) days due to a military, civic, medical, emergency reasons or university-sponsored activities. Students absent from classes for a period of five (5) or fewer days should consult with individual faculty and the Dean of the appropriate college for assistance.

Students absent as described in these guidelines should provide documentation to the Dean of the appropriate college, who will review the documentation and may issue an Excused Absence notation to the student for presentation to faculty.

Students who are excused from class for any reason are responsible for all work, materials, learning experiences, and requirements listed in the course syllabus and from the instructor. Faculty should work with the individual student to allow appropriate time and support for the student to complete the work, materials, learning experiences, and requirements.

Students enrolled in courses with minimum attendance requirements because of accreditation, licensure, or other reasons are expected to meet all attendance requirements of the course. If the student is unable to make up the missed hours for any reason, they may be permitted to withdraw from the course. Students enrolled in



laboratory courses may present special challenges and should work closely with their faculty to complete all possible work.

**B.1 The following situations entitle students to an excused absence:**

- **University-Sponsored Activities**

Students representing Shawnee State University at an official function or in an official capacity, e.g., official athletic competitions, scholastic competitions, student activity competitions and governing activities.

- **Military Service**

Students called to active duty in the Armed Services of the United States due to national, local, or state emergencies. "Activation" is defined as a written order to report for active duty. This applies to students who are current and former members of the United States Armed Forces, including reserve Units, National Guard, and other such military organizations.

- **Civic Duty**

Students required to attend jury duty, a legal hearing, or as part of a proceeding as a party to legal action, for a period exceeding five (5) days.

- **Medical Conditions Documented, Including Illness and Accident**

Students subject to inpatient hospitalization to a hospital or health care facility for a period exceeding five (5) days. This also includes students with an illness or medical condition requiring absence from the University for contagion, recovery, healing, or similar reasons for a period exceeding five (5) days.

- **Emergency Reasons**

Students absent from class for a period of five (5) or more days for emergency, uncontrollable circumstances, such as:

- Death of an immediate family member
- Serious, documented, life-threatening illness of an immediate family member
- Documented natural disaster or crisis event

**B.2 Documentation Required**

- **University-Sponsored Activities**

The participant's name will be included on an official attendance list provided by the faculty sponsor, coach, or other university officer.

- **Military Service**

Students must submit a copy of the written orders showing activation, to the Dean of the appropriate college for verification. A copy of the orders will be filed in the appropriate Dean's Office. Written documentation will be forwarded to the Office of the Registrar.

- **Civic Duty**

Students must provide copies of legal proceeding information, summons, or jury duty summons to the Dean of the appropriate college. A copy of the documentation will be filed in the appropriate Dean's office.

- **Medical Conditions Documented Including Illness and Accident**

Students must present documentation from a treating physician or health care provider. Documentation may also be obtained from the [SSU Health Clinic](#) via a free in-person visit for all students, or via a telehealth visit for students located in Ohio and Kentucky. Students seeking documentation from the SSU Health Clinic must be seen *during their illness*. Documentation specifying the nature of the medical condition (as appropriate) and any restrictions on attendance is to be provided to the Dean of the appropriate college. The University will review the documentation, and at its sole discretion, consult with appropriate University staff and other professionals external to the University who can assist in reviewing the request. The Dean's office will not retain copies of medical documentation but will keep a record of the decision of excused or non-excused absence.

- **Emergency Reasons**

Students must provide verified documentation of all emergency reasons, which may include:

- Funeral notices published in local newspapers
- Medical records demonstrating illness
- Birth certificates, court records, or similar information documenting the immediate familial relationship
- Public records or government agency documentation demonstrating the natural disaster or crisis event.

### **B.3 Determination of Action**

The individual circumstances of the student will be evaluated by the Dean of the appropriate College, who may consult with the Registrar, appropriate faculty member(s), and Chair(s). A determination will be made as to the most appropriate action to benefit the student:

- **Complete withdrawal**

The determination may include withdrawal to a specific point in the semester, to the date of the request, the beginning of the semester, or any date between. In cases of military service, the withdrawal may be backdated to the start of the term.

- **Individual course withdrawal**

The determination may include withdrawal to a specific point in the semester, to the date of the request, the beginning of the semester, or any date between. In cases of military service, the withdrawal may be backdated to the start of the term.

The student, in consultation with the faculty member, will determine which courses, if any, from which to withdraw.

- **Continued enrollment with special grading options**

With the approval of the appropriate faculty member/s, the student may continue enrollment, with special grading options of Pass/Fail, Credit/Non-credit, or award of an Incomplete.

In the case of award for an Incomplete, the faculty member may specify a longer period of time, not to exceed one year, for a grade to be considered incomplete, before conversion to "F".

If a student disagrees with the Dean's determination that the absence is not excused or believes that the faculty member did not follow the Dean's determination of an excused absence, she or he may follow the **Academic Concerns Guidelines**.

#### **B.4 Excused Absence Decision Matrix**

Start by asking, "Was I absent 5 or more days?"	
<b>Yes? Then ask...</b>	<b>No? Then...</b>
Does my absence fit one of the categories in the Excused Absence Guidelines?	Schedule a meeting with the faculty of your course(s) immediately to review missed material. Complete and submit all make-up work as directed by the faculty member.
<b>Yes? Then ask...</b>	<b>No? Then ask...</b>
Do I have appropriate documentation to support my absence?	Do I have appropriate documentation to support my absence?
<b>Yes? Then...</b>	<b>No? Then...</b>
Schedule a meeting with the Dean of your major college or the college of the missed class immediately. Provide him or her with the documentation and request an excused absence.	Schedule a meeting with the faculty of your course(s) immediately to seek permission to make-up missed work.
Did I receive an excused absence?	Did I receive permission to make-up missed work?
<b>Yes? Then...</b>	<b>Yes? Then...</b>
Schedule a meeting with the faculty of your course(s) immediately. Provide him or her with a copy of your excused absence form. Review all missed material and get directions and timelines for completion. Complete and submit all make-up work as directed by the faculty member.	Review missed material and get directions and timelines for completion. Complete and submit all make-up work as directed by the faculty member.
<b>At any stage...</b>	
<p>If a student disagrees with the Dean's determination that the absence is not excused or believes that the faculty member did not follow the Dean's determination of an excused absence, she or he may follow the <b><u>Academic Concerns Guidelines</u></b>.</p>	

## Student Records

**C. Student Records**—SSU handles records based on the principle of confidentiality and the student's right to privacy.

**C.1 Academic/Admission Records may include all of the following:**

- Application
- High School Transcript(s)
- G.E.D. Transcript (if applicable)
- Previous College Transcripts
- Entrance Test Results (ACT, SAT, etc.)
- Shawnee State University Transcripts
- Physical Examination Reports (certain programs only; must have physician review)
- Letters of Recommendation (certain programs only)
- Biographical Information (supplied by the student)
- Interview Forms (subject to review)
- Residency Documentation (foreign students and students applying for Ohio residency)

**C.2 Student Education Records** include records maintained by the University concerning a student, including admissions, academic, financial, and placement records. These are files, records, and documents, which contain personally identifiable information about the student. Access to student records is on a need-to-know basis and limited to University officials who have a legitimate educational interest in the record and third parties necessary for student enrollment, financial aid, etc. A student may give consent for release of their records by submitting a "Consent to Release Records" form in MySSU or submitting a personal letter containing the same information as listed on the "Consent to Release Records" form.

**C.3 Directory information** is considered public and can be released without a student's consent. Directory information includes:

- Name
- Address (hometown and state, but not street address)
- University-assigned email address
- Program of study (including college of enrollment and major)
- Class rank (freshman, sophomore, etc.)
- Beginning and ending (if applicable) dates of attendance at SSU
- Degree and honors awarded
- Participation in officially recognized activities and sports, including weight and height of athletic team members
- Previous educational agencies or institutions

**C.4 A hold** may be placed on a Student's Education Record (transcript will not be released) when the student owes a balance or has a pending disciplinary case. The hold must be resolved before records will be released. There are also documents which are not

included in a student's education record. For more information on student records visit [Student Records](#). The table below contains types, location, and custodians of student educational records.

Types	Location	Custodian
Admission Records	University Center	Office of the Registrar
Academic Records	University Center	Office of the Registrar
Financial Aid	University Center	Office of Financial Aid
Placement Records	Student Success Center	Student Success Center
Disciplinary Records	University Center	Vice President, Student Affairs
Progress Records	Department office at each department	Chairperson or Faculty

**C.5** [Inspection and Challenge of Student Education Records](#) Students attending Shawnee State University have the right to inspect and review their own education records and the right for a hearing to challenge the contents of those records. The Office of the Provost is responsible for administering the inspection and review procedures relating to student education records. Students who believe that their education records contain information that is inaccurate, misleading, or is otherwise in violation of their privacy or other rights may request, in writing, an opportunity to view and, if necessary, challenge the record's contents.

**D. [Name Change Requests](#)**

**D.1** [Legal Name Change](#)-- change of legal name via marriage or other legal action, should be reported to the Student Business Center.

**D.2** [Preferred Name Change](#)-- a preferred name (first and middle only) may be changed in the Student Business Center without documentation.

**E. [Accessibility Services](#)**

If you had an Individualized Education Plan (IEP) in high school you are strongly encouraged to reach out to the Office of Accessibility Services. Accommodations from high school **do not automatically transfer** to college. If you are seeking academic adjustments or accommodations, you must self-identify with the Coordinator of [Accessibility Services](#). After meeting with the Coordinator, students are encouraged to meet with their instructors to discuss their needs, and if applicable, any classroom or lab safety concerns related to their disabilities. For more information visit the [Office of Accessibility Services website](#).

## Campus Communication

**F. [Campus Communication](#)** -- SSU uses multiple means of communicating with students depending on the situation.

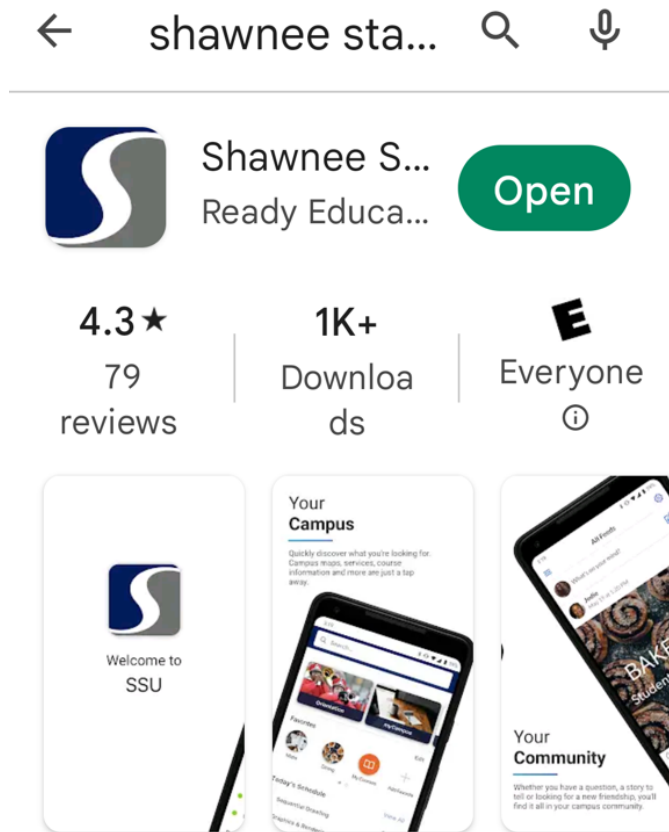
**F.1** Email is used for official routine communication. Students should check their SSU email each Monday through Friday when classes are in session. Don't want to log in to multiple emails? Forward your other email accounts ([Gmail](#), [Yahoo](#), etc.) to your SSU

email and never miss something important. If you are a new student at SSU visit the [ITS website](#) for how to get connected.

**F.2** [MySSU](#) is the portal through which students register for classes and conduct the business of being a student.

**F.3** The [RAVE Alert System](#) is used for immediate notification in the event of a school closure (snow, ice, electrical outage, etc.), urgent need to avoid an area (active police search), shelter in place order, or other urgent messaging. Sign up for RAVE Alerts through [MySSU>MyInfo>MySSUForms](#)

**F.4** The SSU App is a fun way to connect with friends and get the word out about happenings on campus. Use the SSU App to explore resources, ask a question, make an announcement, or look for a book/ride/study buddy. On the App Store or Google Play look for Shawnee State University.



The SSU app is the official app of Shawnee State University.

## Campus Life

- G. **Life on Campus** -- Life on campus includes all students whether the student lives on campus, off campus, or attends online. Areas contributing to student life include the [Office of Student Life](#), [Housing & Residence Life](#), [Campus Counseling Services](#), the [Health Clinic](#), [Accessibility Services](#), [Women's & Gender Equity Center](#), [Intercultural Student Belonging](#), Peer Drop-in Center, [Student Programming Board](#), [Student Organizations](#), [Student Government Association](#), [Veterans Services](#), and [Fraternity/Sorority Life](#).

- G.1 **Fundraising rule:** No student or organization can collect money without contacting the [SSU Development Foundation](#).

## Finance

- H. **Finances** -- The Student Business Center (SBC) includes the Bursar, Financial Aid, and the Registrar. It's the best point of contact for all things related to your bill and/or financial aid. The email for the SBC is located on the second floor of the UC and can be emailed at [sbcs@shawnee.edu](mailto:sbcs@shawnee.edu).

- H.1 **Bursar** -- The Office of the Bursar is responsible for student billing. Student bill's are available through MySSU and can be paid online or in person. For more information on methods of payment visit [Ways to Pay](#) on the Bursar's website. Instructions on how to view your bill is available [here](#). Be aware that adding and dropping classes may impact your bill depending on the timing and any course or lab fees. Review deadlines and refunds related to schedule adjustments [here](#).

- H.2 **Financial Aid** -- The process of paying for college begins with applying for [financial aid](#). The first step is completing the [FAFSA](#) the October before expected enrollment or as soon as possible. Students are also encouraged to apply for other [scholarships](#) for which they may qualify. Applying for, accepting, and using your financial aid is bound by many guidelines. To make the most of your financial aid, [get to know each form of aid you are receiving](#), the guidelines around each and the timelines for adding courses, dropping courses, making bookstore purchases, receiving [refunds](#), as well as the actions which may increase your bill.

- H.3 **Financial Aid Warning** -- [Financial Aid Warning \(and Financial Aid Suspension\)](#) can result if a student is not making satisfactory academic progress (SAP). To prevent financial aid warning or suspension avoid dropping classes after the add/drop date (generally the first Friday of the term) and maintain a minimum 2.0 grade point average. Your Professional Advisor, your Academic Advisor and the Financial Aid staff can assist you in making decisions which help avoid a Financial Aid Warning or Financial Aid Suspension. Consult with them frequently and *always* before dropping/withdrawing from a course.

## Campus Safety

### I. Safety

**DPS** ([Campus Police and Public Safety | Shawnee State University](#)) Shawnee State University has a 24-hour police and security presence on campus, staffed with police and security officers screened and trained in personnel and property protection.

#### I.1 Contact information

- Emergency (740) 351-3232
- Non-Emergency (740) 351-3243
- Located in the Smoke-Stack Building by the soccer field.

#### I.2 Annual Security Report

- [2022 Annual Campus Security & Fire Safety Report \(shawnee.edu\)](#)

#### I.3 Parking Permits

- [Vehicle Registration Form: Apply for a Parking Permit | Shawnee State](#)

## Health & Wellness

### J. Health & Wellness

**J.1 Campus Counseling** – SSU offers free counseling services to students. Contact 740-351-3067 to schedule an appointment or request an appointment via e-mail at [sucounseling@shawnee.edu](mailto:sucounseling@shawnee.edu). Campus Counseling is located in Hatcher Hall (corner of 4<sup>th</sup> and Bond Street) and are open M – F 8AM – 5PM. Students may also walk-in if in crisis.

**J.2 Health Clinic** – SSU offers free basic services for students at the Health Clinic located in Hatcher Hall (corner of 4<sup>th</sup> and Bond Street). The Health Clinic is available to students when classes are in session M – F 10 a.m. – 3:00 p.m. Scheduling an appointment is recommended but not required. You can make an in-person or telehealth appointment by contacting 740-351-4DOC.

## Grade Appeal

K. **Grade Appeal**--The Grade Appeal Procedure spells out the steps that need to be taken in order to appeal a grade. The University Ombudsperson, Dr. John Whitaker, is a person who can help navigate this procedure. Request assistance from the ombudsperson [here](#). The procedure basically requires going through three steps:

Step 1: Appeal to the instructor: Contact the instructor via email explaining very clearly why the grade should be changed. The instructor should respond via email within 7 days.

Step 2: Appeal to the Department Chairperson: If the instructor does not respond within 7 days or if the student is dissatisfied with the instructor's response,



contact the department Chairperson via email to explain why the grade should be changed. This appeal should include any supporting documentation. The Chair should respond within 5 days of receiving the email and supporting documentation.

Step 3: Appeal to the Dean that the academic program falls under: If the Chair does not respond within 5 days or if the student is dissatisfied with the Chairperson's response, then appeal to the Dean. The academic deans are the [Dean of the College of Arts & Sciences](#), Dr. Kimberly Inman, and the Dean of the [College of Professional Studies](#) Dr. Paul Madden.

**K.1 Grade Appeals must include:**

- A copy of the Grade Appeal Form
- A written explanation of the student's reason for appealing the grade
- Copies of relevant documents, including the work the student submitted in the class, the course syllabus, and assignments instructions
- Any other documents relating to the appeal that may have been generated during steps 1 and 2.

## Academic Probation/Suspension

**L. Academic Probation/Suspension**

Students who do not meet academic standards at Shawnee State University will be placed on an academic status (probation/suspension/dismissal) based on the number of credit hours attempted and cumulative GPA (see chart below).

Credit Hours Attempted	0-19.99	20-39.99	40+
GPA	1.50 or below	1.80 or below	Below 2.00

Students who fall below a 2.0 GPA standard, but remain above the thresholds given above, will be sent a notice of unsatisfactory performance and will be encouraged to meet with an academic advisor.

In order to gain reinstatement to Shawnee State University, a student must appeal his/her suspension or dismissal to the Academic Appeals Committee.

**NOTE:** If your financial aid has been suspended, this appeal will not result in reinstatement of your financial aid. A separate appeal process is necessary. Please [contact the Financial Aid](#) office for more information about reinstatement of financial aid.

- L.1 Academic Probation** -- A student whose cumulative grade point average (GPA) drops below the suspension standard for the first time is placed on Academic Probation for the following semester. The only exception is for students who earn a 0.0 cumulative GPA and earn less than 3 credit hours during their first term of enrollment (see Academic Suspension below). If the student is unable to raise his/her GPA above the suspension standard during the next term of enrollment and does not achieve at least a 2.00 GPA for that term, he/she will be suspended. Upon reinstatement, the student will remain on Academic Probation for the following term if his/her cumulative GPA remains below the suspension standard, but the student achieves a 2.00 or higher term GPA. If the student raises his/her cumulative GPA above the suspension standard, but later drops below the suspension standard again, he/she will be placed on Academic Probation again before being suspended. While a student is on academic probation, they are required to meet weekly with an academic advisor in the Student Success Center.
- L.2 Academic Suspension** -- A student whose cumulative grade point average (GPA) drops below the suspension standard for the second time is placed on Academic Suspension. Additionally, any student who earns a 0.0 cumulative GPA and earn less than 3 credit hours during his/her first term of enrollment will be placed on Academic Suspension. The student must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.
- L.3 Academic Dismissal** -- After completing a first suspension (three-semester), the first time the student's cumulative GPA falls below the suspension standards again, and he/she does not achieve a 2.00 GPA for the term, he/she will be placed on Academic Dismissal. The student must sit out two academic years (six semesters) before submitting a written appeal to return to Shawnee State University.
- L.4 Permanent Dismissal** -- Upon return from Dismissal, if the student is dismissed again, he/she will be permanently dismissed and may not return to Shawnee State University.

## Academic Appeals Process

### M. Appeals for Reinstatement Eligibility –

When a student is suspended or dismissed, he or she may appeal for reinstatement, but normally reinstatement will not be granted sooner than one academic year (three semesters) after your suspension, or two full years (six semesters) after your dismissal. Reinstatement may be permanently denied to students who have been previously academically dismissed. The student appeal must be submitted to the Student Business Center *before* the deadline. The dates below are deadlines *recommended to allow for possible enrollment after processing*.

- Autumn Semester                      July 1
- Spring Semester                        November 1
- Summer Semester                      March 1

- M.1** Reinstated students must earn a term GPA of 2.0 or higher upon returning or they will be academically suspended or dismissed.

## M.2 The Appeal Process

Step 1: Complete the [Appeal for Academic Suspension/Dismissal form \(PDF\)](#)

Step 2: Attach these three (3) things.

- **A letter of request** that is typed and well-written with adequate justification, your full mailing address, and a current phone number. our letter of request should describe in detail the circumstances that resulted in your suspension or dismissal. Be very specific. Describe your study habits, the amount of time you dedicated studying, your choice of major and the courses you took, the conditions under which you lived while attending school, your involvement in social, athletic, or other activities, such as employment, and any other documentation relevant to your poor academic performance.
- **An academic plan** created with an advisor in the Student Success Center,
- **And any/all related documentation**

Step 3: Submit to the Student Business Center located on the 2nd floor of the University Center. (Also see Documentation of circumstances...). Appeals must be submitted by the student. Appeals submitted by others (family members, faculty, etc.) cannot be accepted. If you have any questions, email [abc@shawnee.edu](mailto:abc@shawnee.edu) or Call 740-351-4REG (4734).

Step 4: **Receive your response.** The student will receive a written response to their appeal, usually within 3 business days after the Committee's decision.

### M.2.a Documentation of circumstances could include: medical records, police records, obituary, support letters or other relevant documents.

- Explain in detail what you have been doing since your suspension, including employment and/or any classes you attempted at another university/college. What were your responsibilities as an employee? How many hours did you work each week? Have you lived at home or been independent? How has this experience helped you prepare to return to Shawnee State University?
- Be clear about your strategy for a successful return to the university. Do not make vague statements, e.g., "I plan to study more." Explain your choice of major and the courses you plan to take/retake. The Academic Appeals Committee encourages you to meet with your academic or college advisor to establish an academic plan. Clearly state the academic goals that you have set for yourself. Include a list of courses you plan to take your first term and why. Please limit your appeal to **two (2)** pages.
- If you have taken classes while away, contact the Registrar's Office of that institution to order an official transcript to be sent to Shawnee State University prior to the deadlines stated above. The transcript must be sent directly from that school to Shawnee State University.

- Finally, your appeal **must reach the Student Business Center by the deadlines** stated above under *Appeals for Reinstatement Eligibility*. Send your appeal to the fax number or address below so that it is received by the stated deadline.

**Mail to:** Shawnee State University  
Student Business Center  
940 Second Street  
Portsmouth, OH 45662

**Fax to:** (740) 351-3435

**M.3 Academic Appeals Committee** -- The Academic Appeals Committee is the final arbiter in the academic appeals process and **the decision of the committee is final**. The Academic Appeals Committee is comprised of the following individuals:

**Voting members:**

- Dean of Arts and Sciences
- Dean of Professional Studies
- Associate Provost
- Dean of Students
- Representative for the Office of Disability Services
- Representative for the Student Success Center
- Two Department Chairpersons from the College of Arts and Sciences
- Two Department Chairpersons from the College of Professional Studies

**Non-Voting Members:**

- Registrar
- Associate Registrar

## Academic Misconduct

**N. Academic Misconduct** -- Academic misconduct refers to any conduct that evidence deceit, dishonesty or fraud to obtain an unfair advantage over other students, or violation of the academic standards and policies of the University.

- N.1** When an Instructor suspects a violation of academic misconduct, the instructor shall conduct a preliminary investigation and determine whether a violation is likely to have occurred. Adjunct and newer faculty are encouraged to consult with their respective department Chair or program Coordinator for assistance in these matters.
- N.2** If the instructor concludes that there is not sufficient evidence that a violation has been committed, the process terminates.
- N.3** If the instructor concludes that a violation has been committed, the instructor must contact the Dean of Students/designee to ascertain whether the student has a history of previous academic misconduct violations.
- N.4** The instructor, Dean of Students, or their designee may notify the Registrar of the charge. The Registrar will place a hold on registration changes to that specific course. The student will not be allowed to drop or change credit/non-credit status unless the charge is dismissed or overturned on appeal.

**N.5** The Instructor notifies the student(s) and arranges a meeting to discuss the allegations. Notification should be sent to the student through the student's university provided email with reasonable time to prepare and respond. The student may have the Student Ombudsperson present to advise, but not represent the student at this meeting. If the student fails to respond within 5 business days, the instructor can proceed without meeting with the student and act based on the information available. At this meeting the instructor should:

Step 1: Describe the charges against the student

Step 2: Review the student materials and information that led the instructor to conclude that a violation(s) has likely been committed

Step 3: Explain possible sanctions that could be proposed by the instructor as result of the likely violations

Step 4: Listen to the student(s) argument against the charge, if any, and weigh any provided documentation in the decision to proceed.

**N.6** If the instructor decides to proceed on the charge of academic misconduct, the instructor then considers sanctions and options based on the severity of the violation (see below). The instructor will email the student within 3 business days of the meeting with the sanction and information for appealing the decision. In this e-mail, the faculty should advise the student that the student has 5 business days to review the information and either accept responsibility for the violation or appeal the decision to the appropriate Academic Dean. The Instructor will then complete the Academic Misconduct Reporting Form which is routed to the Dean of Students.

**Severity** -- The severity of the violation will determine the sanction. There are three categories for severity:

**N.6.a Incidental Misconduct-** Non-intentional actions that may happen as a result of inattention; negligence of the proper ways of citation of materials; or a simple misunderstanding of the instructions of an assignment. Example sanctions for such misconduct can include: a written warning; redo of an assignment for full or partial credit; or a zero on the assignment.

**N.6.b General Misconduct** -Willful and deliberate acts of academic misconduct that include: plagiarism, violations of course rules, providing or receiving unauthorized assistance, or other forms of misconduct. Example sanctions for such misconduct can include: a zero on the assignment; an additional assignment with or without credit; or an F in the class.

**N.6.c Severe Misconduct** -Especially serious actions of academic misconduct that include: repeated general offenses, graduate misconduct, theft, compensation, collusion, a pattern of multiple offenses or other more severe activities. Sanctions for such misconduct can include: An F in the class or expulsion from degree program or major. These cases will also be forwarded to the Dean of Students where additional sanctions may be levied. These additional sanctions may include: academic probation; disciplinary probation; or university suspension.

**N.7 Appeal Process** -- The student may appeal decisions of the faculty member by notifying in writing the Academic Dean of the college of the class where the offense occurred in writing. All appeals must be in writing and must state the specific ground(s) for the appeal. The student is limited to one appeal and that decision is final. The written appeal must be received within five (5) business days from the date when the notice of sanction is issued by the instructor.

**N.7.a Grounds for Appeal** -- An appeal may be based only on one or more of the following grounds:

- Procedural error.
- Discovery of substantial new facts that were unavailable at the time of the meeting with the instructor.
- Disciplinary sanction imposed is grossly disproportionate to the violation.

**N.7.b Appeal Proceedings**

- The Academic Dean may dismiss the appeal if it is not based upon one or more of the allowable grounds.
- The Academic Dean may request additional information.
- The Academic Dean may uphold, reject or modify the faculty member's determination of academic misconduct and/or sanction.
- The decision of the Academic Dean will be in writing and will be based on a review of the record including any acquired additional information the dean requested.
- A written decision will typically be made within five (5) business days and will be sent to the student's University email address.

## Student Resources with Links

Below is a glossary of terms to help you navigate the terminology specific to higher education and SSU.

**Academic Affairs** is the name of the division within the college or university that is concerned with curriculum and oversees academic departments. Most students never need to interact with this office.

**[Academic Dishonesty/Misconduct.](#)** When a student violates Academic Integrity by intentionally plagiarizing, purchasing a paper, cheating, altering grades, turning in the same work to more than one instructor, etc., he or she may be found guilty of Academic Misconduct. For more information on Academic Misconduct, see the [Student Code of Conduct.](#)

**[Academic Calendar / Important Dates.](#)** The academic calendar gives the beginning and ending dates of each semester, add/drop deadlines, all holidays, breaks, and when grades are due. The academic calendar is generally published at least one year into the future. Print it for a quick reference and use it to plan vacations that do not interfere with your courses!

**[Academic Catalog.](#)** The Academic Catalog is a compilation and description of all programs and classes offered at SSU.

## **Academic Forgiveness (See Finish Line Program)**

**Academic Integrity** is the moral code of academia which include values such as avoiding plagiarism and cheating, maintaining academic standards, honest and rigorous research and academic publishing. Honesty and truth are fundamental principles of academia, and both faculty and students are expected to uphold and honor these principles. Students who violate academic integrity may be found guilty of academic dishonesty and be brought up on charges of academic misconduct. See Academic Dishonesty/Misconduct.

**Academic Plan** is a plan for meeting your degree requirements. You may work with your advisor to create a plan that you will follow semester by semester to stay on track to graduation. Students on probation, are seeking reinstatement after suspension or dismissal, or who are appealing their financial aid status will also be required to work with an advisor in the Student Success Center to create an academic plan to regain academic good standing.

**Academic Probation and Suspension**-see Probation and Suspension

**Accessibility Services** is the office that arranges for academic and non-academic accommodations and services for students with disabilities. At SSU, Accessibility Services is located within Hatcher Hall.

**Accreditation.** This is the recognition of a college or university by a regional or national accrediting body which indicates that the institution has been judged to be meeting its objectives.

**Adding a course.** You may add a course that has an open seat anytime between the start of priority registration and the first week of classes of the autumn and spring terms. Courses may be added the second week of classes with the instructor's permission and the permission of the department chair or the dean of that college. You must fill out an 'Add a Course' form and obtain the required signatures and then file the form with the Registrar's office. If a class you need is full and the course offers waiting listing, you can add yourself to the waitlist to potentially reserve a seat and receive a notification if a seat opens. If a class is full and does not offer waitlisting, you can sit in on the first day and ask the professor for permission to add the course. If the professor agrees, the professor should notify the office of the department on which the course is offered so that the chairperson or his/her representative can authorize you to add the course. You will still need to log into MySSU to add the class.

**Adjunct** is an instructor who teaches part-time. Adjunct instructors are not required to hold office hours because they do not typically have an office. Some departments have a shared office space that many adjuncts use. Therefore, when you need to talk to your adjunct instructor, it is best to make an appointment with an instructor who is an adjunct to meet at a specific place.

**Admission.** This is the process that you will go through to be accepted into a college. Several steps will be involved in this process. For example, you will fill out an application for admission and submit your high school transcript and ACT or SAT scores. Every college will have a unique admission process. Make sure you find out what you must do to be accepted into the college of your choice. Most importantly, find out what the deadlines are for applying.

**Advisor (Academic Advisor or Professional Advisor).** Your advisor is your partner in your college success. Your advisor can help you set goals, explore majors and career paths, and help when you are struggling with coursework by assisting with time management, study skills, and referring you to tutoring.

- **Professional Advisor** (Success Advisor) reside in the Student Success Center and are likely to be the first type of advisor with whom you have contact. Until you declare a major or are admitted to a program your Professional Advisor is your main partner in building your academic plan. Success Advisors may remain involved even after an Academic Advisor has been assigned and can help you if you wish to change your major, are having difficulty navigating higher education, or just need help and don't know where to start.
- **Faculty Advisors are assigned** once a student has declared a major or been admitted to a specific program (nursing, education, etc.). The Faculty Advisor is a faculty member in the student's academic program and is very knowledgeable about the program requirements, course sequences and timing of when courses are offered. Occasionally, students want to switch academic advisors.
- **Requests to change academic advisors** should be directed to the Academic Administrative Assistant for the department of your program. If you need help identifying who the Administrative Assistance is for your program, search the [SSU Directory](#) using the key word "Administrative Assistant" or ask a professor in your program.

**Advanced Placement testing (AP) Credit.** AP Grade Reports are automatically sent in July to you, your high school, and the colleges you designated on your answer sheet when you took the exam. Each report is cumulative and includes grades for all the AP Exams you have ever taken. If you did not have your scores sent to Shawnee, you can order them from the College Board. If you have questions concerning your AP scores, contact the [Office of Admissions](#) or visit the College Board's AP Central website at [apcentral.collegeboard.com](http://apcentral.collegeboard.com). Check your schedule carefully to be sure you are not enrolled in a class for which you have AP credit.

**Appeals.** An application to a board or higher authority for a decision to be reconsidered or reversed. There are many different types of appeals at a university:

- **Placement Appeal:** You may appeal your placement in math or English if you feel that you have been placed in the wrong entry level course.
- **Registration Appeal:** if you do not withdraw before the withdraw deadline, you may complete a registration appeal.
- **Transfer Credit Appeals:** if you disagree with how an institution has applied your transfer credits, you may follow an appeals process.
- **Academic Appeals:** The Academic Appeals Committee hears appeals about academic probation, suspensions, and dismissals as well as repeating a course after it has been repeated twice without a passing grade.
- **Financial Aid Appeals:** Students who have failed or withdrawn from multiple courses may be put on financial aid suspension due to a lack of adequate academic progress toward a degree. In these cases, the student can file a Financial Aid Appeal.
- **Disciplinary Appeals:** If you are in violation of the Student Code of Conduct, you are given the right to an appeals procedure.

**Assessment/Placement.** An assessment/placement test is designed to test your English, reading, and math skills. Based on the results of the test, the college will place you in the best level of coursework of English and math.



**Associate's Degree.** An Associate's degree is a two-year degree.

**Audit.** There is more than one definition for this word. The two most common at the SSU are:

- Attending a class informational purposes only. No college credit is earned. Permission to audit a course should be obtained from the Instructor prior to attending.
- FAFSA (Free Application for Federal Student Aid) [Verification](#) is sometimes called an audit. One out of every 4 students will be selected each year. If you are selected, this process **MUST BE COMPLETED** (as quickly as possible), otherwise you will receive no federal financial aid. If you have questions or need assistance with FAFSA Verification contact the SSU Student Business Center.

**Bachelor's Degree.** A Bachelor's degree is a four-year degree.

**BearCard.** Your BearCard is your campus ID and so much more! It can be used at the following locations:

- Bear's Den Dining Hall - For use with your Dining or Commuter Meal Plan
- Library - To check out books
- Bookstore - Two weeks prior and one week after the start of the semester, students can use their BearCard - to buy books *if you have a financial aid refund available for use.*
- Athletic Center - For entry into games and to the workout facilities.
- Vern Riffe Center for the Arts - To verify student status for purchasing special price tickets when applicable.
- Catch-A-Ride bus

Funds may be deposited on your BearCard for use at the Bear's Den, Smith Coffeehouse, and at any of the Pepsi cold beverage vending machines on campus. Also, several local businesses offer discounts to students when you show them your BearCard.

**[Bear Necessities Food Pantry.](#)** (Also see **Food Insecurity**) The Pantry is located in MUC 221B and is stocked with food, toiletries, and school supplies. All SSU students are invited to use the Pantry at NO COST. Contact the Pantry at [bearnecessitiespantry@shawnee.edu](mailto:bearnecessitiespantry@shawnee.edu).

**Bear's Den** is the cafeteria, which is located inside the University Center near the bookstore.

**Blackboard** is an online classroom management system where many professors post assignments, syllabi, and other documents. Some professors conduct all of their quizzes and tests through Blackboard and many have discussion board requirements. Pro Tip—use the filter in Blackboard to show only the courses you are registered for that semester instead of all courses you have ever taken.

**Blue Book Exam.** Professors may give students one or two essay questions to answer and require students to purchase a blue book for the exam, which is a small, inexpensive lined notebook with a blue cover. They are usually sold in the bookstore.

**[Bursar](#)** is the person or office at the university concerned with billing and student accounts. At SSU, students can inquire about their account at the Student Business Center on the 2nd floor of the University Center.

**Catch-A-Ride.** A free daily bus service provided by the Access Scioto County bus system. Buses go to and from campus for SSU students within Scioto County. You must be a registered student and present your

BearCard ID. Call 740-353-5626 ext. 203 to arrange pick-up and drop-off at Morris University Center. Arrange the day before you need to catch-a-ride.

**Check sheet.** Each major has a list of all the requirements for earning a degree in that major. These requirements are usually listed on what is referred to as a check sheet. Always have a hardcopy of your check sheet with you when you meet with your Advisor and make sure you become familiar with your degree requirements!

**Civic Engagement.** Service learning and community-based research are two forms of civic engagement. Many professors use civic engagement as a way to teach course material. Students connect with the local or international community to meet environmental and human needs as a way to develop an understanding of course content as well as a civic responsibility.

**Classification.** At the end of each semester, students are classified based on the number of credit hours they have earned. Classification affects your declaration of major, your assigned registration time, and financial aid, but it does not affect continued enrollment at Shawnee. The classifications are listed below.

- **Freshmen** 0-29 credit hours
- **Sophomores** 30-59
- **Junior** 60-89
- **Senior** 90+

**Code of Conduct** sets the standard for behavior on campus. The Code of Conduct can be found at <http://www.shawnee.edu/offices/dean-students/media/student-conduct-code.pdf>. See also the Student Code of Conduct.

**College:** You're in college right now but when many university faculty and staff use this word, we don't just mean that you are attending a university. A college also means a department or a branch of the university that awards Bachelor's and Associate's degrees. Within a university, there may be several colleges. At Shawnee, we have the two colleges: [the College of Arts and Sciences](#), [the College of Professional Studies](#). The number of colleges within an institution depends upon the size of the institution. Some small four-year colleges only have one college, such as a Liberal Arts college. Community Colleges only award Associate's degrees.

**College Credit Plus (CCP or CC+)** is a state-mandated program that allows students in 7th – 12th grades to earn college and high school credits for taking college courses.

**[College-Level Examination Program \(CLEP\)](#).** Students may be awarded credit for College Level Examinations taken under the College Entrance Examination Board. If you take the general examinations in English composition, mathematics, natural sciences, humanities, social sciences, and history and achieve the recommended scores of the Commission on Educational Credit and Credentials of the American Council on Education (ACE), you are given KE (credit by exam) credit for the first sequential course in the above areas. Many other subject examinations may be used to earn KE credit, but you must achieve recommended ACE scores to receive credit. Credit given through the College Level Examination Program does not apply to the residency requirement for graduation. A list of current CLEP course equivalencies can be found [here](#).

**Common reading program.** The Common Read is a book that the whole campus can read together. By participating in the program, students engage in a common intellectual activity with other students, faculty, and staff that introduces them to academic life on campus.

**Complaint.** (Also see Grievance) A complaint is a request directed to SSU to address an issue of concern and to see if it can be fixed. Visit <https://www.shawnee.edu/complaint> for full details. The issue of concern does not have to be a violation of law or policy. When submitted electronically, complaints are directed to specific offices based on the issue of concern.

- **Incident Reporting Form** can be used if an individual has a concern pertaining to hazing, discrimination, harassment, sexual harassment, stalking, dating/domestic violence, retaliation, accessibility, personnel unprofessional conduct or other employee misconduct, negative or adverse treatment based on race, color, religion, national origin, age, disability, genetic information, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, sex (including gender identity, gender expression, and sexual orientation) or veteran/military status.
- **General complaints/requests for assistance with unresolved issues** are routed to the Dean of Students and can be submitted online. If you are unsure where to seek assistance, start by completing this online form for the Dean of Students.
- **Student Government Association (SGA) complaints and suggestions form** can be used to submit a concern or suggestion to SGA related to Academics, Student Experience/Life, Clubs/Organizations, and other student concerns.
- **Discrimination Complaint Form** can be used if a student believes they have been discriminated against.
- **A Grade Appeal form** can be filed if a student has completed [ALL steps](#) required in the [grade appeal procedure](#) without a resolution.
- **Ombudsperson contact form** to request assistance from a neutral party. Also see Ombudsperson for information on the role and responsibilities of the Ombudsperson.

**Computers.** Many students chose to bring a laptop or computer with them to Shawnee; however, there are numerous computer labs on campus, specifically, there is open commuter usage in Clark Memorial Library and the Student Success Center.

**Co-requisites.** Co-requisites are courses you must take in the same semester because you can't take one without the other. Be sure to find information on which courses require co-requisites.

**Countdown to Commencement.** An event, designed to prepare you for your graduation ceremony at one stop! Visit the Alumni Association, talk with Career Services, complete your required Financial Aid Exit Counseling, make your Senior Gift, and order your Cap & Gown. Graduating students will learn about graduation practice, alternate plans for inclement weather, and other essential details.

**Course Code.** A course code is the letters and numbers that indicate a particular course in the registration system. For example, ENGL1101 is the course code for Discourse and Composition. Also see Sections.

**Course Credit by Arrangement** is the opportunity to fulfill requirements for selected courses offered at Shawnee State University via independent study or specially arranged instruction. If you are interested in

pursuing this educational option, you should first secure the advice of your faculty advisor as to its appropriateness for your program of study.

**Courses Numbers.** What do all the numbers mean? As a general rule, the 1000 and 2000 level courses are freshmen and sophomore, the 3000 levels are junior courses, 4000 are senior courses. These are general guidelines. Students sometimes take courses higher than their level of classification if they have met the prerequisites.

**Credit Hours** are awarded for classes taken at an institution of higher education. Credit hours are determined by how many hours per week a course meets. Therefore, a course that meets for 3 hours a week is a three-credit hour class. Many classes that also have a lab component are four credit hours with additional time spent outside of the lecture time in the lab.

**Curriculum** outlines the classes in a particular field of study. The curriculum will include the class names, credit hours, and the recommended order of completion.

**Dean** is the administrator over a college or other offices within the institution. We have three Deans on our Campus.

- The Dean of the College of Arts & Sciences
- The Dean of the College of Professional Studies
- The Dean of Students

**Dean's List** recognizes students who carry 12 or more hours of coursework and attain a grade point average of 3.5 to 3.99. Also see President's List.

**Declaring your major.** Undergraduates usually choose or "declare" a major before enrolling at SSU for the first time. You may change majors at any time while at SSU. However, you should always consult with your Advisor to discuss the potential costs and consequences of changing your major. If you are undecided, you must officially declare your major. Transfer students, in addition to the above declaration criteria, you must make sure that Admissions has a final transcript from any other school you attended. General Studies students must have completed their developmental coursework before they can declare another major.

**Degree** is the name of the diploma students earn at college.

**Degree Audit** is a list of all courses in a student's program of study that are needed to meet the graduation requirements at Shawnee State University. See your Advisor to get a Degree Audit.

**Degrees offered.** Shawnee offers 80 different degree programs from a variety of Associate's and Bachelor's degree programs to Master's degree programs. See also Associate's degree, Bachelor's degree, Master's degree.

**Department Chair (Chair) or Program Leader.** A department chair or sometimes referred to as just a chair is a faculty member who is the head of a department, such as the Department of Social Sciences. A program Leader is a faculty member who is over a program, such as Radiology.

**Dependent/Independent Student.** These Financial Aid statuses indicate whether a student financially supports himself/herself (independent) or depends on the support of parents (dependent). For more detailed information, contact the college's Financial Aid Office.

**Developmental Education Courses.** Students who enter SSU and are found to be underprepared for college-level coursework based on their ACT/SAT scores or a placement test will be required to take Developmental Education courses or Developmental courses (formally referred to as remedial). Developmental coursework is a prerequisite for many college-level courses based on your level of academic preparation.

**Directory.** An online listing of all faculty and staff with titles, emails, and phone numbers. Arranged alphabetically by last name.

**Dismissal.** Disciplinary dismissal from a college occurs when a student's actions have infringed upon other students' ability to benefit from instruction provided or for violations of civil or college regulations. Academic dismissal from a college occurs because of a lack of academic achievement.

**Drop a class (See also Withdraw).** Students may drop a course starting at the opening of priority registration for the upcoming semester up to the first week of classes. Final drop dates vary among first half, full semester, and second half courses. Make sure you check the Academic calendar for dates or speak to an advisor. A dropped course will not show up on your transcript and will not impact your financial aid. If a course is dropped after the dropped date, then it is a withdraw which will show on your transcript and can impact financial aid. If you no longer want to take a course, you must drop or withdraw; otherwise, you will still be enrolled in the course and will receive an F as your final grade.

**Doctorate** is the highest degree awarded for research-oriented study. This usually requires three to six years of full-time study after earning a Bachelor's degree. Most professors have their doctorate and should be referred to as Doctor.

**Ed. D.** stands for Doctor of Education. This is one of the highest degrees a student can earn after college. Someone with an Ed.D. is referred to as Doctor. **See also Ph.D.**

**Electives** are classes that do not fulfill requirements for your General Education, major, minor, or concentration. Some majors do not have any electives but some majors may have room for many. Some majors or minors include required electives that need to be chosen in consultation with an Advisor in the appropriate department. If you're not sure you have room for electives in your degree program, discuss your options with your Advisor before signing up.

**Faculty** are the teaching staff in a college or university. Among the faculty there are several ranks, such as adjunct, lecturer, full-time instructor, assistant professor, associate professor, and professor, just to name a few.

**FAFSA or Free Application for Federal Student Aid.** The FAFSA (pronounced fas-fuh) is the application for federal financial aid, processed at *no cost* to the applicant. It is used to determine a student's eligibility for federal grants, loans, and work funds. A FAFSA should be filled out each year between *October-January* to receive the most financial support possible. You need to know your own and your parents' financial information that is reported on taxes forms to file the FAFSA. Access the FAFSA at <https://fafsa.gov>. There are many services that will fill out the FAFSA for you for a fee; however, with the help of the SSU [financial aid office](#), there is no reason to pay a service.

**FERPA.** The Family Rights and Privacy Act (FERPA: pronounced fur-pah) of 1974, mandates that with the exception of "directory information", no student data can be released unless the receiver has a legitimate

educational need to know, or the student provides written permission. Parent access to information can be granted when you sign a FERPA waiver. You may grant your parents some or all of the following types of information: Academic Records, Student Accounts, Financial Aid, Housing and/or Conduct Records.

**Fifteen to Finish.** Our nice way of encouraging you to take 15 credit hours per semester. This is the ideal number of credits to take to be able to graduate in 2 or 4 years (without taking summer courses), depending on the degree you're seeking. Fifteen to Finish will not only save you time but it will also save you and your family money!

**Financial Aid.** There are many different types of financial aid:

- **Scholarships** are awarded for which the college (or another source) chooses the recipient and uses funds under its control. Some scholarships are merit-based (awarded based on academic standing), some are tied to athletics, some are based on need or minority status. Scholarships do not have to be paid back and often require the recipient to maintain a minimum GPA or fulfill some other type of service, such as playing a sport or teaching in a certain geographic area. Loans are received from a banking institution.
- **Loans** must be paid back upon quitting or graduating college. Student loans are made to students and Parent Plus loans are made to parents.
- **Work Study** is a Federal program that enables students to earn money by working on or off campus.
- **Grants** are Federal (Pell) and State funds. Application for grants must be made by filling out the Free Application for Federal Student Aid (FAFSA). Some colleges require additional forms. Grants do not have to be paid back; however, some grants have stipulations that the receiver must fulfill or the grant becomes a student loan.

**Finish Line Program**—offers debt relief of up to \$5,000 and academic forgiveness of up to 45 credit hours. There are [eligibility requirements](#) and you have to apply.

**Free Application for Federal Student Aid.** See FAFSA.

**Food Insecurity.** (Also see Bear Necessities Food Pantry) Food insecurity is defined as a lack of consistent access to enough food for every person in the household to live an active, health life.

**Full-time student** is a student who is carrying 12+ credit hours per semester.

**Grade.** The award of credit issued for a class. A full [list of grades and their descriptions](#) are on the Registrar's website along with descriptions of mid-term grades used in full term courses.

**Grade Point Average (GPA).** The GPA is the indicator of a student's overall scholastic performance. It is calculated by multiplying the credit hour for each course by the points earned for each course (e.g., A+4, B=3, etc.) then dividing by the total number of credit hours.

**Graduate student** is a student who has achieved a Bachelor's degree and is doing academic work beyond that degree. A graduate student may be working on a Master's degree or a Doctorate.

**Graduation Requirements.** Each degree program has its own requirements for graduation; however, each degree has a minimum number of credit hours you must accumulate to be eligible for graduation. Please be aware that if you had to take any developmental courses (courses which start with a zero, such as 096),

these courses do not count toward graduation. The following are general graduation requirements for all students at Shawnee State University:

- **Master's Degree**—Varies by program. A minimum of 33 credit hours for all programs.
- **Baccalaureate Degrees**—A minimum of 120 credit hours, including the 40 credit hours of the General Education Program.
- **Associate Degrees**—A minimum of 60 credit hours.
- A minimum of a 2.0 cumulative grade point average for all courses taken at Shawnee State University and in your major field of study.
- A minimum of 40 credit hours in the major field of study (baccalaureate's degrees).
- Petition for graduation in accordance with the rules prescribed by the University. See below for where to find information on [petitioning to graduate](#).
- Receive recommendations of faculty in academic major.
- Complete a minimum of 20 hours of credit for the associate degree or 30 hours of credit for the baccalaureate in residence at Shawnee State University.

You must [petition to graduate](#) by the deadline published on the [Registrar's webpage](#). Petitions are available in [MySSU](#) under the student tab at the top of the page.

**Grant.** See Financial Aid.

**Grievance.** (Also see Complaint) a claim that there has been a violation, misinterpretation, or misapplication of any university policy or procedure. It does not have to be related to accessibility. However, specific guidance for a grievance related to accessibility services can be found at [online](#).

**Handshake.** The software platform used by SSU Career Services to match employers and internship sites with potential employees and interns.

**Hold.** There are several types of holds and reasons why you may have a hold put on your student account. A hold prevents you from registering for classes or sending transcripts to other institutions or employers.

- A **Registration Hold** is put on whenever you have some type of hold on your account and prevents you from registering for classes until that hold is taken care of.
- A **Bursar Hold** is the most common reason for having a registration hold. A Bursar Hold means that you owe the university money. You may have a parking ticket, a library fine, damages fine from housing, or you have an unpaid tuition or housing bill.
- A **Judicial Hold** can be placed on your account if you have unresolved sanctions from an incident in housing, in the classroom, or you are required to check-in with the Dean of Students and have not done so. A judicial hold can impact your ability to use your meal plan in certain situations.

**Homelessness.** (Also see Housing Insecurity) Homelessness can occur for students when they are no longer able to reside in the family home or are unable to make rental payments if living independently, have no other resources for housing such as family/friends. There are community resources available. Seek more information on resources from the Peer Drop-in Center or Student Success Center.

**Housing Insecurity.** (Also see Homelessness) This is an umbrella term and can include lack of ability to meet rental and/or utility payments or probable loss of housing whether due to eviction, insufficient

income, health issues, family instability, job loss, or other issues. There are community resources available. Seek more information on resources from the Peer Drop-in Center or Student Success Center.

**Housing/Residence Hall.** Housing is where students who live on campus live. Campus housing is often referred to as a residence hall. At Shawnee, all of the residence halls are apartment or townhouse style living. Freshman, sophomores as well as athletes receiving scholarship funds are required to live in university assigned housing. Exceptions to this policy include married students, single parents, veterans, students over the age of 23, transfer students, local students living with parents, and other extraordinary circumstances as determined by the Director of Housing & Residence Life.

**Humanities** courses often cover literature, religion, art, music, and philosophy.

**Identity Theft.** Identity theft occurs when someone uses another person's information without their permission to commit fraud or other crimes.

**IEP** Individualized Education Plan, 504 Plan and [Accessibility Services/Accommodations](#) may be used interchangeable in higher education. These services DO NOT roll over from high school. The [Office of Accessibility Services](#) is the point of contact for all things related to student access. Refer to Accessibility Services in this document for additional information.

**Incomplete.** is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

**Internship.** An opportunity to get real work experience. Internships may be paid or unpaid. Approach getting and completing an internship just like you would a job.

**Leave of Absence.** See Withdrawing from the University.

**Liberal Arts.** Many general education classes are in the liberal arts. The term liberal arts has nothing to do with being a "liberal," but instead refers to the tradition of creating well-rounded graduates who are productive citizens due to a varied education.

**Loan.** must be paid back upon quitting or graduating college. Student loans are made to students and Parent Plus loans are made to parents. See Financial Aid.

**Major.** A major is the primary subject that you want to study. It is common for students to have one major and one minor although some students may have two majors (also referred to as a double major).

**Master's.** The Master's degree is earned after completion of the Bachelor's degree, usually requiring one to two additional years of full-time study.

**Math Center** is the place to receive free drop-in tutoring help in all levels of math classes. The Dayton duMeleau Math Center is located in Room 150, Administration Building.

**Matriculation.** The process of enrolling as a member of a college or university.

**Meal Plan.** A convenient way to eat on campus! Your meal plan can only be used to swipe into the Bears' Den dining hall or to purchase food and drinks at the Smith Coffeehouse with your dining dollars. [Freshmen and sophomore students living in housing are required to purchase a meal plan.](#) Commuters



may also purchase a meal plan but are not required to. There are several meal plan options to meet your needs.

**Minor** is a second topic or area on which students can focus as part of earning their degree. This requires fewer classes than a major. Occasionally, students may have two minors in addition to their major area of study.

[MySSU](#) is the student portal where students can access information about their account, financial aid status, email, Blackboard, and many other online services. You can access MySSU by going to the Shawnee homepage at shawnee.edu and clicking on MySSU which is on the black bar at the top of the webpage.

[Ombudsperson](#) is an individual who advocates, or in most cases, acts as a support person for a student that may be going through an issue on campus or through judicial or academic investigations. An ombudsperson is someone who informally, confidentially, and impartially helps students achieve resolutions to problems. Their role is to inform students of their options, make inquiries on student's behalf, offer possible resolutions to all sides involved, and suggest university policy changes.

**Online Courses.** It is a common misconception that online courses are easier than “regular” classes—they are not, in general, at all easier. The truth is that students who tend to have someone to rely on available for frequent face-to-face contact are likely to have trouble in the online environment where that kind of interaction is not available. On the other hand, students who are highly self-motivated and independent tend to flourish with the freedom offered by this type of course. Here are some general rules of thumb for success in online courses:

- You must be able to motivate yourself to work on a regular schedule.
- You must take responsibility to focus on your studies without someone looking over your shoulder.
- You must have access to and familiarity with a reliable, modern computer, either your own or one in a University lab and a high-speed internet connection.
- You must be comfortable with and proficient in using the Internet for communication and research.

These are not the only considerations, but if you can't truthfully say that you meet these four criteria, an online course may not be right for your needs and you may want to consider whether a face-to-face class would serve you better.

**Ohio Transfer Module (OTM)** gives students the flexibility to complete General Education requirements anywhere in the state public higher education system and guarantees the transfer of applicable credits among Ohio's public colleges and universities and equitable treatment in the application of credits to admissions and degree requirements. Use the [Credit Transfer Tool](#) to search for equivalencies for your coursework.

**Orientation** is an introductory visit to campus for any student who is new to Shawnee State University, whether they are a first-time freshman or a transfer student. It is where students are able to register for classes, tour campus, and learn more about our campus resources and what it means to be a Bear.

**Part-Time Student.** Students who are taking less than 12 credit hours are part-time students. This status will affect Financial Aid.

**Pass/Non-Credit.** The pass/non-credit option is designed to permit you to take a select number of courses for which no traditional letter grade (of "A" through "F") is recorded on your grade report and transcript. If you pass, your transcript will reflect P for pass. If you attended the course but did not master the coursework, you will receive NC; however, if you do not go to class and do the coursework, you will receive an F (fail) and the F will impact your GPA.

**Peer Drop-in Center (PDC).** The one-stop-shop for student support and navigation. The PDC is located in the center of campus in the Student Resource Hub. It's staff with Certified Peer Educators (CPEs) who are current or former SSU students. If you need a good listener, a space to decompress between classes, are having difficulty navigating the SSU system/blackboard, are stressed-out, overwhelmed, or in need of general or emotional support you are encouraged to walk-in. Call 740-351-3062 to check hours of operation or ask questions.

**Pell Grant** is federal money awarded to students based on their financial need. Pell grants do not have to be paid back UNLESS a student withdraws from courses after the 100% refund date. Then the student may owe the university money because the university has to send unused Pell grant money back to the federal government. OR if a student is suspended or dismissed from the university, the federal government may seek reimbursement from the student. NOTE: The federal government will garnish your wages and take your tax refunds if you owe money based on financial aid you received but did not pay it back.

**Petition to Graduate.** See Graduation Requirements.

**Ph.D.** stands for Doctor of Philosophy. This is one of the highest degrees a student can earn after college. Someone who has a Ph.D. is referred to as Doctor. See also, Ed. D. and Doctorate.

**Prerequisites** are something that must be completed before taking a course. A prerequisite could be a class, a certain grade in a class, or a placement test, for example. To find out whether a course has a prerequisite, look it up online in the course schedule search or in [catalog.shawnee.edu](http://catalog.shawnee.edu).

**President's List.** Full-time students who achieve a 4.0-grade point average are placed on the President's List for that semester.

**Probation and Suspension.** Students who do poorly in their classes may be put on probation or suspended from the university.

- Students whose grade point average (GPA) falls below academic standards will be put on **Academic Probation**. Students on academic probation must meet with the academic probation advisor in the Student Success Center once a week throughout the semester while the student is on probation. The student has one semester to raise his or her GPA above the suspension standard and must receive a session GPA of 2.0 or greater. If the student does not meet the requirements for getting off academic probation, then the student will be suspended from the University.
- A student whose cumulative GPA drops below the suspension standard for the second time is placed on **Academic Suspension**. Additionally, any student in his or her first term of enrollment, whether a first-time freshman or a transfer student, who earns a 0.0 cumulative GPA and earn less than 3 credit hours will be placed on Academic Suspension. The student must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.

**Provost** is the chief academic officer at a college and oversees all Deans and academic departments. At SSU this person is also called the Vice President of Academic & Student Affairs.

**Registrar's Office** services as the official collection for all academic records, undergraduate and graduate. Here are just a few of the services the Registrar's Offices provides: plan and implement registration for classes; compile and maintain academic records; provide both official and unofficial transcripts; certify enrollment status; process official withdrawals from the University; evaluate coursework to be taken at other collegiate institutions by SSU students; determine residency status for the purpose of tuition; manage the University's commencement ceremonies; process applications for graduation; and process former students who wish to re-enroll.

**Registration/Registering.** AKA signing up for classes.

**Registration Appeal.** A request for exemption from the registration policy. It should be based on registration policy/procedure or deadline dates.

**Residency.** The state where you are considered a resident. This is normally based on your permanent address (where your parents live). If you are an Ohio resident, you will qualify for "in-state" tuition rates. By agreement between Ohio and Kentucky, residents of certain Kentucky counties also qualify for Ohio "in-state" tuition rates.

**Schedule.** A schedule includes course name, course section, time, days, and location of your classes. Courses are automatically added to your My Schedule in MySSU when you register for a class. Always print or screenshot your schedule with the details before the first day of each term in case of an internet outage. Refer to the screenshots below to view your schedule each semester.

1. Log into [MySSU](#) and select the Student tab.

The screenshot shows the MySSU Student Portal. The top navigation bar includes links for Home, MyInfo, Weekend of Welcome, Campus Life, Financial Aid, Housing, **Student**, and My Pages. A red arrow points to the 'Student' link. Below the navigation bar, the 'Student' section is active, displaying various academic tools and information. A left sidebar lists navigation options like Academic Information, Billing Information, and Registration. The main content area includes sections for Course Schedule, GPA Projection, Student Academic Information, Course History, Student Grade Report, and Grade Report.

**Student**

**Course Schedule for**

**2022-2023 Acad Year - Fall - All Divisions**

Course	Title	Meets
SSU-2 1999-21	Certified Peer Educator	MTWTF--
SSU-2 3332-00	Healthcare Ethics	
SSU-2 3345-00	Research & Design for Healthcare	
SSU-2 3432-01	Growth And Modern India	TTh 2:00 PM- 3:20

**Unofficial Transcript**

Division: Undergraduate

**Student Registration**

**Add/Drop Courses**

2022-2023 Acad Year - Spring

**Planning now open**

Registration now open and ends 3/10/2023 11:59 PM

Subterms are open. Check the calendar for registration availability.

**Student Grade Report**

Terms: 2022-2023 Acad ... Grading Period: Final Grade

**Grade Report**

2. After you have registered for classes your My Schedule screen will populate. Then, click on My Schedule for a detailed view.

You are here: Student > Academic Information > Student Registration

- Student
- Academic Information
- Billing Information
- Registration
- Enrollment Verification
- Student Evaluation of Instruction
- SSU NSSE Survey Link Portlet
- SSU Honors Program Application
- Meal Plan Purchase
- SSU Official Transcripts
- SSU Graduation Application
- FERPA - Permissions
- Major Exploration

- Quick Links
- My Pages
- Apply For Admission
- Request More Information
- Online Catalog
- Shawnee State University
- Suicide Prevention
- SSU Academic Calendar
- SSU News & Events
- SSU Bookstore

## Student

### Student Registration

2022-2023 Acad Year - Fall

[My Schedule](#)

[Degree Audit PDF](#)

☐ Show only needed courses

+ Degree Audit Summary

+ Course Search

+ Program Information

Non-scheduled courses (7 hrs) left

BSHS-3332-90 ✓ BSHS-3343-90 ✓ HIST-1999-01 ✓

	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm		HIST-3432-01 ✓ Registered		HIST-3432-01 ✓ Registered	
3pm					
4pm					
5pm					
6pm					

- Click on Print My Schedule and print and/or take a screenshot of your schedule with the details.

You are here: Student > Academic Information > Student Registration

- Student
- Academic Information
- Billing Information
- Registration
- Enrollment Verification
- Student Evaluation of Instruction
- SSU NSSE Survey Link Portlet
- SSU Honors Program Application
- Meal Plan Purchase
- SSU Official Transcripts
- SSU Graduation Application
- FERPA - Permissions
- Major Exploration

## Student

### Student Registration

#### My Schedule

Course Code	Title	Schedule
+ BSHS-1999-91	Certified Peer Educator	No schedule available
+ BSHS-3332-90	Healthcare Ethics	No schedule available
+ BSHS-3343-90	Research & Design For Healthcare	No schedule available
+ HIST-3432-01	Gandhi And Modern India	Tue, Thu 2:00-3:20 PM 10/17/2022 - 12/2/2022 Main Campus Massie Hall -

[Print my schedule](#)

**Scholarship.** See Financial Aid.

**Sections.** Course sections indicate the specific classes given on a specific time and day. For example, many "Introduction to Psychology" courses may be available; however, each class is assigned a section number, such as -01 or -90. For example, using PSYC1101-01

- “Introduction to Psychology” is the name of the course
- PSYC means that the course is in the psychology department
- 1101 is the course number
- 01 is the section

**Semester.** A college that uses semesters divides the year into three parts. Autumn and Spring semesters are 15 weeks. During a 15 week semester you may take a full-semester course (all 15 weeks), a 1<sup>st</sup> term course (first 7 weeks of the semester) or a 2<sup>nd</sup> term course (second 7 weeks of the semester). Make sure you pay attention to the beginning and ending dates for courses as you may have a combination of course terms within one semester. The summer semester may consist of two 7 week sessions or one 10 week session. During the summer you can take courses in different sessions, so pay close attention to the beginning and ending weeks of the courses.

**Semester Hours.** See Credit Hours.

**Student Affairs** is the name of the division concerned with non-class parts of students’ lives, like student activities, residence life, housing, , veteran’s services, campus counseling, the health clinic, accessibility services, student conduct, student government, student organizations, clubs, and other student support services.

**Student Code of Conduct.** See Code of Conduct.

**Student Success Center** is the main area for student academic information and retention on campus. Within the Student Success Center, students can see a Professional Advisor, get tutoring, study with friends, use a computer, get questions answered, and find a friendly face to help support them on their college journey. If you have any question and don’t know who to ask the Student Success Center is a good place to start.

**Syllabus.** A syllabus is an outline or summary of a course of study. Each professor provides a syllabus, usually on the first day of class, which outlines the areas of study, required texts, extra items needed for the course, policies such as grading, conduct, and attendance. Some professors give a hardcopy of the syllabus while others post their syllabus on Blackboard. Be sure to review the syllabus of each of your courses to ensure that you understand what is expected of you. Your syllabus is your contract with that faculty member and both of you are expected to meet the standards outlined in the syllabus.

**Taking Coursework at another School.** Some students who do not live locally to SSU want to take courses over the summer at an institution that is near their permanent residence. This may be another university, a college, or a community college. Students who do this should make sure that the courses they take at another institution will transfer to SSU; therefore, the student should meet with his or her advisor before registering for courses at another institution to make sure the course(s) will transfer. Students can also check the Ohio Transfer Module (OTM) by going to this webpage: <https://transfercredit.ohio.gov/ap:1>:

**Textbook Rental.** One way to save money on textbooks is to rent them instead of buying them. You can rent textbooks through [Shawnee’s bookstore](#) or online through various websites such as Amazon, Barnes and Noble, and Chegg.

**Transcript.** A transcript is the official record of high school or college courses and grades. Transcripts are required for acceptance to any institution of higher education and some employers require a transcript with your application.

**Transfer.** To transfer is to attend a college for a certain time period and then attend another college for a time period. You will want to get credit for as many of the courses you have taken at previous colleges as possible.

**Tuition** is the charge or fee for instruction. Tuition is separate from cost of fees, housing and meal plan.

**Tutor.** A tutor is a person employed to instruct another. At colleges, tutors often are students who have already excelled in a specific course and have a good cumulative GPA.

**Undergraduate.** An undergraduate is a student who is currently working on an Associate's or Bachelor's degree.

**University.** A offers Bachelor's, Master's and a limited number of doctoral degrees. Most universities do not offer Associate's degrees; SSU is unique in this aspect due to our history as a former community college. Universities also contain many colleges within the university itself; for example, the College of Arts and Sciences, the College of Professional Studies, are two separate colleges contained within Shawnee State University.

**Veteran Services.** Services and support for veterans are available through the [Office of Veterans Services](#). Or, visit [Getting Started](#).

**Waitlist.** Some course sections will offer a wait list option that students can sign up for via MySSU once the section is closed. The purpose of a wait list is to allow students the ability to more easily monitor courses they need that are closed without having to frequently check back on MySSU.

**Withdraw.** A withdraw from an individual course happens after the term drop date (check the Academic calendar for deadlines) and up to the 10th week of the semester. It can be completed in MySSU through week nine (9). *Before* withdrawing from a course, you should consult with your advisor and financial aid to see how this decision will impact your time towards your degree and your ability to obtain financial aid. A withdraw will be reflected on your transcript with a WD. If you just stop attending a course, you will receive an F at the end of the semester.

**Withdrawing from the University.** AKA Leave or Leave of Absence

- [Non-medical/military withdrawal](#) - To withdraw from college classes, the college's registration office will require an official withdrawal form. Walk-in to the Student Business Center (SBC) during regular hours to obtain the form, then complete (it requires review by the Student Success Center and Financial Aid) and submit it to the SBC. If you *must* withdraw, complete the form as early as possible to minimize the amount you may owe. If you don't officially withdraw, you may end up with an "F" for each class that you were registered in which will have financial consequences. You should always consult with your advisor and financial aid before withdrawing from the university or from any individual courses. Pay close attention to withdraw dates.
- [Medical/military withdrawal](#) – also referred to as a Voluntary Leave of Absence. Request should be [submitted electronically](#) with accompanying documentation. These are processed by the Dean



of Students. Medical and military withdrawals are appropriate when a student is unable to withdraw through the Registrar/SBC due to health issues or military assignment.

**Work Study.** See Financial Aid.

**Writing Center** is a place to get free help with the writing process. Bring any paper you are writing (it doesn't have to be an English paper) to the Writing Center for help. The Writing Center is located in room 120 in the Clark Memorial Library and available for drop-in appointments.

**Zero GPA** means that a student received an F in every class he or she took that semester. Students who are in their first semester at Shawnee who receive a zero GPA will be dismissed from the University for one academic year (3 semesters).

## Student Forms

Academic Forgiveness form to apply to the Finish Line Program

[Appeal for Academic Reinstatement](#) if you've been academically suspended or dismissed

[Application for an Incomplete Grade](#)

[Ask a Question](#)

[Become a Tutor](#)

[Change of Address](#)

[Change of Major Form](#)

[Complaint Form](#) general request assistance with an unresolved issue

[Discrimination Complaint Form](#)

[Financial Aid Forms](#)

[Graduate Course Credit by Arrangement](#) Form

[Harassment, Discrimination \(Including Sexual Misconduct\), and Retaliation Hearing Appeal](#) Form

[Harassment, Discrimination \(Including Sexual Misconduct\), and Retaliation On-Line Complaint](#) Form

[Honors Course Credit by Arrangement](#) Form

[Housing Policy Exemption Form](#) submit documentation that you are exempt from the Housing Policy

[Housing Room Change Request](#) Form

[Housing Student Health Report Form](#) Housing students report concerns of COVID/Monkeypox/other

[IT Service Desk: Get Help Form](#)

[Kentucky Tuition Residency Application](#)

[Late Add Form](#) to add a course after the add/drop deadline

[Legal Name Change Request Form](#)

[Meal Plan Change Request](#)

[Morris University Center Information Desk Request](#) for issues related to your mail or mailbox

[Ombudsperson](#) contact form to request assistance from the Ombudsperson

[Pass / Non-Credit Form](#) to skip the letter grade or audit a course

[Petition for Housing Contract Release](#) to request a release from your legally binding Housing contract

[Preferred Name Change Request Form](#)

[Refer a Student](#) for a health or safety concern (not an emergency)

[Registration Appeal form](#)



[Report a Crime/Silent Witness anonymous form](#)

[Report Your Internship](#) that was not for credit to have it included on your transcript

[Request a Tutor](#)

[Request for Residence Review](#) Form including Kentucky reciprocity and Forever Buckeye Residency

[Ohio Residency Petition](#) Form

[Selective Service Verification](#) Form

[Student Business Center Help](#) to request help with your student account

[Student Internship Inquiry Form](#)

[Transcript Order Form](#)

[Undergraduate Course Credit by Arrangement](#) Form

[University Housing Maintenance and Custodial Report Form](#)

[Voluntary Leave of Absence \(Medical/Military\)](#) to request a medical or military leave/withdrawal

## Other Student Handbooks and Guides

- a) [Student Conduct Code](#)
- b) [Guide to University Housing & Residence Life](#)