Ashland University

2013 - 2014 Undergraduate Catalog
Addendum

Beginning our one hundred and thirty-fifth year devoted to the development of each student's personal potential.

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### Accreditations/Associations Memberships

#### Accreditations
Ashland University is accredited by The Higher Learning Commission and a member of the North Central Association (web address: http://www.ncalhc.org and phone: 800-621-7440 or 312-263-0456). Authorization to grant bachelor, master and doctor degrees comes from the Ohio Board of Regents.

In addition, individual programs are accredited by:
- Association of Theological Schools (ATS)
- Accreditation Council for Business Schools and Programs (ACBSP), including specialized accreditation in accounting.
- American Chemical Society
- Commission on Accreditation of Athletic Training Education (CAATE)
- National Association of Schools of Music (NASM)
- National Council for Accreditation of Teacher Education (NCATE)
- Council on Social Work Education (at the baccalaureate level)
- Ohio Board of Nursing and Commission on Collegiate Nursing Education (CCNE)

#### University Memberships
AU holds membership in American Association of Colleges of Nursing, National Collegiate Honors Council, National League for Nursing, Institute of International Education, NAFSA: Association of International Educators, the National Collegiate Athletic Association, and Association of Independent Liberal Arts Colleges for Teacher Education.

Ashland University also is a member of Ohio Foundation of Independent Colleges, Association of Independent Colleges and Universities of Ohio, Ohio Association of Colleges for Teacher Education, Ohio Association of Private Colleges for Teacher Education, Ohio Campus Compact, Consortium for Overseas Student Teaching (COST); Association of Governing Boards; National Association of Independent Colleges and Universities (NAICU); Council of Independent Colleges (CIC); and Ohio Newspaper Association.

Departments hold memberships in American Alliance for Health, Physical Ed., Recreation and Dance; American Association of Intensive English Programs; American Council on the Teaching of Foreign Languages; American Hotel and Lodging Educational Foundation; Associated Writing Programs; Broadcast Education Association; Foundation in Art: Theory and Education; International; National Communication Association; Ohio Association for Health, Physical Education, Recreation and Dance; Ohio Association of Broadcasters; Ohio Biological Survey; Ohio Council of Deans and Directors of Baccalaureate and Higher Degree Nursing Programs; and Ohio League of Nursing.

### Student Memberships
Ashland University has membership in Alpha Gamma Omega Nu, National Honor Society in Physical Education; Alpha Lambda Delta, Honor Society for Freshmen; Alpha Phi Sigma, National Honor Society in Criminal Justice; Alpha Psi Omega, National Honor Society in Theatre; Beta Beta Beta, National Honor Society in Biology; Delta Mu Delta, International Honor Society in Business; Kappa Delta Pi, International Honor Society in Education; Kappa Omicron Nu, National Family and Consumer Sciences Honor Society; Omicron Delta Epsilon, the International Economics Honor Society; Phi Alpha, National Social Work Honor Society; Phi Alpha Theta, International Honor Society in History; Phi Sigma Iota, Gamma Tau chapter, International Foreign Language Honor Society; Phi Sigma Tau, International Honor Society in Philosophy; Pi Mu Epsilon, National Honor Society in Mathematics; Pi Sigma Alpha, National Honor Society in Political Science; Psi Chi, International Honor Society in Psychology; Sigma Gamma Epsilon, National Honor Society in Geology; Sigma Tau Delta, International English Honor Society; Sigma Theta Tau, RhoNu Chapter, International Honor Society of Nursing; Theta Alpha Kappa, National Honor Society for Religious Studies and Theology; and Upsilon Pi Epsilon, International Honor Society for the Computing and Information Disciplines.

### Ashland University Rights
Because these rules and regulations are intended to guide the student's progress through the university, each student has the obligation to become familiar with the contents of this catalog and follow the directives as stated.

The provisions of this catalog are to be considered directive in nature and are not to be regarded as an irrevocable contract between the student and Ashland University. The university reserves the right to make, at any time, the changes it deems advisable in the offerings, regulations and fees stated in this catalog.

### Individual Rights
Ashland University is an Equal Opportunity Institution and reasonable efforts will be made to accommodate all students regardless of disabilities, sex, age, race, color, religion, and national or ethnic origin, as per Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Each applicant for admission to Ashland University is considered on individual merit. Each applicant's record is reviewed for academic achievement, aptitude and interest in order to admit those students who possess the ability and motivation to benefit from their enrollment at Ashland University.
Family Educational Rights and Privacy Act

The purpose of the Act is to require educational institutions and agencies to conform to fair information practices. Ashland University will not release personally identifiable student records on file without prior student consent. Exceptions to this are (1) Ashland University school officials or teachers who have a legitimate educational interest in the student; (2) another school to which the student has applied and intends to enroll; (3) authorized federal and state officials; (4) persons dealing with a student's application for financial aid; and/or (5) parents. It is Ashland University policy that no data from student records be provided to non-university agencies for mailing purposes.

Inquiries regarding compliance may be directed to the Registrar, Ashland University, 401 College Ave., Ashland, Ohio 44805.

Directory Information

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), Ashland University has listed the following data items as "Directory Information" and may release this information for those enrolled without a student's consent. For clarification or questions you may contact the Registrar.
Name
Local Mailing Address
Home Address
Phone Number
Parent's Name and Mailing Address
Email Address
Class
Center Attended
Dates of Attendance
Full, Half, Part time Status
Degrees and Awards Received
Previous Institutions Attended
Participation in fully recognized activities and sport
Photographs, weight, and height of athletic team members
Date and Place of Birth
Major

Student Right to Know Act

In accordance with guidelines for the Student Right to Know Act, Ashland University had a six-year graduation rate of 60% for the first-time full-time freshmen who entered in Fall 2006.
Adult Studies Calendar

The Adults Studies program and in particular the Criminal Justice online programs offer twenty five week terms that commence every five weeks. Term breaks are established and fall approximately on Christmas and July 4.

Academic Terms

January 13 - July 13
February 17 - August 17
March 24 - September 21
April 28 - November 30
June 2 - January 11, 2015

Undergraduate Admission Information and Campus Tours

Office of Admission, Gill Welcome Center, 419-289-5052; e-mail: enrollme@ashland.edu.
Undergraduate nursing admission for Accelerated, Advanced Entry, RN to BSN, School Nurse Licensure, Gerontology Certificate information and campus tours – Admissions Representative, 1020 South Trimble Road, Mansfield, OH, 44906, 419-521-6800.

Financial aid, scholarships, loans and student employment

Office of Financial Aid, 310 Founders Hall, 419-289-5002

Student bills

Office of Student Accounts, 202 Founders Hall, 419-289-5022

Athletics

Athletic Department, Physical Education Center, 419-289-5441

Registration, scheduling, transcripts and veterans’ affairs

Office of the Registrar, 206 Founders Hall, 419-289-5029

Founders School of Continuing Education

419-207-6945 or 1-800-882-1548, x6945

On-campus housing and charges

Office of Residence Life, 2nd floor, Hawkins-Conard Student Center, 419-289-5303

Current information about the University and its facilities can also be found through the internet on the Ashland University worldwide web home page: http://www.ashland.edu.

Ashland University
401 College Avenue
Ashland, Ohio 44805

Switchboard 419-289-4142
In Ohio 1-800-882-1548
Mission of Ashland University

Founded in 1878, Ashland University is a private, comprehensive institution committed to challenging and supporting students intellectually, spiritually, socially, culturally, and physically. Located midway between Cleveland and Columbus off I-71, Ashland University is home to 2,500 full-time undergraduate students. Ninety-two percent of these students are from Ohio, while students also come from 42 other states and 37 countries. The University’s total enrollment is 5,900 students, and this includes graduate programs in business, education, theology and off-campus centers in Cleveland, Columbus, Mansfield, Massillon/Stark, and Elyria.

These graduate programs include master’s degrees through the College of Business and Economics and the College of Arts and Sciences, and master’s and doctoral degrees through the College of Education and through Ashland Theological Seminary.

Ashland’s graduate programs are offered in a challenging and supportive environment that so many have come to know as characteristic of Ashland University. This environment, which features a philosophy of “Accent on the Individual,” means:
* Faculty integrate theory and research with practical application.
* Students can approach faculty about issues related to a course, curriculum, or personal need.
* Students are expected to meet rigorous demands to fully achieve their career potential.
* Scheduling flexibility that meets the needs of the working adult population.
* A respect for uniqueness of the individual.
* An opportunity to network with students who bring a wealth of career knowledge and experience.

Ashland University’s graduate programs are known for many things, including:
* An impressive computer technology infrastructure that features more than 1,000 computers on campus and off-campus centers in Columbus, Mansfield, Massillon/Stark, Elyria, Medina, and Cleveland.
* Professors who possess excellent academic credentials and who are experienced professionals.
* Programs that require rigorous capstone experiences that integrate theoretical and philosophical course content with professional circumstances.
* High student satisfaction with the curricula, faculty, and administrative services.
* Convenient, safe campuses with adequate parking readily available.

Mission Statement
Ashland University educates and challenges students to develop intellectually and ethically, to seek wisdom and justice, and to prepare for the rigors of living and working as citizens engaged in their local, national and global responsibilities.

Identity Statement
Ashland University is a nationally recognized comprehensive university founded in 1878 by the Brethren Church. The University promotes liberal arts and professional programs for undergraduate and graduate students. Rooted in Christian faith and an unwavering commitment toward accent on the individual, the University provides student an environment that promotes Ashland University's values and respect toward each person.

Core Values
Accent on the Individual: Pledges the best individual and collective efforts to challenge and encourage each member of the University within a supportive community.
Spirituality and Faith: Affirms Christian values as a core element of the University’s institutional identity, emphasizing faith in God, moral integrity, and respect for the diversity of values and faith that is found in a community of learning.
Character Development: Promotes integrity, self-discipline, responsibility, compassion, leadership, service, and good citizenship.
Academic Freedom: Supports free, open and critical inquiry for both students and faculty that is consistent with intellectual and professional development.
Excellence in Teaching: Emphasizes teaching supported by research and scholarship as the University’s central responsibility.

Welcome to the world of Ashland University. Through these pages you will be introduced to the distinguishing characteristics that make Ashland University the unique institution that it has become. As with any catalog, you will find the typical information that you will need to navigate higher education. You will discover our mission, academic programs, tuition and fees, facilities and faculty resources, and much more. But I hope you will also gain a sense of who we are and experience the people that make up Ashland University.

The mission of Ashland University includes a 135-year history of serving humankind. This rich tradition combines respect for persons through a commitment to Christian values with a focus on intellectual, spiritual, cultural, physical, and social development. The educational mission emphasizes a solid foundation in the liberal arts and the development of professional competencies and skills.

The academic programs of Ashland University are extensive. Ashland offers both undergraduate as well as graduate curricula. With 5,900 students, the resources available are almost limitless. Great care is taken to instill a commitment to excellence in this educational experience. The faculty is comprised of highly qualified and dedicated men and women who take their teaching seriously. The faculty, staff, and administration of Ashland University are committed to a philosophy of respect and nurture that has characterized this institution for over a hundred years. “Accent on the Individual” is more than a slogan—it is a way of life.

The facilities that support campus life are some of the best you will find on any campus. The newest buildings include The Dauch College of Business and Economics, The Dwight Schar College of Education, The Kettering Science Center, The Recreation and Rybolt Sport Sciences Center, Dwight Schar Athletic Complex and the Schar College of Nursing and Health Sciences. They are second to none. They combine beauty with technology and provide an excellent learning environment.

Explore the campus of Ashland University through these pages, but don’t miss the opportunity to look beyond the printed words and experience the community of learning that is the real heart and soul of Ashland.

Frederick J. Finks
President, Ashland University
Ashland University is an Equal Opportunity institution and its programs are available to all students regardless of handicaps, sex, age, race, color, religion, and national or ethnic origin. Each applicant for admission to Ashland University is considered on individual merit. Each applicant's record is reviewed for academic achievement, aptitude, and interest in order to admit those students who possess the ability and motivation to benefit from their enrollment at Ashland University.

Each applicant is highly encouraged to visit the campus and meet with an admission representative. A visit provides additional opportunity for the admission staff to assess the applicant and for the applicant to ask questions of the admission representative, AU students, faculty, coaches, and administrators and to tour the campus and facilities.

The quality of the academic record is shown by an applicant's grades, class standing and difficulty of courses taken. A well-prepared candidate will have four units of English, three units of social studies, three units of science, three units of mathematics, and two units of foreign language. The results of the SAT or the ACT serve as additional indicators of academic aptitude.

Ashland University is very interested in the applicant's record as a school citizen and will accept recommendations from guidance counselors and/or teachers as to ability, motivation, and character.

**High School Student**

Prior to or early in the senior year of high school, the applicant should:

1. Complete and submit the Ashland University Application for Undergraduate Admission which is online at: www.ashland.edu/apply;
2. Ask the guidance counselor to forward a copy of the high school transcript. Test scores, class rank, and a list of senior courses should be included. (Results of the G.E.D. are recognized);
3. If applicant participated in the post-secondary option, contact the registrar at the college/university attended and request an official transcript be sent to the Ashland University Office of Admission. College credit will be granted for any college-level coursework taken in high school in which a "C-" or better grade is received. Also, college credit may be granted for Advanced Placement (AP) coursework depending on the score on the AP test. (See AP test);
4. All candidates for admission to the freshman class are required to take the ACT (American College Test) or the SAT (Scholastic Aptitude Test). Results may be sent directly to Ashland University using these codes: ACT – 3234; SAT – 1021;
5. Upon high school graduation, a final official transcript must be forwarded to the Ashland University Office of Admission; and
6. Ohio residents must send results of the Ohio Graduation Test to the Ashland University Office of Admission.

**High School Equivalence Diploma (GED)**

Ashland University will recognize the GED instead of a high school diploma for those applicants who did not graduate from high school. Students may also be required to take the ACT.

**Home Schooled Student**

An applicant who is home schooled should use the following admission guidelines:

1. Complete and submit the Ashland University Application for Undergraduate Admission which is online at: www.ashland.edu/apply;
2. Submit an accredited diploma, GED, grade transcript, or home school credit evaluation form; and
3. Provide results of a standardized test such as the ACT, SAT, or other state or nationally normed test.

**Advanced Placement**

As credit may be awarded for students who score a 30 or higher on A.P. Exams, please visit www.ashland.edu/admissions/admissions-requirements to see which scores on various A.P. Tests translate into AU course credit.

**Adult Study**

Adult students interested in enrolling in the online Criminal Justice program should:

1. Complete and submit online application linked to the www.ashland.edu/cjonline website.
2. Admission requirements are similar to any undergraduate or transfer student.
3. Consideration of prior learning should be directed to online Criminal Justice Director, Joe Perry at 419-207-6921.

**Transfer Student**

A student from an accredited institution of higher learning may be considered for admission as a transfer student to Ashland University provided he or she is in good standing socially and academically with at least a 2.25/4.0 cumulative GPA at the previous college(s) attended.
Credit earned through a recognized accredited college or university will be accepted at Ashland University as long as the credit earned is "C-" or better. Credits will be awarded for specific Ashland University courses when transferable credits are for equivalent courses. When the transferable courses do not have Ashland University equivalents, credits will be awarded as 'elective' credits. A student transferring to Ashland University from other institution(s) of higher learning must meet residence requirements (see index) in order to be eligible for graduation from a baccalaureate degree program. A candidate for a degree must take a minimum of 30 semester hours at Ashland University. The last 12 hours of coursework and at least one half of the student's work in his or her major field must be taken at AU. A minimum of 50 hours must be earned through a four-year college or university. A student interested in transferring to Ashland University should:

1. Complete and submit the Ashland University Application for Undergraduate Admission which is online at: www.ashland.edu/apply;
2. Contact the Registrars at all colleges where coursework was attempted and request that official transcripts be sent to the Ashland University Office of Admission; and
3. Contact the high school guidance office to request that an official transcript be sent to the Ashland University Office of Admission if the applicant has fewer than 45 credit hours (semester) earned. The final decision regarding course-equivalence of transfer credit will be made by the Registrar's Office. A student may receive an unofficial evaluation of credit by visiting www.transfer.org or scheduling an appointment with the appropriate Transfer Coordinator or sending a written request including intended major and transcript(s) to the Office of Admission.

While Ashland University does not formally participate in Ohio's "Statewide Articulation and Transfer Policy," the Transfer Module is one basis for evaluating course equivalencies when transferring general education courses to meet Institutional Baccalaureate Requirements.

Conditional Admission

Freshmen not meeting minimum admission standards may be offered conditional admission for their first semester. Full admission to the University is determined at the end of the first semester of enrollment.

Failure to adhere to the Plan for Academic Achievement at any point during the semester may, of itself, constitute grounds for dismissal.

Conditionally admitted freshman students are required to meet with the Center for Academic Support during the summer or the first week of classes to discuss expectations and plans for academic achievement. Academic support options include, but are not limited to, one-on-one meetings with the Center for Academic Support, individual tutoring, restricted course loads, academic advising and success seminars.

Failure to adhere to the expectations set by the Center for Academic Support at any point during the semester may, of itself, constitute grounds for dismissal.

Readmission

A student who leaves Ashland University for one or more semesters must submit an application for readmission. The entire previous record of the student is reviewed and favorable action is necessary before the student can register for classes. If readmitted to the university, the student is not guaranteed readmission into the same program. A student may apply for readmission at www.ashland.edu/apply. A student who was academically dismissed is eligible for readmission after a period of one semester. Applications for readmission after dismissal will be reviewed by the Executive Admissions Committee. Applicants must submit a personal statement that includes assessment of past performance along with goals and strategies for future improvements. This may include, but is not limited to, employment, education, and training during absence from Ashland University. A student who has been dismissed a second time may not apply for further reinstatement. A student seeking readmission after an absence of more than one year will be subject to the curricular requirements in effect as of the first registration of classes subsequent to readmission. If the student has attended other schools, transcripts from these schools must be sent to the Office of Admission.

Students seeking readmission after a medical withdrawal must follow the steps under "Readmission after Medical Withdrawal" in the Academic Affairs section of the catalog.

Special Student

A special student at Ashland University is one who is not a candidate for a degree. The classification includes transient students in good standing at another institution, certain international students, post-graduate students, and students wishing to attain specific skills such as music or art. A special student does not need to file the regular application for admission. After earning 12 semester hours, a special student must submit an application for admission. To register as a special student, contact the Registrar's Office.

A student who is a college graduate and who submits authenticated evidence of graduation to the Registrar may register for any class without contacting the Office of Admission. If, however, the student is working toward a second degree, or if the student will require the services of Ashland University in securing teacher licensure, the student must fulfill the usual requirements for admission.

Transient Student

A transient student must submit a statement of good standing or permission in writing to take courses at Ashland University. He or she is permitted to take a maximum of 18 semester hours, after which the usual requirements for admission must be fulfilled.
Senior Citizen
A senior citizen (age 60 or older) may take classes as a special student at a reduced rate if space is available. No credit is given for the course. The cost is determined at the beginning of each year and published in the Fees and Charges brochure.

Veteran
A veteran needs to file a regular application for admission and follow the appropriate admission process. College credit earned while serving in the military will be evaluated by the Registrar's Office on an individual basis. Eight semester hours of credit will be granted to veterans who have been honorably discharged from military service to the United States. The eight granted credits will provide a waiver for: Lifetime Wellness (2 credits), Accent on Success (one credit), Global Passport Requirement (3 credits), elective credit (2 credits). Any changes in registration must be reported to the Registrar's Office immediately for submission to Veterans' Affairs.

Additional military training maybe considered for academic credit through evaluation of a portfolio by the Prior Learning Assessment Committee.

Auditor
Any regularly enrolled student in the University may audit a course. Other persons who do not wish to receive college credit and who do not meet admission requirements may also register as auditors upon payment of the audit fee and any special class fees (e.g. lab or music fees). Under no circumstances will audit grades later be changed to credit status. A student may not change from audit to credit, and vice versa, after the third week of a semester. Students may not audit more than 16 hours of class without permission from the Academic Advising Office. If auditing a course previously taken for credit, see Repeat Policy for more information.

Second Degree or Major
The applicant who holds a bachelor's degree from an accredited institution may earn a second degree or major in a different field of study. The applicant must meet specific course requirements appropriate to the degree and/or major, and follow the application procedures outlined in the "Transfer Student" section. Ashland University offers the Bachelor's Plus Program for individuals who have a bachelor's degree from an accredited college or university in a field other than education who now wish to teach. For information, contact the Bachelor's Plus Program at 1-800-882-1548, ext. 5298.

Dwight Schar College of Nursing and Health Sciences offers a second degree leading to a Bachelor of Science in Nursing. For information, contact the Admissions Representative for the Accelerated program.

Founders School of Continuing Education
Refer to the Founder's School of Continuing Education for information about eligibility and the admission process for this program.

Bachelor of Science in Nursing Program
AU offers four different tracks to obtain a BSN: a traditional four-year pre-licensure track, the advanced entry pre-licensure track for students who have already completed pre-requisite coursework, a second degree accelerated licensure track, and a post-licensure RN to BSN track. For information, see the Nursing section in this catalog.

International Student
International students are required to have an equivalent of a 2.75/4.0 GPA on the American System, for automatic admission to Ashland University. Students with below a 2.75 GPA will be reviewed for admission on an individual bases. For countries which do not use the grade point average, a determination is made to equate the score to the United States. The international student should submit the following materials:

1. A completed International Student Application Form;
2. A $50 non-refundable application fee made payable to Ashland University;
3. A bank statement showing the sponsor's ability to support the student with funds equal to or greater than the estimated expenses per year;
4. Academic records from all secondary schools, colleges, or universities attended, both in English and the original language;
5. Results of any state or government comprehensive exams, such as the Baccalaureate or the G.C.E., if applicable;
6. An official TOEFL score of 65 (iBT) or above, or an IELTS score of 6.0 or above. If the TOEFL or IELTS score is below the required level, or these tests have not been taken, the student may enter the Center for English Studies (ACCESS);
7. Personal statement of 250 words that outlines the student's educational goals and reason for choosing Ashland University.

After formal admission, the international student will receive a Form 1-20 A-B Certificate of Eligibility for non-immigrant (F-1) student status. This document is then presented to the U.S. Consul in the student's country of residence in order to apply for a visa.

International Student Services provides assistance, orientation, and advising to international students. The office also promotes intercultural contacts and provides student organization programs. The services of Ashland University are designed in accordance with federal rules and regulations concerning foreign students, and the principles and guidelines of NAFFSA: Association of International Educators. Visit the website: www.ashland.edu/campus-life/international-student-services.
International Transfer Student

An international student from a recognized institution of higher learning may be considered for admission as a transfer student to AU provided the student has a 2.75/4.0 cumulative GPA at previous colleges/universities attended.

Credits earned at other colleges or universities will be accepted according to the principles described under the "Transfer Student" section.

To apply as a transfer student, the international student needs to follow the procedures outlined under the "International Student" section. However, since the international student will be transferring into the academic program, a TOEFL score of 70 (iBT) or above is required.

Second and Non-Degree Programs for International Students

The University also offers programs for Second Degree and Non-Degree students. A student who already holds a bachelor's degree from an accredited institution can earn a second degree at Ashland in a different field of study. These programs are generally one to three years in length, depending upon which field of study is chosen.

A student who wishes to study for a period of one year or less might consider the Non-Degree program in which the student can study whatever subjects he or she wishes to study without pursuing a degree.

Both the Second Degree and Non-Degree programs require a score of at least 70 (iBT) on the TOEFL and a GPA of at least 2.75/4.0.

To apply for a Second Degree or Non-Degree program, the international student should follow the application procedures outlined in the "International Student" section.
Finance and Administration

Finance and Administration encompasses those areas directly related to the business operation of the University, including the management of University assets; collection and disbursement of funds; maintenance and protection of the physical plant; food service; health service; personnel and purchasing.

Adult Studies Online Criminal Justice Tuition

The tuition rate is $395/credit hour. This amounts to $1,185 per class and $5,925 for a 15 credit hour term.

Terms of Payment

Tuition and fees are due prior to the start of your first class for each term. Students can access their account statements online through WebAdvisor by selecting the "University Account Statement" link under "Financial Information."

Interest of 1.5 percent will be charged each month on any unpaid balance. Seniors or students eligible for tuition reimbursement from their employers will not be permitted to take final exams in their last semester or part in commencement until all accounts are clear with the Business Office.

There are three payment options available to meet the costs of attending Ashland University.

1. Payment up front:
   a.) Checks or money orders may be payable to Ashland University.
   b.) MasterCard, Discover, Visa, or American Express. Service fees apply. Call the Student Accounts office. (1-800-882-1548; non-Ohio residents and Ashland County residents call 1-419-289-5085)

2. Monthly payments (due by the 1st of each month) may be made through Tuition Management Systems (TMS). A contract must be made with TMS prior to attending classes and must cover any pending Financial Aid. There is a $41 enrollment fee, but no interest is charged. For more details, please call TMS at (1-800-722-4867) or go to https://ashland.afford.com.

3. Corporate Reimbursement Deferment - Students can defer costs until 4 weeks after the end of the course if their employer has an eligible corporate reimbursement program. There is a $50 per semester fee for corporate reimbursement deferment. Contact the Student Accounts Office for a form.

   A person’s account must be paid in full before registration becomes valid. If a student is receiving financial aid grants and loans, they are not required to pay those funds prior to the start of classes.

Graduation Fee

The $75 graduation fee provides for a diploma and other commencement items. This is a one-time fee charged at the time of filing for graduation. No person will be allowed to participate in commencement exercises or receive a diploma if the University account is not paid in full. Students eligible for tuition reimbursement from their employers must have all fees and charges paid in full prior to taking final exams during the last semester before graduation.

Insurance

Contact the Student Accounts Office with any questions regarding student health insurance options.

Withdrawal Procedures

Students who choose to withdraw from the University must go through the official withdrawal process which includes contacting the Program Director, the Office of the Registrar, and the completion of a withdrawal form found on the Office of the Registrar web site. The last day to withdraw from a course and receive a partial refund is the third Friday of a course. This should not be confused with the academic withdrawal period. Academic course withdrawal deadline is the fourth Friday of the course.

Refund Policy

This refund policy applies to students completely withdrawing from school, not simply dropping a class(es).

Withdrawal is when an enrolled student withdraws from all classes during the term.

Dropping of class(es) is when an enrolled student drops a class (or classes) but is still enrolled for one or more classes in the term.

Return of Title IV Funds/Institutional Refund Policy

This applies to students who withdraw or are expelled. Refunds for these students are determined according to the following policy:

1. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Parent PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal TEACH Grant.

2. A student’s withdrawal date is:

   * The date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or
   * The midpoint of the term for a student who leaves without notifying the institution; or
1 The student's last date of attendance at a documented academically related activity.

3. Students who are granted a leave of absence are treated in the same manner as students who withdraw from the university.

4. Refund Policy:

- Refunds on all charges including tuition, room and board, and special fees will be prorated on a per day basis up to the 60% point in the term. There are no refunds after the 60% point in time. A copy of the worksheet used for this calculation can be requested from the Ashland University Financial Aid Office.
- Title IV and state aid is earned in a prorated manner on a per day basis up to the 60% point in the term. Title IV and state aid is viewed as being 100% earned after the 60% point in time.
- A refund (if there is one) and an adjusted bill will be sent to the student's home address following withdrawal.
- There are no refunds for courses for which a grade of "I" (incomplete) or "IP" (in progress) is received.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal Parent PLUS Loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; Federal TEACH Grant; other Title IV assistance; other federal sources of aid; other state, private and institutional aid; and finally, the student.

Ashland University's responsibilities in regard to the return of Title IV funds include:
- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV funds;
- Calculations for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

Appeal Process

A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: c/o Comptroller (billing) or Director of Financial Aid (financial aid), 410 College Ave., Ashland, OH 44805.

If a student is asked to leave for disciplinary reasons, all rights to adjustments from the tuition and fees are forfeited.

No person may have official transcripts of his or her records until that person's account is paid in full.
Financial Aid

Financial Aid

Ashland University provides financial assistance to any qualified and eligible undergraduate student. A qualified student is one who has been accepted for admission to the University, is not on disciplinary probation and is meeting the standards required in the Financial Aid Satisfactory Academic Progress Policy listed at the end of this section. Undergraduate students who are attending less than half-time may qualify for a Federal Pell, Supplemental or TEACH Grant; a Perkins Loan; and/or Federal Work-Study employment.

Financial assistance is awarded on the basis of outstanding scholarship, accomplishments, talents and/or financial need using a combination of available assistance from federal, state, and University sources.

All financial assistance administered by Ashland University is awarded annually. Therefore, students must reapply for financial aid each year and must meet criteria required for renewal.

Students enrolled in study abroad may be eligible for Ashland University grants or scholarships. See the Financial Aid Office for more information.

How to Apply for Financial Aid

Students should follow the steps listed below to apply for financial aid. Applications for financial aid will be processed on a first-come, first-served basis, with priority given to those applications submitted by March 15.

1. Apply for admission to Ashland University (incoming students).
2. Student and parent each apply for a PIN (personal identification number) at www.pin.ed.gov to sign the FAFSA online.
3. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
4. Review electronic award and additional required processes at www.ashland.edu/students/financial-aid

Other forms and procedures may be required in order to receive certain types of aid. For example, all first-time borrowers of federal loans must complete Entrance Loan Counseling and a Promissory Note at www.ashland.edu/student/financial-aid prior to disbursement of funds.

Types of Financial Assistance

Payment of University expenses is primarily the responsibility of the parent and the student. However, a wide variety of financial assistance is available to afford students the opportunity of an education at AU. Types of assistance include scholarships, grants, employment and student and parent loans.

Scholarships and grants are types of gift assistance used for educational expenses that do not require repayment. The Ashland University grants and scholarships listed on the following pages are available only to full-time, regular undergraduate students who are billed the comprehensive rate of tuition, while pursuing their first Bachelor’s degree. This excludes students in these programs from institutional assistance: Founders School of Continuing Education, Nursing (RN to BSN), Accelerated and Transitional Nursing Students from the previous MedCentral College of Nursing required to graduate by May 2013, and Bachelor’s Degree-Completion Programs at LCCC and the Columbus Center. Additionally, Ashland University grants and scholarships are only available during the fall and spring semesters. Student employment and loans are types of self-help assistance that are also used to help cover educational expenses. Student loans are funds which require repayment after graduation or withdrawal from the University.

Financial aid opportunities are described below under the following section headings:

A.) Ashland University Funded Grants and Scholarships
B.) Federal and State Grants and Scholarships
C.) Student Loans
  · Provided by Federal Sources
  · Provided by Private Sources

Attendance at Other Institutions

Students who enroll at other institutions as part of their Ashland University degree (e.g. Art Institute of Pittsburgh) are not eligible for financial aid from Ashland University but must apply for aid at the other institution. Aid available at the other institution may be significantly different from aid offered from Ashland University. Students who will attend Ashland University and another institution simultaneously may be eligible for federal and state aid through a consortium agreement. Contact the Financial Aid Office for more information.

Ashland University Funded Grants and Scholarships

Ashland University offers institutional aid to students who meet the eligibility criteria. Students may qualify for multiple types of aid from the University. These programs may be added together, but the total institutional funds available to any one student will be limited to the full-time cost of tuition ($29,852 for 2013-14) for the fall and spring semesters.

The criteria for all Ashland University scholarships and grants are reviewed each year and may be adjusted for returning and incoming students in future years.
Students who receive Ashland University gift aid may not receive total gift aid (including federal, state, outside and institutional sources) which exceeds the cost of full-time tuition (12-19 credits per semester), room, board, activity fee, technology fee, recreation center fee, and health center fee for students living on campus, or exceeds the cost of full-time tuition, activity fee, technology fee, recreation center fee, and health center fee for students living off campus. Institutional aid will be reduced to prevent the above from occurring.

Outside Awards–Students who qualify for gift aid from outside/private sources are responsible to inform the Financial Aid Office in writing regarding the name of the award, the amount of the award, and the number of years the award is available to the student. Ashland University allows students to benefit from scholarships received from outside/private sources. These funds will be added to the award as long as the student demonstrates sufficient financial need and the total gift aid falls within the parameters noted in the previous paragraph. In the event that aid must be adjusted, student loans and/or Federal Work-Study will normally be adjusted.

AU Incoming Student Scholarships/Awards

AU Academic Scholarships and Awards

First-time freshmen entering AU are eligible for the following scholarships or award based upon their ACT or SAT test score and cumulative high school GPA. A minimum 18 ACT or 860 SAT score and a 2.5 GPA are required. Students may use the online AU Academic Scholarship and Award Calculator located on the Financial Aid webpage. Students are not eligible for more than one scholarship from this category.

* President’s Scholarship – $15,000. Renewable with a 3.00 AU GPA
* Provost’s Scholarship – $13,000. Renewable with a 2.75 AU GPA
* Director’s Scholarship – $10,000. Renewable with a 2.00 AU GPA
* Ambassador Award – $7,500 Renewable with a 2.00 AU GPA

Honors Program Scholarship

A $2,000 scholarship available for first-time freshmen accepted into the Honors Program at AU. Students who have been accepted into the Honors Program and who have applied at www.ashland.edu/academics/honors-program prior to March 1st will be considered for this scholarship. The scholarship is renewable for a total of four years with continued participation in the Honors Program.

AU Transfer Student Scholarships Alpha Beta Gamma National Business Honor Society Scholarship

A renewable scholarship for incoming transfer students in the amount of $500. A minimum GPA of 3.0/4.0 and an A.A., A.S., A.A.S., or Canadian Degree equivalent is required. Alpha Beta Gamma designation on transcript is required. The scholarship is renewable with a minimum 3.0 GPA.

Phi Theta Kappa Scholarship

A renewable scholarship for incoming transfer students in the amount of $1,000. A minimum GPA of 3.0/4.0 and an A.A., A.S., A.A.S., or Canadian Degree equivalent is required. Phi Theta Kappa designation on transcript is required. The scholarship is renewable with a minimum 3.0 GPA.

Transfer Scholarship

Incoming transfer students (excludes post-secondary coursework) who have attained a cumulative GPA of 3.0 or higher in college are eligible for this award. The scholarship ranges from $7,000 to $10,000 and is renewable with a cumulative GPA of 3.0 or higher. This scholarship is not available to readmit transfer students.

Additional AU Scholarships/Awards

Alumnus Grant

Children and grandchildren of Ashland University alumni are eligible for this grant. An alumnus is defined as a parent or grandparent who has earned at least 32 undergraduate AU credits or an Ashland University undergraduate or graduate degree. This $2,000 grant is renewable by maintaining satisfactory academic progress.

Art, Music, and Theatre Scholarships

These departments award scholarships based on talent. Each department requires an on-campus interview. An audition is required for the theatre and music scholarships, while submission of a portfolio is necessary to apply for the art scholarship. These scholarships are renewable by fulfilling certain departmental criteria.

Ashbrook Scholarship

A renewable scholarship based on merit of $2,000 per year. A major or minor in political science or history and a minimum GPA of 3.0/4.0 are required. Applications for the scholarship are available from the Ashbrook Center. Students in the program must maintain a 3.0 GPA to renew the scholarship.

Ashland University Grant

A need-based grant offered to students. In addition to financial need, the grant is based on high school GPA and ACT or SAT scores, or college GPA for transfer students. Renewal is based on the need of the student in subsequent years and the academic performance of the student at Ashland University.
Athletic Scholarship
Men’s and women’s varsity sports offer scholarships to selected athletes. The coaches, under the leadership of the athletic director and in coordination with the Financial Aid Office, determine standards of distribution that follow the guidelines set down by the athletic conference and the NCAA. The coach determines the amount of the scholarship.

Brethren Grant
Students who are members of the Ashland-based Brethren Church are eligible for this grant. A letter from the student’s minister verifying membership is to be sent to the Director of Admission. This $2,000 grant is renewable by maintaining satisfactory academic progress.

Brethren Summer Ministries Award
Students who participate in the summer ministry program of the Board of Christian Education of the Ashland-based Brethren Church are eligible for this grant for the academic year immediately following their summer of service. The $1,000 grant is renewable with subsequent summers of service.

Endowed Scholarships
Endowed scholarship recipients are selected by the Financial Aid Office. These awards are used primarily to fund the AU Grant.

Family Grant
This grant is offered when two or more siblings from the same family are full-time undergraduate students at AU both paying the comprehensive rate of tuition. The value of the grant is worth 25% of tuition and will be split equally between the students. Recipients may qualify for other AU grants or scholarships with a maximum equal to tuition. Each student must maintain a minimum GPA of 2.5 to receive his or her portion of the award. Students who receive an athletic scholarship are not eligible for this award.

Mathematics and Computer Science Department Scholarships
The AU Mathematics and Computer Science Department offers the following scholarships to students who achieve certain results on the noted tests: AMC-12 Scholarship - $2,000 per year; OCTM State Mathematics Contest - $2,000 per year. Contact the Department of Mathematics and Computer Science for more information.

Ministerial Grant
This grant is offered to children of pastors, missionaries and staff who are ordained or licensed and actively serving full-time within the Ashland-based Brethren church or who have retired from full-time service for reasons of age or health. Students who qualify for this grant will receive total AU gift aid equal to 75 percent of tuition. The grant is renewable with a minimum GPA of 2.5.

Science Scholarship
The University offers science awards to students who receive a superior rating at the Mohican District Science Fair hosted by Ashland University or the Ohio Academy of Science Fair hosted by Ohio Wesleyan University. The amount of the scholarship is $1,000 at the district level and $2,000 at the state level.

Federal and State Grants and Scholarships

Federal Pell Grant
Students seeking financial assistance may apply for this need-based federal grant program by filing the FAFSA. The award ranges from $605 to $5,645 for 2013-14.

Federal Supplemental Educational Opportunity Grant
These federal funds are awarded by Ashland University to students who have a high financial need. To apply, file the FAFSA. The amount of this grant varies.

Federal TEACH Grant
The TEACH Grant provides grant assistance to students completing coursework to begin a career in teaching in a high-need field. The award is up to $3,760 per year with a maximum of $15,040 for an undergraduate degree. The student must meet eligibility criteria to obtain the grant and fulfill specific federal requirements. Eligibility criteria and federal requirements are listed at www.ashland.edu/students/financial-aid.

Federal Yellow Ribbon Program
In partnering with the Veterans Administration in this program, Ashland University has agreed to match the funding provided by the Veterans Administration up to a total of $11,000. Approved applicants can receive up to $5,500 from both the Veterans Administration and Ashland University. The money from Ashland University may come from an institutional grant or scholarship. Additional information is available at www.ashland.edu/students/financial-aid.

Ohio College Opportunity Grant
A need-based grant offered by the State of Ohio. It is available to eligible students who are residents of Ohio. To apply for this program, a student must file the FAFSA. The amount of the grant is $2,080 for 2013-14.

Ohio National Guard Tuition Grant
This program is offered to eligible members of the National Guard. This grant pays the average state-assisted university’s tuition costs at private institutions recognized by the Ohio Student Aid Commission. The grant is available for undergraduate studies. For further information and application, contact a local Ohio National Guard Armory.
Ohio War Orphan Scholarship
Awarded to students whose parent served at least 90 days of active duty during a declared war or conflict and is severely disabled or deceased as a result of service.
Applications are available from high school guidance counselors or veterans offices.

Pennsylvania State Grant
This grant is available to eligible full-time students who are residents of Pennsylvania. To apply for this grant, file the FAFSA or Renewal FAFSA.

Student Loans
The cost of a college education ought to be viewed as a valuable investment in one’s future. It is necessary for most families to borrow to supplement other financial aid to pay for education. Students are wise to borrow the least amount possible during their college career. Repayment normally does not begin until after graduation or withdrawal from college. Students who default on student loan payments will damage their credit ratings and thus their ability to make credit purchases in the future.

Students who will receive aid in excess of their university charges due to receipt of loan funds may request a refund on the first day of school or later by contacting Student Accounts.

Subsidized Federal Stafford Loan
This need-based loan can provide up to $3,500 per year to freshmen, $4,500 per year for sophomores, and $5,500 per year for juniors and seniors. Stafford Loans have a fixed interest rate of up to 3.86% in 2013-14. Repayment begins six months after the student ceases to be enrolled at least half time, and the federal government pays the interest while the student is enrolled in school. Eligibility for a Subsidized Federal Direct Stafford Loan is determined through the FAFSA.

Unsubsidized Federal Stafford Loan
A non-need-based loan that is similar to the Subsidized Federal Stafford Loan except that the borrower is responsible for the interest while enrolled which can be paid monthly, quarterly, or capitalized and added to the loan principal until after the borrower ceases to be enrolled at least half time. Eligibility for the Subsidized Federal Stafford Loan must be determined before a student can be certified as eligible for an Unsubsidized Federal Stafford Loan. This loan provides up to $5,500/yr. to freshmen, $6,500/yr. to sophomores, and $7,500/yr. to juniors and seniors. Independent students are eligible to borrow additional funds as follows: freshmen and sophomores, $4,000/yr.; juniors and seniors, $5,000/yr.

Federal Perkins Loan
This long-term, low-interest loan program is designed to assist students who demonstrate financial need through the Free Application For Federal Student Aid. Loans range up to $2,000 per academic year. Repayment and interest on this loan begin nine months after the student ceases to enroll in college on at least a half-time basis. The current rate of interest is 5% and the maximum repayment period is ten years.

Alternative Loans
These are private loans borrowed by the student, usually requiring a credit-worthy co-signer, that provide funding to eligible students up to the cost of education minus any other financial aid. Interest can be paid monthly, quarterly, or capitalized and added to the loan principal until after the borrower ceases to be enrolled at least half time. Always read any potential lender’s information carefully to be fully informed regarding terms of the loan.

Federal Parent Loan
Under this federal program, parents of dependent students may borrow up to the cost of education minus any other financial aid. PLUS Loans have a fixed interest rate of 6.41% in 2013-14. Repayment begins 2 months after the date of full disbursement, but may be deferred while the student is enrolled at least half-time.

Student Employment
At AU, the Federal Work-Study and Regular Student Employment programs employ 400 to 500 students each year. Preference for jobs on campus is available to those who qualify for the Federal Work-Study Program. Jobs may be related to your major or simply a way to earn cash for educational expenses. Job opportunities are posted at www.ashland.edu/students/financial-aid. Students are paid every two weeks for hours worked and are currently paid $7.70 per hour.

Federal Work Study
This is a need-based employment program through which several hundred students work each year. Eligible students may earn up to $2,800 per year.

Regular Student Employment
A non-need-based employment program through which students may work on campus.

Resident Assistant
Students selected for these positions (approximately 45 per year) receive free room and board and a small stipend. Various duties focus on development of a floor and hall community. Each RA is responsible for organizing social and educational floor events, participating in conflict resolution activities, responding to crises, serving as a referral source, and assisting with the adjustment issues that face new and returning students. The application and selection process is highly competitive. Applications are available to upperclass students from the Office of Residence Life.
Financial Aid Refund Repayment Policy

Refer to the Refund Policy in the Finance & Administration section of this catalog to review the University’s policy. Financial aid questions related to the policy may be directed to the Financial Aid Office.

Standards of Satisfactory Progress Policy for Regular Undergraduate Financial Aid Recipients

Federal regulations require that an institution develop and enforce a policy for standard satisfactory progress for students who receive financial aid. These standards must be the same or stricter than the standards the institution has for students not receiving aid. This policy is to be applied to students receiving federal and institutional assistance at Ashland University who are enrolled in an undergraduate program. It should be noted that this policy is separate from the academic policy administered by the Academic Standards and Graduation Committee. Students may be allowed to enroll at AU but may not be eligible to receive financial aid due to academic deficiencies.

Interpretation and Enforcement

The Director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for consultation.

Definitions of Terms

1. Academic Year: the fall and spring terms of a given year.
2. The status of an undergraduate student according to the credit hours taken in a regular term is as follows:
   - 12 or more: full-time
   - 9-11: three-quarter-time
   - 6-8: half-time
   - 1-5: less-than-half-time
3. Satisfactory Course Completion (for financial aid purposes) is a final grade of "D-" or higher, "S" (Satisfactory) or "CR" (Credit). All others are unsatisfactory.
4. A Repeated Course is one taken again which could affect a student’s cumulative grade point average. Repeated courses will count toward the minimum number of credit hours to be completed per term, but will not affect the cumulative credit hours completed.
5. A Non-credit Remedial Course will not count toward the minimum number of hours required per term or the minimum number of cumulative hours required per academic year.
6. A student on Financial Aid Warning is receiving financial aid, but at the end of the term must show satisfactory academic progress by the required qualitative or quantitative standard.
7. Transfer Hours which are creditable to an Ashland University degree will be rounded down to the nearest multiple of 16 to determine the corresponding terms the student has already used in financial aid eligibility. For example, if a student transfers 45 hours, that student will have used two out of ten terms of financial aid eligibility at the previous school.

Standards and Measurement of Satisfactory Academic Progress

Qualitative Requirements:

Students must achieve the required GPA standards noted below. Terms completed refers to any terms completed at any college.

<table>
<thead>
<tr>
<th>Terms Completed</th>
<th>Minimum Required Cumulative GPA</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>1.80</td>
</tr>
<tr>
<td>4</td>
<td>2.00</td>
</tr>
<tr>
<td>6</td>
<td>2.00</td>
</tr>
<tr>
<td>8</td>
<td>2.00</td>
</tr>
<tr>
<td>10</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The student who has not attained the required GPA but has attended fewer than the stated terms shall be placed on Financial Aid Warning. The student with a GPA less than the stated requirement immediately loses eligibility for federal and institutional financial aid. Reinstatement of financial aid eligibility will occur after the student attains the required cumulative GPA at AU subject to Ashland University packaging policies. Students who receive a grade of "F," "W," "IP," or "I" in all courses during any term will immediately lose eligibility for financial aid.

Quantitative Requirements:

Students have ten terms of full-time attendance to complete their degree requirements. Students must earn the required hours based on the following:

<table>
<thead>
<tr>
<th>Terms Completed</th>
<th>Minimum Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>8</td>
<td>96</td>
</tr>
<tr>
<td>10</td>
<td>128</td>
</tr>
</tbody>
</table>

Minimum Credits

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>To be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time (12 or more hours)</td>
<td>12</td>
</tr>
<tr>
<td>three-quarter-time (9-11 hours)</td>
<td>9</td>
</tr>
<tr>
<td>half-time (6-8 hours)</td>
<td>6</td>
</tr>
<tr>
<td>less-than-half-time (5 or less)</td>
<td># of hours enrolled for</td>
</tr>
</tbody>
</table>
The student who completes less than the “Minimum Credits to be Completed” in a term will be placed on Financial Aid Warning. The student who completes less than the "Minimum Credits to be Completed" for any two terms will be ineligible for federal and institutional aid until the credits are made up at the student’s expense.

**Merit-Based Financial Assistance**

Students who are eligible to receive certain scholarships have additional requirements to maintain in order to retain those scholarships. Recipients of the President’s or Transfer Scholarships must maintain a cumulative GPA of 3.0 to continue to receive the award. Recipients of the Provost’s Scholarship must maintain a cumulative GPA of 2.75 or higher to continue to receive the award. Recipients of the Director’s Scholarship or the Ambassador Award must maintain a 2.0 GPA for renewal.

**Appeals**

A student who is ineligible for financial aid due to not meeting the requirements of this policy may submit a written letter of appeal to the Financial Aid Committee via the Director of Financial Aid. The committee will review the student’s appeal and make a final determination as to whether the student will be offered financial aid for another term considering any unusual or extenuating circumstances which may include, but are not limited to, the following:

A. Illness
B. Injury
C. Severe mental or emotional stress
D. Physical or mental hardship

In the event of unusual and/or extenuating circumstances, the Financial Aid Committee may place the student on Financial Aid Warning for another loan term. During this term, the student will be eligible to receive financial aid. The student’s academic status will be reevaluated at the end of the term to determine if the student has met the required standards.

**Financial Aid Policy Changes**

Financial aid policies and programs are subject to change for all students, regardless of catalog year, under the direction of the Board of Trustees.
Student Affairs

Vice President for Student Affairs, Dean of Students
Sue Heimann

Mission Statement
Through a collaborative holistic approach, the primary purpose of Student Affairs is to enhance student learning and personal development congruent with the AU mission. The student learning outcomes for Student Affairs related to the mission include:

Intellectual development and wisdom
* Apply critical thinking skills such as analysis, problem solving, decision making, and goal setting.
* Develop a commitment to lifelong learning.

Ethical behavior and justice
* Develop ethically and morally through Judeo-Christian values such as compassion, integrity, and honesty.
* Affirm the value of each individual.

Preparation for living and working as citizens
* Lead a meaningful and productive life through service to others.
* Develop skills of leadership, teamwork, diplomacy, and civility.
* Gain an understanding of self.
* Develop confidence and a sense of self-worth.
* Learn resource management, communication, and interpersonal skills.

Local, national and global responsibilities
* Develop an awareness of history and diverse cultural and aesthetic values.
* Understand our common humanity.
* Respect the expression of others’ points of view.

Student Center
The Hawkins-Conard Student Center promotes student community for undergraduate residential, commuter, and graduate students. Included in the center are a bookstore, health center, Safety Services Office, Eagles’ Landing, mail center and student mailboxes, ATM machine, Eagles’ Nest snack bar, wireless internet, copy machine, multipurpose auditorium, commuter lounges and lockers, meeting rooms, student organization resource room, as well as selected offices of Student Affairs.

Career Service Center
Career Services Center provides career consultation, programs, and a resource room for graduate students and alumni. The center assists students in planning for their careers; researching career changes, internships, and employers; and developing resumes, networking and job search strategies. A part-time career specialist is also provided at the Columbus Center. Visit www.ashland.edu/career/ for more information.

Commuter Services
Commuter Services is committed to assisting commuter students by identifying available resources and providing services that foster a successful college experience. Through service programs, and advocacy, commuter students’ learning and individual student development are enhanced. For information about commuter services, please visit www.ashland.edu/campus-life/commuter-services.

Diversity
Diversity supports the academic, cultural, and social interests of under-represented students. The office provides programs, seminars, and workshops to promote cultural awareness and provides a comfort zone for diverse students. Major programs include student mentoring, peer advising, a Martin Luther King celebration, and special event programming. The office also advises Black Student Union.

Health Center
Health Center provides confidential medical care for common illnesses and injuries and arranges for consultation with specialists as needed. Services are provided to graduate students for a fee and include a gynecology clinic, a sports medicine clinic, and health and wellness education materials. The medical staff consists of a full-time nurse practitioner director, physician assistant, registered nurse, and a part-time physician.

International Student Services
International Student Services provides international immigration advising for approximately 250 international students from over 30 countries; programming, cultural and academic guidance for undergraduate and graduate international students, and international outreach through International Club and AU Ambassadors Program. Check AU website for more information.
Recreational Services
Recreational Services provides opportunities for students to participate in intramural events, sport clubs, group fitness, special events, wellness, outdoor pursuits, and informal recreation. Facility highlights include the Recreation Center comprised of two gymnasiums, one multipurpose area, climbing and bouldering walls, fitness center, weight room, game room, aerobics room, golf simulator, swimming pool, whirlpool sauna, 3-lane jogging track, and two racquetball courts; and outside, three sand volleyball courts, and intramural/sport clubs field. Membership to the Recreation Center is open to all students, seminary, faculty, and staff of Ashland University. Graduate Students may opt into membership with a semester fee.
Www.ashland.edu/students/rec-services/.

Safety Services
Safety Services on the Ashland campus serves a wide variety of student needs with officers on duty 24 hours a day. These services at the Ashland campus include crime prevention and emergency response, dispatch/security services offers 24 hours a day, Clery Act compliance (required crime statistics), lockouts, vehicle assistance and parking permit program. For more information visit www.ashland.edu/safety-services.

Sexual harassment, discrimination, Title IX and Clery Act information is found at the Ashland University website. Contact Sue Heimann, Vice President for Student Affairs, at sheimann@ashland.edu or 419.289.5324 for more information or assistance.
Religious Life

www.ashland.edu/campus-life/religious-life/

Dean
Dr. Dan Lawson

Director of Religious Life Network and The Call
Nate Bebout

Ashland University is a liberal arts university committed to Christian values. The Center of Religious Life exists to support, stimulate, and encourage those values in student life and among the various departments of Ashland University. As such, the Center of Religious Life sponsors and cosponsors a large number of student organizations and activities oriented to the Christian life. In addition, the Center sponsors all-campus convocations each year for the President's Convocation, Christmas, and Martin Luther King Jr. Day. Also a baccalaureate service is planned each year highlighting the graduating class.

Some of the student organizations and activities sponsored by Religious Life are The Well, Fellowship of Christian Athletes, Alabaster (creative arts ministry), HOPE Fellowship (retreats), Isaiah Project (ministry opportunities—campus, community, and world), and several different worship opportunities. For more information, see the website, or call the Religious Life office, ext. 5489.

Athletics

www.goashlandeagles.com

Athletic Director
William Goldring

Ashland offers 18 sports, 8 for men and 10 for women:

- Men's
  - baseball
  - basketball
  - cross country
  - football
  - golf
  - indoor track
  - outdoor track
  - wrestling
  - tennis
  - volleyball

- Women's
  - basketball
  - cross country
  - golf
  - indoor track
  - soccer
  - softball
  - swimming

The 2012-13 academic year was unlike any other sports year in Ashland University history.

Across the board, from fall through the spring, the Eagles celebrated a wide range of team and individual accomplishments.

The football team finished the regular season with an 11-0 record. AU ended the regular season ranked fourth in the country and won the first GLIAC football championship in school history. Ashland reached the second round of the NCAA playoffs. The Eagles lost to West Texas A&M, 33-28 in a second round game that was played at Jack Miller Stadium/Martinelli Field at Dwight Schar Athletic Complex. That was the first postseason game to be played at that facility.

Quarterback Taylor Housewright was a first team All-America and was a finalist for the Harlon Hill Award, the NCAA Division II player of the year award. Defensive back Donnie Dottei was a Capital One First Team Academic All-American.

The women's volleyball team advanced to the NCAA Division II playoffs for the first time since 2007. Senior outside hitter Brittany Snider was an All-American and a Capital One Third Team Academic All-American.

The men's cross country team reached the NCAA Championships for a second consecutive season. The Eagles finished in a tie for ninth at nationals.
The winter sports season was highlighted by the women’s basketball team’s national championship. This was the first national title in the program’s history. AU was 37-1 and defeated Dowling, 71-56 in the national championship game in San Antonio. AU senior guard-forward Kari Daugherty was named the NCAA Division II national player of the year for the second straight season. Daugherty was honored as the outstanding player of the Elite Eight. She was also a Capital One First Team Academic All-American and was honored as the Women’s Basketball Academic All-American of the year.

Senior forward Daiva Gerbec was also a Capital One First Team Academic All-American. Ashland was the only school in the country to have two players on the Academic All-American First Team.

The men’s track team finished as the national runner-up indoors. Sophomore Drew Windle took the country by storm, winning a national championship in the 800 and running on the 4X4 relay that finished first at the national meet. Windle was named the 2013 NCAA Division II Male Indoor Track and Field Athlete of the Year. Senior Katie Nageotte won a national championship in the pole vault and senior Richard Quick was first in the weight throw.

Two AU wrestlers won All-America honors. Freshman Michael Labry was fourth at 133 pounds and sophomore Joe Brandt was seventh at 197 pounds.

Senior swimmer Julie Widmann was on the 200 free relay that won a national championship. She was also second in the 100 backstroke. Widmann concluded her career with four national championships and 23 All-America awards. The AU women finished 12th at nationals.

The university competes in the Great Lakes Intercollegiate Athletic Conference (GLIAC) which is considered one of the top Division II conferences in the nation. Members are:

Ashland University  Northern Michigan University
Ferris State University  Northwood University
Grand Valley State University  Ohio Dominican University
Hillsdale College  Saginaw Valley State
Lake Erie College  Tiffin University
Lake Superior State University  University of Findlay
Malone University  Walsh University
Michigan Technological University  Wayne State University
Michigan Technological University  Wayne State University
Wayne State University
The integration of the liberal arts and career development is a major strength of Ashland University. Through what might be called a synthesis for learning, Ashland University has faced the challenge of, on the one hand, meeting discipline standards for certifications and keeping majors up to date while, on the other hand, preserving the liberal arts and allowing students a measure of flexibility in their course selection. The concept which has evolved contains three primary elements: core requirements, major/minor requirements, and elective courses.

Ashland University intends to liberate the minds of students and to challenge each student to reach his or her full potential. Academic Affairs works to see that the teaching and program core of the institution allow and encourage that growth.

Academic Affairs is administered by the Provost through the Academic Council.

Catalog Addendum

Ashland University reserves the right to apply selective and modified changes in academic policies that affect students regardless of their catalog year. This addendum is formulated to meet the needs of adult program offerings through the Founder's School of Continuing Education. Policies have therefore been added to the current 13-14 Ashland University Undergraduate catalog to address the needs of adult students.

**INSTITUTIONAL BACCALAUREATE DEGREE REQUIREMENTS**

Institutional Baccalaureate Degree Requirements include: (a) AOS 101, 1 hour (description below) or HON 101, 3 hours (description in Honors program); (b) The Core Curriculum, 44 hours (detailed below); (c) a series of Global Passport Strategies, 0-12 hours (options including both Core and non-Core courses).

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOS 101 Accent on Success</td>
<td>(1)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HON 101 1st Year Honors Seminar</td>
<td>(3)</td>
</tr>
<tr>
<td>Foundational Courses</td>
<td></td>
</tr>
<tr>
<td>Communication course</td>
<td>3</td>
</tr>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Lifetime Wellness course</td>
<td>2</td>
</tr>
<tr>
<td>Math/Logic course</td>
<td>3</td>
</tr>
<tr>
<td>Religion course</td>
<td>3</td>
</tr>
<tr>
<td>Categories of Knowledge</td>
<td></td>
</tr>
<tr>
<td>Aesthetics</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Historical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Global Passport Strategies</td>
<td>(0-12)</td>
</tr>
<tr>
<td>44-60 hrs</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: AOS 101 ACCENT ON SUCCESS is a required 1-hour S/U course designed to help first year students become active and participating members of the learning community. Students focus on adjusting to the collegiate experience, exploring the opportunities and expectations of college life, reflecting on the nature of liberal arts and learning about possible degree paths.
General Goals of the Ashland University Core Curriculum

Students who complete the AU Core Curriculum will:

1. Read and listen carefully—they will read and listen for contextual understanding, and recognize underlying assumptions and beliefs.
2. Speak and write clearly—they will develop a thesis and effectively communicate complex ideas in a manner appropriate to the audience.
3. Think and question deeply—they will grapple with complex issues, distinguish fact from opinion, and raise difficult questions.
4. Solve problems logically and creatively—they will recognize problems, identify the information needed to solve problems, access and evaluate that information, be innovative in seeking possible solutions, critically evaluate proposed solutions, and come to well-reasoned conclusions regarding complex issues.
5. Understand fundamental questions of the liberal arts:
   a. They will understand how scientific methodology is employed to gain new knowledge.
   b. They will understand the process of historical reasoning used to investigate how change occurs over time in human events.
   c. They will identify and understand issues involved in studying individuals, groups, and institutions within human society.
   d. They will deepen their understanding of the human condition.
   e. They will develop their appreciation for beauty and have an understanding of the standards used to evaluate aesthetic works.
6. Have minds liberated from narrow prejudice and unconsidered opinion—they will be aware of their own biases and seek to pursue truth in an open, objective fashion.
7. Have an enhanced ability to lead meaningful lives in the world community—they will consider and understand the possible consequences of human actions on a local and global scale. (These goals are measured via specific student learning outcomes in each core area).

Transfer Students

Transfer students are defined as those who attended another institution of higher education after high school graduation. Post secondary student credit transfer will be applied to the student academic record based on standard course equivalencies. CLEP, AP, and military credits will be applied to the student academic record based on university guidelines.

1. For students transferring to Ashland University, course credits from other institutions will be evaluated by the Registrar, in consultation with department chairs and the Core Director.

2. Students entering with 30-59 transferrable hours must take at least two Core liberal arts courses (Aesthetics, Humanities, Natural Sciences, Social Sciences, and Historical Reasoning categories) at Ashland and students entering with 60 transferrable hours are required to take at least one Core liberal arts course, even if all Core requirements have been met through courses taken at another institution.
3. Where articulation agreements have been signed with other institutions, university officials will strive whenever possible to recommend courses in keeping with the spirit of AU’s Core Curriculum.
4. Adult Studies students with 60 transfer credits or more are not required to complete an additional core course provided that all core requirements are fulfilled by transfer credit.

Ashland University Students

Once students enroll at Ashland University, all remaining AU Core requirements must be fulfilled by approved AU courses or by courses at other institutions which are judged appropriate to fit one of the categories of the AU core. Students must fill out a transient student form in advance of taking the course for an evaluation of the proposed transfer course credit.

List of approved Core Courses:

NOTE: Courses listed in two different Core categories satisfy either category, but not both.

Communication
COM 101 Human Communication
COM 120 Foundations of Health Communication

Composition I
ENG 101 English Composition I

Composition II
ENG 102 English Composition II

Lifetime Wellness
FCS/HS 180 Lifetime Wellness
NUR 303 Individual Health

Math/Logic
CS 101 Logic and Computing
MATH 110 Finite Mathematics
MATH 205 The Calculus I
MATH 208 Elementary Statistics
MATH 217 Theory of Arithmetic and Geometry
MATH 223 Discrete Mathematics I
PHIL 205 Introduction to Philosophy
PHIL 220 Practical Thinking
PHIL 320 Symbolic Logic

Religion
PHIL 217 Thought and Belief  
REL 106 Exploring the Bible  
REL 107 Exploring World Religions  
REL 109 Exploring Christian Ethics  
REL 210 The Gospels  

**Aesthetics**  
ART 130 Elements of Design  
ART 140 Fundamentals of Drawing  
ART 150 Art and Ideas  
ART 160 Fundamentals of Studio Art (not open to art majors)  
ART 160A Ceramics  
ART 160B Painting  
ART 160C Printmaking  
ART 160D Sculpture  
ART 161A Fund. Stud. Art II: Ceramics  
ART 161B Fund. Stud. Art II: Painting  
ART 161C Fund. Stud. Art II: Printmaking  
ART 161D Fund. Stud. Art II: Sculpture  
ART 204 Photography  
ART 205 Sequencing in Art  
COM 314/TH 307 Advanced Performance Studies  
COM/EDCI 315 International Storytelling  
COM/TH 105 Performance Studies  
ENG 332 Global Film  
ENG 371 Literature & Film  
JDM 133 Video and Audio Aesthetics  
MUSIC 010-016, 020, 022, 030, 031, 050-052 (Up to 3 hrs. combine for Core Aesthetics Requirement)  
MUSIC 130 Basic Guitar Musicianship  
MUSIC 140s, 240s, 340s, 440s (Up to 3 hrs. combine for Core Aesthetics Requirement)  
MUSIC 150 Principles of Music Making  
MUSIC 225 Musical Style  
MUSIC 251 Love Songs  
MUSIC 252 Music/Drama Across Cultures  
TH 203 Theatre Aesthetics  
TH 207 The Visual Art of Theatre  
TH 208 Vocal Expression of Literature  
TH 214 Acting for Non-Majors  
TH 303 American Musical Theatre  

**Humanities**  
CHEM/GEOL/PHYS/PHIL 350 Science as a Cultural Force  
ENG 203 American Literature  
ENG 210 Bible as Literature  

ENG 217 British Literature  
ENG 304 Short Story  
ENG 308 The Poem  
ENG 309 African American Literature  
ENG 314 Literature and Gender  
ENG 315 German Literature in Translation  
ENG 317 Studies in Shakespeare  
ENG 319 Modern Drama  
ENG 322 Modern Poetry  
ENG 324 Modern Novel  
ENG 330 African Literature  
ENG 333 American Studies — 19th Century  
ENG 334 American Studies — 20th Century  
ENG 337 Major Works  
ENG 338 Themes and Topics in Literature  
ENG 340 Readings in Jewish Literature  
ENG 350 Contemporary American Studies  
ENG 360 Literature of Crime & Retribution  
ENG 365 Greek Literature  
ENG 370 Russian Novel  
ENG 372 Nietzsche and the Problem of Values  
ENG 3SGB Heidegger & the Question of Interpretation  
FL 220 Cont. Latin American Literature  
FL 221 U.S. Mexico - Border Literature  
FL 2SGB Paris in Literature  
FL 3SG Quests & Questions in Arthurian Literature, Film, & Life  
FREN 353 Introduction to French Literature I  
FREN 354 Introduction to French Literature II  
PHIL 204 The Concept of Truth  
PHIL 208 Major Thinkers in Dialogue  
PHIL 210 Philosophy of Human Nature  
PHIL 215 Ethics  
PHIL 280A Sports and Ethics  
PHIL 280B Environmental Ethics  
PHIL 280D Medical Ethics  
PHIL 280H Workplace Ethics  
PHIL 309 Social & Political Philosophy  
PHIL 317 Philosophy of Religion  
PHIL 330 Philosophical Readings  
PHIL 450 Great Philosophers  
REL 220 Taking Human Life  
REL 240 Jewish Religious Traditions  
REL 250 Understanding Islam in Today's World  
REL 340 Religion & the Civil Rights Movement in America
REL 3SGI Legacy of Paul and Peter in Rome
REL 3SGK Paul in the Greco Roman World
REL 3SGL Luther and the German Reformation
SPAN 372 Survey of Spanish Literature
SPAN 373 Survey of Latin American Literature
TH 204 Script Analysis

Natural Sciences
BIO 100 Human Biology
BIO 107 Plants and Civilization
BIO 110 Ecology & the Human Environment
BIO 111 Wetlands & Waterways
BIO 1SGC Biology of the Microbes
BIO 1SGE Drugs, Poisons, Pollutants
BIO 201 Molecular & Cellular Basis of Life
BIO 202 Organisms, Adaptation & Diversity
BIO 2SGI Cells-The Basis of Life
CHEM 103 General Chemistry
CHEM 104 General Chemistry
CHEM 250 Lead & Civilization
CHEM 251 Molecular Architecture
CHEM 252 Chemistry of Crime Scene Investigation
CHEM 253 Chemical Perspectives on Life
CHEM 2SGC Energy, Matter, and Change
CHEM/GEO/L/PHYS/PHIL 350 Science as a Cultural Force
CS 245 Robotics and Machine Learning
CS 2SGB Modeling, Simulation and Scientific Thinking
GEOL 209 Natural Disasters: Volcanoes and Earthquakes
GEOL 210 Natural Disasters: Severe Weather
GEOL 211 Discovering the Ice Age
GEOL 212 Archaeology & Human Antiquity
GEOL 213 Asteroids, Comets & Catastrophe
PHYS 107 The Hidden Life of the Stars
PHYS 2SGC The Science of Sound
PHYS 320 Origins of the Universe

Social Sciences
DIET 213 Society's Influence on Body Weight/Loss
ECON 101 Market Fundamentals
ECON 232 Principles of Microeconomics
ECON 233 Principles of Macroeconomics
ECON 301 Game Theory
ECON 302 Economics/History of Entrepreneurship
ECON 324 Economics of Government and Business
ECON 331 Comparative Cultural Economic Studies
EDIS 245 International Perspective on Disability
FREN 302 French Civilization: Revolution to Present
HSCH 201 Impact of Chronic Illness
HSCH 202 Global Challenges in Public Health
JDM 405 Global Impact of Social Media
MUSIC 226 Music in World Cultures
POLSC 101 Understanding Politics
POLSC 345 Western Political Thought III
POLSC 431 Human Being and Citizen
PSYC 101 General Psychology I
PSYC 102 General Psychology II
PSYC 218 Psychology of Adolescence
SOC 301 Race Ethnic, and Minority Issues
SOC 340 Marriage and Family Relationships
SOCWK 230 Global Human Rights and Social Justice
SOCWK 235 Hoboes and Homelessness
SOCWK 305 Family Violence
SOCWK 330 International Perspectives on Women
SPAN 311 Civilization of Spain
SPAN 312 Civilization of Latin America

Historical Reasoning
ECON 434 Development of Economic Thought
FREN 301 French Civilization: Medieval to Enlightenment
HIST 112 Western Civilization
HIST 113 Western Civilization
HIST 212 American History through Civil War
HIST 213 American History after Civil War
MUSIC 351 Music History I
MUSIC 380 Music History Seminar I
REL 230 History of Early Christianity
REL 231 History of Medieval & Reform. Christianity
REL 232 History of Modern European Christianity
REL 233 History of Religions in America

Global Passport Strategies (GPS) Initiative
The overall goal of the GPS Initiative is to internationalize our curriculum so as to better prepare students to face conditions of globalization that will greet them upon graduation. The three general paths by which a student can meet this requirement are through language study, travel options, or specially designed coursework.

Students with appropriate military service may elect to complete a narrative illustrating global competencies gained through military service. Students electing this option will enroll in FL 299 and complete a narrative under the direction of the Global Passport Strategies Liaison.
**GPS Language courses approved:**
- FREN 151 Elementary French I
- FREN 152 Elementary French II
- FREN 251 Intermediate French I
- FREN 252 Intermediate French II
- LTN 110 Elementary Latin I
- LTN 210 Elementary Latin II
- LTN 310 Intermediate Latin
- PORT 141 Elementary Portuguese I
- PORT 142 Elementary Portuguese II
- PORT 241 Intermediate Portuguese I
- PORT 242 Intermediate Portuguese II
- SPAN 171 Elementary Spanish I
- SPAN 172 Elementary Spanish II
- SPAN 200 Intermediate Level Intensive Spanish with Study in Costa Rica
- SPAN 271 Intermediate Spanish I
- SPAN 272 Intermediate Spanish II

**GPS Study-away and study abroad components approved:**
- AHA, Segovia, Spain
- American, Quebec City, Canada
- CCIS, Aix-en-Provence, France
- CCIS, Buenos Aires, Argentina
- CCIS, Chambery, France
- CCIS, Chicoutimi, Canada
- CCIS, Florence, Italy
- CCIS, London, England
- CCIS, Rome, Italy
- CCISA, Seville, Spain
- CIS, Barcelona, Spain
- COBE in Taiwan
- EDEC 460 Sa: Student Internship: Early Childhood through COST (Consortium of Overseas Student Teaching)
- ENG 330 African Literature (Sa) Study Tour in Cape Town
- Food and Culture of Ireland program
- FUBis, Berlin, Germany
- Honors Grecian-Turkish Odyssey proposal
- HS 380 Navajo Reservation Cultural Immersion
- Paris Fashion Institute Study Away program in France
- SMG 370 International Tourism
- SMG 435 Global Perspectives in Sport
- SOCWK 230 Global Human Rights and Social Justice
- SOCWK 330 International Perspectives on Women

**GPS Border Crossing courses approved:**
- BIO 107 Plants and Civilization
- BIO 348 Emerging Pathogens
- BIO/EVS/GEOL 476 Issues in Environmental Science
- COM 302 Intercultural Communication
- COM/EDCI 315 International Storytelling
- ECON 342 Global Economics
- EDIS 245 International Perspectives of Disability
- ENG 315 German Literature in Translation
- ENG 330 African Literature
- ENG 332 Global Film
- FIN 429 Global Finance
- FL 220 Latin American Identities in Translation
- FL 221 U.S. - Mexico Border Literature
- FL 2SGB Paris in Literature
- FM 211 Clothing and Culture
- FREN 252 Intermediate French II
- HIST 327 Africa
- HIST 341 Modern Middle East
- HIST 343 Modern East Asia
- HS 221 Food and Culture
- HSCH 202 Global Challenges in Public Health
- IS 346 E-Commerce
- JDM 405 Global Impact of Social Media
- LTN 310 Intermediate Latin
- MGT 480 Global Management
- MKT 310 International Business Culture
- MUSIC 226 Music in World Cultures
- MUSIC 252 Music and Drama Across Cultures
- MUSIC 381 Music History Seminar II
- POLSC 205 Comparative Politics
- PORT 242 Intermediate Portuguese II
- PSYC 241 Cross-Cultural Psychology
- REL 107 Exploring World Religions
- REL 250 Understanding Islam in Today's World
- REL 341 World Christianity, Culture & Mission
- SMGW 370 International Tourism
- SMGW 435 Global Perspectives in Sport
- SOCWK 230 Global Human Rights and Social Justice
- SOCWK 330 International Perspectives on Women
- SPAN 272 Intermediate Spanish II

**Special Academic Programs**

**Continuing Education**
Continuing Education offers students and adults an opportunity to take credit courses and non-credit seminars, workshops and courses. Continuing Education Units (CEUs) are awarded for non-credit offerings, one CEU per 10 contact hours. Professional Development Units (PDUs) are offered for some workshops. Non-credit offerings include, but are not limited to, nursing home administration, real estate licensing, project management, banking, supervisor management, and social service. For more information, contact the Founders School of Continuing Education.

Class and Coursework Policies

Academic Integrity Policy

Ashland University community strives to model leadership that is based upon Christian beliefs and virtues and that will encourage, develop and sustain men and women of character to serve their professions, their communities, and the world (AU Statement of Ethical Leadership). As members of Ashland University, students hold themselves to the highest standards of academic, personal and social integrity (Ashland University Campus Creed). In keeping with the Ashland University commitment to the highest standards of academic, personal and social integrity, students are expected to abide by the academic integrity standards outlined in this policy.

In addition to plagiarism, fabrication, and cheating, stealing, buying or otherwise obtaining all or part of graded coursework is considered a violation of the Academic Integrity Policy. When a faculty member has not observed a student violating any part of the policy but possesses a firm conviction of academic dishonesty, based on competent and probative evidence, an allegation may be filed with the Registrar.

A full Academic Integrity Policy document can be found in the student handbook and on the Registrar’s website (www.ashland.edu/registrar).

Class Attendance and Preparation

Registration is required before attending any course. Students who need assistance with registration should contact the Office of the Registrar.

Properly registered students are expected to attend all class times, including synchronous meeting times for online and hybrid classes.

Classification of Students

<table>
<thead>
<tr>
<th>Class</th>
<th>Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 - 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 - 59</td>
</tr>
<tr>
<td>Junior</td>
<td>60 - 89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 and above</td>
</tr>
</tbody>
</table>

Graduate Coursework Opportunity

Students who meet college level criteria are eligible to register for up to and including 9 graduate credits to be applied directly to their undergraduate degree requirements. Student criteria for participation, set forth by each college, are senior status at the time of the course, 3.0 overall GPA and permission of Advisor, Chair and Dean of the student’s college. For specifics about this opportunity contact your advisor or an advisor in the Center for Academic Success; for specifics about charges and financial aid contact Student Accounts and Financial Aid respectively. All registrations are at the discretion of the graduate program director or Dean. Successfully completed coursework will have both undergraduate and graduate credit value.

Adult Studies students in online programs are not eligible for this option due to the focus and overall goals of the adult studies program.

Course Level

Courses numbered 100 and 200 are designed generally for freshmen, and courses numbered 300 and 400 are designed generally for sophomores, juniors and seniors.

Courses numbered 300 and 400 may have graduate students taking them for graduate credit. These courses are co-numbered 500/600/700 and are cross-listed in the graduate course offerings of the College of Education, College of Arts and Sciences, College of Nursing and the College of Business and Economics.

Discontinued Classes

The University reserves the right to discontinue classes which have insufficient enrollment.

Elective Intelligence Program at ATIC

The Intelligence Program at ATIC is a full time program offered in residence at the Advanced Technical Intelligence Center (ATIC) in Dayton, OH. This program is designed to provide students with the necessary tools to be successful analysts in the Intelligence Community. The Intelligence Program at ATIC includes classroom training, research experience, and, if eligible, the sponsorship of the student for a Top Secret security clearance. A 15 week program is available during fall and spring semesters and a 10 week program is available in the summer. Students will earn 12 semester hours of credit for satisfactorily completing the program.

Students from many majors are needed in the Intelligence Community such as in Math, Computer Science, Natural Sciences, Psychology, Criminal Justice, Accounting, History/Political Science, Communication Studies, Foreign Languages, Philosophy majors, and others. Students must be at least 18 years of age, a U.S. citizen, and have no felony convictions.
Additional information and the approval form may be found on the AU Portal. Click on "Academics;" then click on the heading "Registration." The form is titled "Intelligence Program at ATIC Campus Approval Form." Students should also contact the Director of the AU Intelligence Program at ATIC, Dr. Cindy Moseman, 210 CFA (419-289-5293) early in the process.

**Change of Major**

Students may elect to change or add majors or minors through the Office of the Registrar. All Major Change Forms require the signature of an advisor. Students may elect to advance in catalog year, however do not have the option to step back in catalog years. Adult Studies students who wish to change majors should contact their adviser as doing so will affect financial aid and tuition costs.

**Registration**

All registrations are expected to take place during the regularly scheduled registration periods. Adult Studies students will be scheduled by their adviser or the director of the program unless otherwise notified.

**Repeat Policy**

If a student repeats a course because of receiving a "C-" or lower, the last grade received is the grade earned. All courses and grades remain on the official transcript; however, only the last grade will be used to determine the student's grade-point average. Repeat courses must be taken at Ashland University. Courses with grades higher than C- cannot be repeated for a grade or on an S/U basis unless noted in the course description as repeatable. A student may audit a course previously taken for a grade; however, the previous grade earned will remain on the transcript and will be used to determine the student's grade point average. Audit fees may apply.

**Special Group (SG) Studies**

Special group (SG) studies are courses developed by faculty and students to meet special needs and interests. These courses are not included in the University catalog, but are listed in the semester schedules.

**Adult Studies Semester Load**

Adult Studies students should carry an average schedule load of 15 semester hours for each term. Students may register for 21 semester hours without special permission through the Adult Studies Director. Twelve semester hours is considered full time during a regular term for an undergraduate student. Approval for enrollment beyond 21 semester hours is required.

**Credit and Grade Policies**

**Credits**

The unit for computing credit is the semester hour, which is equivalent to three 50-minute class per week for at least 15 weeks. For example, a student satisfactorily completing work in a course which meets for recitation 150 minutes per week will receive three semester hours credit at the end of the semester.

Class schedules and expectations are based on requirements of 750 minutes per college credit. Additional expectations of college work are a minimum of two hours per week of homework, reading, or preparation per college credit.

**Grades and Quality Points**

The system of letter grades and quality points is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
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<tr>
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<tr>
<td>B+</td>
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<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
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<td>K</td>
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</tr>
<tr>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Other grades are:

- AU - Audit - No Grade or credit assigned.
- S - Satisfactory - Applies to work rated "C-" or better.
- U - Unsatisfactory - Applies to work rated "D+" or lower
- I - Incomplete - Applies to work of acceptable quality when the full coursework is not completed because of illness or other emergency. It is never applied to poor work. "I" becomes "F" if not removed by the date specified in the Registrar's calendar and carries the same grade value as an "F" until completed. Adult Studies students who receive an "I" or Incomplete grade will be given 10 weeks to complete all coursework required for the course. Grades of "I" will then be processed to an "F" or Failing grade.
- IP - In Progress - indicates that the student has not completed the scheduled coursework during the term because the nature of the course does not permit completion within a single term, such as work toward a thesis.
- CR - Credit - assigned for satisfactory performance in non-academic courses and applies toward the total graduation requirement but is not used in computation of grade averages.
- K - Credits accepted in transfer - recorded on the student's permanent academic record, but not included in the accumulative grade point average.
- W - Withdrawn - assigned for official withdrawals during the first three weeks of a semester with no notation on the academic transcript (advisor's signature required); from weeks 4-12 with a notation on the transcript (not calculated in the GPA, and advisor's signature required); and during weeks 13-15 only if a student is withdrawing from the University for the term. The deadline for total semester withdrawal is the last day of scheduled classes before final exams.
NG - No Grade - grade not reported by instructor.
WF - May be assigned by the Registrar for second Academic Integrity Violation.

Students will not earn credit for courses in which grades of F or U are received.

**Satisfactory/Unsatisfactory Grade Option**

Students with a cumulative grade point average of at least 2.00 for 16 semester hours of earned credit are eligible to register for courses, up to a maximum of seven, for which they earn the usual credit but are evaluated on a "Satisfactory/Unsatisfactory" basis. This opportunity is limited to one course each semester. (Exceptions: Courses offered only for S/U do not count toward the total.) Students with less than 16 semester hours of earned credit and/or less than a 2.00 cumulative grade point average are ineligible for the S/U option. Also, Post Secondary Education Opportunity Students are not eligible for this option.

Courses excluded are those taken to fulfill a major, the business core, Composition I and II in the Core, Honors Program courses, applied music lessons and teaching or pre-professional requisites.

"Satisfactory" means the equivalent of "C-" work or better. Work rated "D+" or lower on the conventional scale would be graded as "Unsatisfactory."

Courses taken under the S/U option will be recorded on the student’s permanent record, but not included in the computation of the student’s cumulative point hour average. A course in which an "Unsatisfactory" is received does not count toward graduation. Any course in which a "U" or "F" is received may be repeated on a graded basis.

Students will apply for the S/U option in the Registrar’s Office at the midpoint of the course. Refer to the Registrar’s Calendar for time frames to elect this option.

Adult Studies students taking courses eligible for S/U should contact the Office of the Registrar before the midpoint of the five week course to inquire about this option.

**Medical Withdrawal**

In the event that a student is unable to complete the semester due to a medical condition that prohibits making up missed work, a withdrawal may be processed providing that the following conditions are met:

1. Class absences and missed work can be directly attributed to the medical condition.
2. A qualified health professional verifies in writing that the medical condition prohibits completion of the semester requirements in one of two ways.
   a.) A "non-specific" medical withdrawal notice should be presented in writing to the Registrar. This medical notice (signed by a physician) should state that a medical condition prohibits completion of the semester requirements; and, assign a date of condition onset (to verify times classes were missed).
   B.) A notice of "specific" diagnostic information including all recommendations must be sent to the Health Center Director or Director of Psychological Counseling Services, as warranted. This is to ensure confidentiality and coordinate any recommended treatment or follow-up in the event of readmission.

3. The medical withdrawal process is initiated by the student, the physician, and/or the parent/guardian, not AU.
4. The medical condition fits in one of the following categories:
   - medical illness; mental illness (must include date of psychiatric hospitalization and date of clinical assessment);
   - drug or alcohol addiction; or surgery.
   - All medical withdrawals need to be initiated by contacting the Registrar. Once the Registrar has the documentation to support the withdrawal, a "W" will be assigned and the faculty will be notified. Any refunds will be determined based on the effective date of withdrawal. Please refer to the refund policy on page 13.

**Readmission after Medical Withdrawal**

A notice of "specific" diagnostic information including all recommendations as they apply to readmission must be sent to the Health Center Director or Director of Psychological Counseling Services, as warranted. This is to ensure confidentiality and coordinate any recommended treatment or follow-up. Until this is complete, no readmission can occur.

**Grade Reports**

Final grades are reported at the close of each term (available on WebAdvisor) and become a part of the student’s permanent record. These grades determine academic status, i.e., "good standing," "probation," or "dismissal."

It is the responsibility of the student to report to the registrar any discrepancy on their grade reports within 60 days of the end of the grading period.

At the mid-point of each regular semester, a report will be made by the instructor to a student receiving a "C-" or lower in a course. This information is used for advising purposes and is not a part of the student's permanent record.
Grievance procedure

In cases where a student believes his or her academic rights have been infringed, the student should, if possible, discuss the matter with the instructor involved. If the student wishes to appeal the case, the student must appeal in writing, to the department chairperson and then to the Dean and the Provost, who may confer with the Student Senate President and the chairperson of the Judicial Board in order to assure that the problem is settled satisfactorily.

Prior Learning Credit

A maximum of 32 semester hours credit may be granted and a processing/recording fee may be charged for each credit earned.

Prior learning credit is accepted from recognized institutions and organizations based upon standard policies and practices in higher education. At Ashland University, prior learning may be defined as college-level learning achieved outside the traditional college classroom "prior to" any college coursework in that subject area. Prior learning is distinguished from prior experience by the key word "learning." Prior experience, while it is important, will not necessarily be equivalent to prior learning.

Students achieve competencies through workshops, seminars, personal or professional opportunities, and/ or independent study. Prior Learning Credit (PLC) is academic credit awarded for college-level learning obtained outside the traditional college classroom which can be verified by either an academic transcript from an accredited undergraduate institution or via equivalencies determined by the American Council of Education.

Common forms of PLC accepted by Ashland University:

- standardized examinations: Advanced Placement (AP); College Level Examination Program (CLEP); Chauncey Group International (DSST Program), formerly DANTES
- military; American Council on Education (ACE);
- professional licensures
- corporate and professional training which demonstrates college-level learning
- credit by examination – Enrolled students may obtain credit by examination in any required course. Proficiency must be demonstrated prior to the student's last registration before graduation. Approval also must be given by the department chair concerned and the Academic Standards and Graduation Committee. No such application will be considered for any course which the student has previously taken or in any course for which a waiver has been previously granted. A grade of "B" of better must be obtained on the test to receive course credit; however, a grade of "S" will be entered on the student's record. A processing/recording fee will be charged. See Fees and Charges brochure for details.

When considering Prior Learning Assessment credit and transfer credit which reflects the same course work or student learning outcomes, credit from regionally accredited institutions shall take priority for transcripted values.

Transcripts

A copy of a student's academic record (official transcript) is available from the Registrar's Office, Founders Hall, upon receipt of a written request and the required fee. Official transcripts may also be ordered online through the National Student Clearinghouse website. Official transcripts may not be available until after the final grading of that semester and will not be issued if there is an unmet financial obligation to the University.

Probation and Dismissal Policies

Students who are on probation must submit a completed plan for Academic Achievement to the Center for Academic Support before the end of the first week of classes. This is a self-assessment tool for the student to reflect upon their previous academic performance and to strategize for future academic success.

Copies of these documents will be forwarded to the faculty advisers for review and placed in the student’s advising file.

Options for support include, but are not limited to, programs and services offered through the Academic Advising unit within the student’s College, the Center for Academic Success, Classroom Support Services, Personal Counseling, and Career Services.

While the University is dedicated to student success it is ultimately the student’s responsibility to improve their academic performance.

Probation

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
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<tbody>
<tr>
<td>Between 1.501 and 1.999</td>
<td>Between 1.751 and 1.999</td>
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</tbody>
</table>

<table>
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<tr>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1.901 and 1.999</td>
<td>Between 1.950 and 1.999</td>
</tr>
</tbody>
</table>

Dismissed

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
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</thead>
<tbody>
<tr>
<td>at or below 1.500</td>
<td>at or below 1.750</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>at or below 1.900</td>
<td>at or below 1.949</td>
</tr>
</tbody>
</table>

Semester GPA below a 2.000

Students whose semester GPA falls below 2.000 but whose cumulative GPA is above 2.000 will receive a letter of concern from their Academic Advising unit inviting them to review their academic performance and outlining available support services.
Probation Student Support

Options for support include, but are not limited to individual tutoring, restricted loads, limited co-curricular activities, success seminars, ongoing meetings with the Center for Academic Support, Disability Services, Counseling Services and Career Services. While the University is dedicated to student success, it is ultimately the student's responsibility to improve his/her academic performance.

Students who are on probation must meet with the Center for Academic Support before the end of the first week of classes, to discuss strategies for improving their grade point average and to review their current class schedule. Faculty advisors will also be notified of advisees who are on probation.

Dismissed – Written Appeal required

Students who are dismissed and desire immediate reinstatement must document extenuating medical circumstances or non-medical circumstances by filing a written appeal with the University Registrar.

The written appeal and any supporting documentation must be submitted within three weeks of the last day of final exams of the semester in question. This should include specific reasons for past performance, along with defined goals and objectives for the future. Appeals are heard by the Academic Standards and Graduation Committee. All appeals made to the committee and the resulting decisions will become a part of the student's permanent records. All students filing an appeal must notify the Registrar's Office.

Students receiving dismissal after spring semester while enrolled in a summer session may finish the session, however the dismissal, pending appeal, will remain in effect through the fall term regardless of cumulative grade point average.

Any student who is reinstated after filing an appeal must meet with the Center for Academic Support to create a Plan for Academic Achievement and must obtain a minimum semester GPA of at least 2.50 for the return semester, or obtain a 2.000 cumulative GPA. This plan will include reviewing the student's current major, outlining a plan for improving the GPA, and may, at the suggestion of the Academic Standards and Graduation Committee, also require additional evaluation and action. Such action may include taking a restricted load, taking specific courses, working one on one with the Center for Academic Support, attending required tutorial sessions, not participating in co-curricular activities, and/or being evaluated by a mental health professional.

Following the creation of an acceptable Plan for Academic Achievement and the completion of any tasks immediately required by the plan, the student may register for the coming semester only for courses approved by the Center for Academic Support.

Failure to adhere to the Plan for Academic Achievement at any point during the semester may, of itself, constitute grounds for dismissal. In addition, all information regarding the conditions of the dismissal will be placed in the student's permanent file and will be reviewed in any future probation and dismissal discussions, as well as any application for readmission.

Students not reinstated after filing an appeal are eligible to apply for readmission after a period of one fall or spring semester. During the appeal review, the Academic Standards and Graduation Committee may outline conditions to be observed in the event the student is readmitted.

Unsatisfactory Academic Progress - Written Appeal required

Students earning a cumulative grade point average placing them in an academic probation status for two consecutive semesters are not eligible to continue enrollment automatically after the end of the second semester. If students feel they have extenuating medical or non-medical circumstances, they may file written appeals for reinstatement as outlined within the Dismissed section of these policies.

Readmission after Dismissal

Students who have been academically dismissed are eligible for readmission after a period of one fall or spring semester. Applications for readmission after dismissal will be reviewed by the Executive Admissions Committee.

Applicants must submit a personal statement that includes assessment of past performance along with goals and strategies for future improvements. This may include, but is not limited to employment, education, and training during absence from Ashland University.

If readmitted to the university, the student is not guaranteed readmission into the same program. Students who have been dismissed a second time may not apply for further reinstatement. Students who are readmitted after one full year (to include one fall and spring term) will be admitted under the current academic catalog.

Registration Cancellation

All students who are dismissed may have their registrations automatically canceled. Students who are reinstated after appeal may not register or attend classes until they have completed their Plan for Academic Achievement, as outlined above. Students who are reinstated after appeal must re-register for classes.

Financial Aid Probation

Students who are not making satisfactory progress toward a degree may be placed on Financial Aid Probation even though they are not on Academic Probation. For information about Financial Aid Probation, contact the Director of Financial Aid.
To be eligible to participate in the May commencement ceremony, the graduate must be able to complete all degree requirements prior to the day of Spring Commencement. To be eligible to participate in the December commencement ceremony, the graduate must be able to complete all degree requirements prior to the day of December Commencement. Students completing degree requirements in the summer will participate in the December Commencement. Diplomas for August graduates are available after the December commencement ceremony.

Graduation Policies
Course Requirements and Grade Point Average
A candidate for a baccalaureate degree must have completed all the course and proficiency requirements for that particular degree and must earn not less than 120 semester hours (60 hours for associate degree) of college work with a grade point average of not less than 2.0. The grade point average in the candidate’s major field must be at least 2.25, or 2.5 in certain majors.

Adult Studies students will be conferred at the end of their final semester and will be eligible for participation in the following commencement ceremony.

Degree Applications
Applications for degree are accepted on the following schedule.
By November 1 for May Conferral
By May 1 for August and December Conferral

All coursework, including transfer, independent study, internship, etc. is to be complete before the conferral date. Students who have applied for conferral but have not met all requirements will be conferred on the next available conferral date. Final determination of conferral date is the decision of the Registrar. In no case will a degree be posted to a transcript or diploma issued prior to the scheduled conferral date. Graduation applications for Adult Studies students are due at the beginning of their final semester.

Residence Requirement (Academic)
A candidate for a degree must take a minimum of 30 semester hours at Ashland University. The last 12 hours of coursework and at least one half of the student’s work in his/her major field must be taken at AU. A minimum of 50 hours must be earned at a four-year college or university.

Adult Study candidates for degree must take a minimum of 30 semester hours at Ashland University. The last 12 hours of coursework must be taken at AU. A minimum of 50 course credits must be taken at a four year college or university. Adult Student in the online Criminal Justice program may not use transfer credit for either the criminal justice major or elective area courses.

Dean's List
Each semester an honor list (Dean's List) of names is prepared and published. The list is composed of the names of all full-time undergraduate students in the University who have received a grade point average of 3.5 or above for the preceding semester.

Second Degree
Students seeking a second degree after having achieved an initial undergraduate degree, must complete a minimum of 30 credit hours at Ashland University.

Students seeking two degrees simultaneously should petition the Academic Standards and Graduation Committee with a plan for completion and are required to obtain a minimum of 30 additional credits beyond the initial 120 credit hours for the first degree.

Honors and Degrees with Distinction
Valedictorian and salutatorian honors are computed based on the highest and second highest Ashland University GPA of those students with 80 or more institutional credits toward their initial baccalaureate degree. All students, regardless of catalog year, will fall under this policy.

Degrees with distinction will be awarded to graduates with 50 or more Ashland University credits. Only Ashland University grades will be used to assess honors. All students, regardless of catalog year, will fall under this policy.

All honors presented at commencement are based on the total GPA up to, but not including the student's final semester. Honors placed on students academic record will be based on all Ashland University coursework.

The averages necessary are:
Summa Cum Laude 3.900 - 4.000
Magna Cum Laude 3.700 - 3.899
Cum Laude 3.500 - 3.699

Academic Honors Program
The academic transcript of each Honors graduate bears the acknowledgment of work completed in the Honors Program. For complete information on the program, see the Academic Honors Program section of the catalog.

Honor Societies
Honor Societies based upon GPA:
Alpha Lambda Delta honors students who, during their first or first two semesters, have achieved a 3.5 cumulative grade point average.
Gamma Alpha Kappa honors graduates who have maintained a 3.6 cumulative scholastic average and have taken all their coursework at AU. This selection is announced at commencement.

Honor Societies for Adult Studies Programs:
Alpha Phi Sigma – see Criminal Justice.
Center for Academic Support
Ashland University offers the Center for Academic Support as a key point of contact for academic support services, academic advising, tutoring services, first year programs, retention initiatives and disability services.

Peer Tutoring
Peer tutoring is a free service available to any undergraduate student enrolled in any undergraduate course at Ashland University. Peer tutors are chosen on the strength of their earned grades in the courses being tutored and the recommendation of professors. All requests for individual tutoring are submitted online and are accessed by visiting the Academic Success Center webpage (www.ashland.edu/asc), selecting the "Request a Tutor" tab and submitting the necessary information. In addition, many regularly scheduled "Drop-In" tutoring sessions are available. Go to the same webpage and select "Drop-In Tutoring" to see the schedule.

Academic Advising
The mission of academic advising at Ashland University is to assist undergraduates by collaborating with them in identifying and pursuing their educational objectives, providing accurate and timely information, and promoting student responsibility and accountability for their own academic, personal and professional success.

Ashland University uses a collaborative advising model that includes both faculty and professional advising. The Center for Academic Support will focus on providing students with a strong foundation for success at Ashland University, while the faculty advisors will focus on the details and issues inherent to their individual majors. Incoming freshmen students will receive individual attention and proactive advising during their first year in college. At the beginning of the spring semester, the Center for Academic Support will begin assigning freshmen to faculty advisors based on their major selection. Undecided students and special populations will continue to be advised by the Center for Academic Support during the spring semester.

Students are strongly encouraged to develop an early and ongoing relationship with both their faculty advisor and the Center for Academic Support. This will enable them to learn curriculum requirements, better understand course demands, adhere to academic policies and deadlines, and to engage in thoughtful exploration and preparation of potential career and graduate school opportunities.

Disability Services
Students who have documentation from a medical doctor, psychologist or psychiatrist for specific learning and/or physical or health handicaps may receive services through Disability Services. The documentation must clearly state the nature of the disability and support the need for accommodations based on the testing and/or medical documentation. Disability Services reserves the right to ask the student to update or to obtain more complete testing before extending services to the student. Reasonable accommodations are on an individual basis and may include relocation of courses for classroom accessibility, sign language interpreters, assistance with learning strategies, taped books, note takers, and test accommodations. For more information, contact Disability Services.

Writing Studio
The Writing Studio is administered through the College of Arts and Sciences. Its primary purpose is to offer individual consultation for papers across the curriculum. Writing Assistants provide guidance and instruction in the following areas: understanding writing assignments and styles, writing the essay and critical analysis, supporting theses, revising for structure and grammar, documenting research, and teaching proofreading strategies.

More intense essay instruction is available to students through a Writing Lab, ENG 110, that is arranged in the Writing Studio. Students may take the lab concurrently with ENG 101 or 102 or by arrangement with any course. The lab course may be taken for a maximum of two credit hours. The Writing Lab allows students to collaborate on a current writing assignment to reinforce skills for college papers.

The Writing Studio is located in 104 Center for the Humanities and is open five days a week during the academic year and by appointment during summer sessions. Hours are posted and students should come to 104 to sign up for appointments. Further information can be obtained from the Writing Studio Director.

Information Technology
The Office of Information Technology, located in 100 Patterson, provides a wide range of computing services to students. The office provides computing support to students for AU email, network, wireless, and other issues. The Technical Support Center (TSC) can be reached at 419-289-5405 or 1-866-434-5222. Open hours are posted at the TSC (100 Patterson) and can be found at http://www.ashland.edu/it

Computers are available 24 hours a day, 7 days a week via EagleCard access in the 200 Patterson computer lab. This lab has 50 PCs, 3 Apple computers, 2 scanners, black & white and color laser printing (subject to print quota limits).
Computers for homework and other student activities are available in the Hawkins-Conard Student Center (25 systems in various locations), the Library, and Dauch College of Business. Black & white laser printing is also available in these areas. Student-owned systems may be dropped off at the TSC for basic troubleshooting during the open hours (posted on http://www.ashland.edu/it).

Students may also download their free copy of Microsoft Office Professional suite (Mac and PC) at the Tech Support Center portal webpage (https://myau.ashland.edu/Technology/TechSupportCenter/pages/default.aspx).

Pre-Professional Programs

Ashland University will assist students to meet the preparatory professional requirements of the schools they wish to attend. It is the students' responsibility to make early application to the schools of their choice. The following are the minimum course requirements for pre-professional training in the areas indicated. It is recommended that students contact professional schools that they are interested in attending to be sure that their admission requirements are properly met. Students should also discuss their professional ambitions with their advisors in order to get recommendations of courses that will best prepare them for their choice of programs.

Pre-Law

The study of law requires a variety of skills, including critical reasoning, analytical reading, clear writing and self-discipline. Good legal practice requires an appreciation of history, social and political institutions and, in general a developed understanding of human nature. Those approaching a profession in law should possess a morally serious character, since their actions will affect the lives of many people.

We do not believe that any particular major or set of courses uniquely provides these skills and virtues. Thus, Ashland University does not offer a Pre-Law major or minor. We instead believe that a broad background in the liberal arts is the best way to prepare for the study of law, perhaps supplemented by some courses which introduce legal concepts. Students are encouraged to get in touch with one of the Pre-Law advisors through the Center for Academic Success office in order to further define their course of studies.
Library and Research Resources

Library

Located near the center of the Ashland University Campus, the library symbolizes the University's commitment to the values of learning, research, and exploration in the educational experience of its students. In addition to the main library system, the library at the Ashland Theological Seminary campus is a part of the University system. The resources of both libraries are available to off-campus teaching centers and students through the Internet. The combined holdings of both libraries include of 300,000 items. The library has several study rooms and offers a welcoming space where students are encouraged to research, study, or work in groups.

Ashland University students are able to enjoy online access to the library catalog and the library's digital resources from both on and off campus. The library is a member of OhioLINK, a consortium of academic, public, and special libraries across Ohio. Through OhioLINK, Ashland students have access to over 50 million items from all eighty-nine of the participating libraries and more than 100 electronic research databases containing thousands of scholarly journal titles.

The library serves as the federal government document depository for Ashland County. Special collections areas within the library are the Instructional Resource Center, the Lulu Wood Library of Children's Literature, the Harold E. Andrews Collection of Special and Rare Books, the John F. Kennedy Reading Area, the Richard Snyder Poetry Collection, and the Leo and Laura Thomas Numismatic Center. Also housed in the library building are the Center for Academic Support, the John M. Ashbrook Center for Public Affairs, and a 135-seat lecture room.

The library staff is committed to enhancing each student's academic experience by providing the resources, skills and confidence to access, evaluate and synthesize information. To that end, professional reference librarians introduce the basics of information literacy to every incoming freshman class, schedule course-specific research classes for upper-level courses, offer individual research appointments for any student project, and provide reference assistance in person, by phone and by e-mail. Instructional classes are held in the Library Instruction Classroom, a thirty-workstation facility including projection capabilities, which offers students immediate hands-on practice in the skills being taught.

Instructional Resource Center (IRC)

The IRC is located on the second floor of the Ashland University Library. Its collection, Library of Congress Classification L - education, juvenile and young adult literature, and the IRC collections, support the teaching programs and curriculum of the Dwight Schar College of Education.

The IRC circulating collection includes K-12 student and teacher edition curriculum textbooks, activity books, and book kits. Be sure to browse our extensive juvenile collection featuring picture books, juvenile fiction, juvenile non-fiction, big books, chapter books, graphic novels, young adult fiction and young adult non-fiction, and book kits.

Available IRC technology resources include computers, scanners, AU print quota and color printing. AU Library's IRC is a self-serve work area for all Ashland University students, faculty, and staff, offering laminating, binding, resources, Ellison Die Cut Machines, and a library of Ellison dies. The Instructional Resource Center is staffed by a faculty librarian and student workers.

Visit the IRC web site for more information including hours of operation and links to the IRC blog, IRC Twitter, and IRC Pinterest sites. Call the IRC directly at 419-289-5406, on campus ext. 5406.
International Programs

Ashland University educates and challenges students to develop intellectually and ethically, to seek wisdom and justice, and to prepare for the rigors of living and working as citizens aware of their global responsibilities. Opportunities to study, work, travel, and teach away from campus enrich the educational experience by increasing awareness and understanding of other cultures, languages, and lifestyles.

Office of International Student Services

At Ashland University, the presence of international students enhances the educational experience. These students bring new perspectives through participation in classroom and extracurricular activities. Staff members of the Office of International Student Services and the Center for English Studies (ACCESS) work to meet their special academic, linguistic, cultural, and immigration needs. Programs of community outreach facilitate interaction between AU's international students and the residents of Ashland. Promotion of understanding among people and the development of an appreciation of global issues are the twin goals of our international programs.

Office of Global Education

The Global Education Office promotes learning opportunities for all eligible Ashland University students to gain an understanding of other regions, countries, languages, and cultures through educational travel in the U.S. and abroad.

The opportunities available to graduate students include:

AU IN COSTA RICA
The best way to learn a language is through an immersion experience. AU in Costa Rica offers students the opportunity to study Spanish for 4-8 weeks, live with a host family, visit exciting sites and even receive customized Spanish Language instruction for their particular career field.

FACULTY-LED TOURS [1-3 weeks]
Each year Ashland University coordinates faculty-led tours to locations all over the world, from England to Africa to China. These academic programs allow students to accompany one or more faculty members as they explore a focused topic that uses the destination as the classroom. Past programs have traveled to Austria, Belgium, China, Costa Rica, England, France, Germany, Greece, Hong Kong, India, Ireland, Italy, Massachusetts, Mississippi, South Africa, and Spain.

STUDENT TEACHING ABROAD [6 weeks]
The College of Education's Cross-Cultural Internships in Teacher Education (CITE) program offers pre-service teachers the opportunity to complete their student teaching requirement outside of Ohio. Students are assigned to a school that utilizes English as the language of instruction. International locations include: Australia, Bahamas, China, Costa Rica, Ecuador, Finland, Germany, Greece, India, Ireland, Italy, Netherlands, New Zealand, Puerto Rico, South Africa and Taiwan.

PRE-APPROVED PROGRAMS [Semester/Academic Year/Summer]
Ashland University has pre-approved programs offered by the College Consortium for International Studies (CCIS), the University Studies Abroad Consortium (USAC), and Spanish Studies Abroad through the Center for Cross-Cultural Study (CC-CS). Summer, semester and academic year programs are available in a variety of locations.

Ashland Center for English Studies (ACCESS)
ACCESS equips international professionals, undergraduates, and graduate students with the knowledge, skills, and experiences in English needed to engage fully with the intellectual, professional, and social life of English-speaking peoples. It offers classes in beginning to advanced English.
Ashland Theological Seminary is a graduate division of Ashland University under the governance of the same Board of Trustees. The Seminary seeks to fulfill the identity statements of the University, while at the same time being true to its own unique calling as found in its mission statement and other identity statements.

Mission Statement:
Ashland Theological Seminary integrates theological education with Christ-centered transformation as it equips men and women for ministry in the church and the world.

Dean
Paul Chilcote, Academic Dean, Ashland Theological Seminary

Faculty
Richard E. Allison, Professor Emeritus of Christian Education
David W. Baker, Professor of Old Testament and Semitic Languages
Paul W. Chilcote, Professor of Historical Theology and Wesleyan Studies
Brenda Colijn, Professor of Biblical Interpretation and Theology
David deSilva, Trustees’ Professor of New Testament and Greek
Jerry R. Flora, Professor Emeritus of Theology and Spiritual Formation
L. Daniel Hawk, Professor of Old Testament and Hebrew
Douglas L. Little, Professor Emeritus of Pastoral Counseling
David P. Mann, Professor of Counseling
Marvin A. McMickle, Professor Emeritus of Homiletics
William H. Myers, Professor of New Testament and Black Church Studies
Paul Overland, Professor of Old Testament and Semitic Languages
Melissa W. Corbin Reuschling, Professor of Ethics and Theology
Michael Reuschling, Professor of Counseling
John C. Shultz, Professor of Counseling
Ronald L. Sprunger, Professor Emeritus of Music
Dale R. Stoffer, Professor of Historical Theology
O. Kenneth Walther, Professor Emeritus of Greek and New Testament
Terry Wardle, Professor of Church Planting and Spiritual Formation
JoAnn Ford Watson, Professor of Christian Theology and Spiritual Formation
Lee Wetherbee, Professor of Counseling
John Byron, Associate Professor of New Testament and Greek
Tony Donofrio, Associate Professor of Counseling
J. Robert Douglass, Associate Professor of Worship and Music
Walter J. Kime, Associate Professor Emeritus of Field Education
William P. Payne, Associate Professor of Evangelism/Missions
Mitzi J. Smith, Associate Professor of New Testament and Early Christianity
Michael B. Thompson, Associate Professor of Practical Theology
Terence Mournet, Assistant Professor of New Testament
Claudia J. Sadler-Gerhardt, Associate Professor of Counseling
Dawn Morton, Instructor of Christian Formation

President’s Cabinet
John C. Shultz, President of Ashland Theological Seminary
Paul Chilcote, Academic Dean
Leroy A. Solomon, Vice President of Institutional Advancement
Kevin Dudley, Director of Strategic Partnership
Glenn R. Black, Associate Vice President for Enrollment and Student Services
Jim Thomas, Director of Operations

Administration
Elaine Bednar, Chaplain
Laura Bedocs, Assistant Registrar, Doctor of Ministry Program
Matthew Bevere, Associate Dean, Doctor of Ministry Program
Charlotte Cole, Executive Assistant to the President
Wanda Coleman, Director of Recruitment, Doctor of Ministry Program
David Cooksey, Director of Church Relations
Doug Cooper, Director of Lifework Leadership
Thomas Gilmore, Coordinator of Education, Cleveland Center
William Gravitt, Director of Development, Major Gifts
Carrie Hudson, Coordinator of Academic Support Services
Jerrolynn Johnson, Assistant Director, Detroit Center; Director of Detroit Counseling Program
Renee Johnson, Enrollment Counselor
Miles Larson, Enrollment Counselor
Lynne Lawson, Assistant Director of the Institute of Formational Counseling
Matt Lewis, Director for Excellence in Leadership
Sylvia Locher, Director of the Seminary Library
Lori Lower, Registrar, Seminary
Philosophy of Theological Education

In order to carry out its mission, Ashland Theological Seminary brings together faculty with shared commitment to biblical, evangelical faith; the pursuit of excellence in teaching; professional development through continuing education and research; and service to the church and the world. The interdenominational team of educators attempts to create both a community of fellowship and a climate for learning. The faculty recognizes teaching supported by research and scholarship as their central and most important responsibility.

Learners are challenged to ground their Christian identity in an intimate relationship with God as they grow and mature in Christ under the guidance of the Holy Spirit. This growth takes place in the context of a nurturing community that encourages learners to develop and exemplify a Christ-like character. Through the classroom and co-curricular experiences, learners are challenged to clarify their unique calling in the Kingdom of God. The curriculum is designed to develop competence in hermeneutics, biblical studies, history, and theology, as well as ministry areas such as preaching, teaching, leadership, worship, pastoral care, counseling, spiritual formation, missions and evangelism.

The Seminary creates a learning environment that emphasizes both biblical conviction and tolerance. This climate facilitates the appreciation of persons and ideas from diverse Christian traditions within a cross-cultural perspective. Learners are encouraged to deepen their understanding of and involvement in their own denominational traditions. The Seminary models and fosters a commitment to servant leadership according to the example of Jesus and to lifelong learning which balances ministry and family life.

The administration and staff serve an essential role in helping faculty fulfill the mission of Ashland Theological Seminary. Modeling an attitude of servant-leadership, they seek to provide all the necessary institutional resources for all members of the Ashland Theological Seminary community to excel in their areas of ministry and responsibility.

Centers

ASHLAND, OH – The campus is located in a garden like residential neighborhood within Ashland’s historical district. Three academic buildings, two administrative buildings, a library, chapel, archeology collection and several residential facilities make up the campus. We are located at 910 Center Street, Ashland, OH 44805.

CLEVELAND, OH – Students in metropolitan Cleveland can earn a Diploma of Christian Studies, Master of Arts in Practical Theology, Master of Arts (Religion) or Master of Divinity degree completely at our Cleveland Center. We are conveniently located at 6500 Rockside Road, Suite 130 Independence, OH 44131.

COLUMBUS, OH – Our Columbus Center is housed at 1900 E. Dublin Granville Road, Columbus, OH 43229. Full degrees are available in the Diploma of Christian Studies, Master of Arts in Practical Theology, Master of Arts (Religion), Master of Divinity and Master of Arts in Clinical Mental Health Counseling (2012).

DETROIT, MI – The Detroit Center offers the Diploma of Christian Studies, Master of Arts in Practical Theology, Master of Arts (Religion), Master of Arts in Counseling, Master of Divinity and courses leading to the Doctor of Ministry. You will find the Center at Centrum Building, 24901 Northwestern Highway, Suite 600 Southfield, MI 48075.
Founders School of Continuing Education

Dean
Dwight L. McElfresh

Director, Gill Center for Business and Economic Education and Outreach Programs
John Dowdell

Director, Division of Adult Studies and Veteran Services
John Sikula

Site Directors
- Chillicothe Correctional Institution, Deborah Shopbell
- Grafton Correctional Institution, Karen Ford
- Lake Erie Correctional Institution and Grafton Camp, Jeremy Vogel
- Mansfield Correctional Institution, David Webb
- Richland Correctional Institution, Sandra Evans

The Gill Center for Business and Economic Education
The Gill Center for Business and Economic Education facilitates a flow of economic and business intelligence and know-how to students, teachers and business professionals at all levels of education. The Center’s staff provides pre-service and in-service teacher training through professional development programs, graduate level courses, and classroom curriculum materials. The Center also conducts economic research which provides the student with practical experience and simultaneously serves the business community. The tenet of private enterprise – freedom of enterprise, freedom of individual choice, and freedom to gain from one’s efforts – is foundational the Center’s programs.

Professional Development Services
Workshops, classes, and continuing education programs offered through the Founders School of Continuing Education and Professional Development Services may be taken for undergraduate credit by participants without a degree needing credits for licensure renewal. Workshops need to be approved as undergraduate offerings. Approval by the Professional Development Director or Dean must be secured by the student prior to taking the workshop.

Mission
One of the building blocks of a free society is a market economy where individual choice is valued and individual effort is rewarded. These concepts imply responsibility both for oneself and to the community. While we believe that freedom is natural to humans, we also believe that it must be nourished through education.

The Gill Center specifically promotes increased knowledge of the private enterprise system in its various education, public, business, and government constituencies.

Ashland University’s Gill Center for Business and Economics Education is dedicated to improving our youths’ understanding of economic principles and the global economy. Working with teachers and school systems we strive to prepare students to be knowledgeable consumers, prudent savers and investors, productive members of the workforce, responsible citizens and effective participants in the global economy. The Center is affiliated with the Ohio Council on Economic Education (www.ocee.org) and the Council for Economic Education (www.councilforeconed.org).

The mission of the Founders School of Continuing Education is to provide high quality educational opportunities for adult learners in unique, innovative and collaborative environments that meet the 21st century needs of the business, education and professional communities.

Corporate Education
The Corporate Education Program was established to better serve the needs of the business community. Ashland University is in a position to offer services to business and industry throughout northeastern Ohio. This program provides business and industry with on-site training and services tailored to the needs of the organization.

Chillicothe Correctional Institution, Grafton Correctional Institution, Lake Erie Correctional Institution, Richland Correctional Institution and the Mansfield Correctional Institution Programs
These programs provide inmates with a recognized educational certificate program. The certificates include Basic Business, Business Management, Hospitality Administration, Hospitality Sales, Hotel/Restaurant Administration, Hotel/Restaurant Management, Office Management, Office Skills, Retail Administration, Retail Management, and Retail Sales.
Adult Studies
Ashland University offers adults and non-traditional students alternative programs designed to meet their unique educational needs as part of the Founders School of Continuing Education. This program is offered on the Ashland campus. The program can be the beginning, a continuation, or the completion of an Associate or Bachelor’s degree. Classes generally meet one evening per week and some classes are offered in an online format. Students admitted into the program may take day classes if their schedules permit.

AU offers an Associate of Arts degree in General Studies which can be customized to meet the student’s academic needs and interests, and a Bachelor of Science in Business Administration with majors in business management or marketing. A student who has already earned an Associate degree in Criminal Justice may take the Bachelor of Science degree with a comprehensive major in Criminal Justice. For those students interested in the Associate of Arts degree, a maximum of 70 cumulative semester hours can be earned without special permission from the program director.

Degrees Offered
An Associate of Arts degree in General Studies and a Bachelor of Science in Business Administration with majors in Business Management or Marketing

Degree Requirements
See Business and Economics Degree Requirements - Bachelor of Science in Business Administration with majors in Business Management or Marketing

Admission Requirements Adult Studies
To qualify for admission into the Founders School program, the student must meet the following criteria:

1. The student must be admitted in the Founders School program in an approved program or major.

2. The student cannot receive Ashland University institutional aid. (Federal Pell grants, Ohio Instructional grants, and student loans are not considered institutional aid.)

3. The student cannot live in Ashland University residence halls.

4. Age 24 or above. Exceptions by approval of the Dean, Founder's School of Continuing Education.

Certificate Programs
Paralegal Certificate
This intensive program is designed for beginning as well as advanced legal workers. Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. The Paralegal Certificate Course© offers instruction on how to work as a full-time or part-time paralegal, or how to open your own freelance business. There are no prerequisites other than a high school diploma (or GED), but students must be prepared to complete a significant amount of homework each week. This program can help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills.

This course is available in Live Lecture, Online, DVD, and Text-Only formats.

Successful graduates will be awarded a Certificate of Completion from Ashland University. To receive a Certificate, students must pass numerous quizzes and successfully complete several legal document writing assignments.

Topics of study include Legal Terminology, Documents, Ethics, and the Litigation Process, Evidentiary Predicate, Identifying Relevant Authority, Legal Research, Legal Research Practice and Document Preparation, and Legal Writing and Appellate Procedure.

Advanced Paralegal Certificate
These classes build upon the Paralegal Certificate Course. Students can interact through an online forum, and assignments and exams are completed online for critique and grading. Each of these topics is completed in one 7-week online session, and due to significant homework requirements, students can take a maximum of three topics per session.

The Advanced Paralegal Certificate Course enhances understanding of many of the substantive law areas that are discussed during the Paralegal Certificate Course©. The additional training gained through participation in these Advanced classes can embellish legal knowledge and skills.


Students who successfully complete at least six Advanced topics will receive a Certificate of Completion.
Dual Enrollment Credit/PSEOP

Through Ashland’s Post-Secondary Enrollment Options program (PSEOP), high school students with strong academic records can earn college credit and/or high school graduation credit by taking college courses at the University. Dual enrollment credit opportunities are available only with participating school districts with instruction offered in the school setting.

Admission Requirements Dual Enrollment/PSEOP

The student must have participated in a college preparatory curriculum and completed the following:

- Two or more years of high school English
- Two or more units of math (algebra or higher)
- Two or more units of science (one must be a laboratory science)
- Two or more units of social studies

The student must have a cumulative grade point average of at least 3.00 on a 4.00 scale at the time of application.

The student must have a composite score of 21 or higher on the ACT or 980 (CR/M) total score on the SAT. (Sub-scores will be used to obtain the best overall composite or total if the ACT or SAT has been taken more than once.)

All of the above criteria are considered for acceptance into PSEOP or Dual Enrollment Credit programs. Even with appropriate GPA and test scores, the student is not guaranteed admissions, and acceptance does not guarantee course availability.

Credit and Cost

Option A – Choose to receive post-secondary (college credit only.) If this option is chosen, the student will be required to pay the cost of tuition, textbooks, materials, and fees.

Option B – Choose to receive post-secondary and secondary credit. In this case, the cost of tuition, textbooks, materials and fees will be paid for the students.

Dual Enrollment Credit – Courses, tuition and fees arranged with the participating school district.

Veteran Fitness Training Certificate

This eight-week program, provided by the Veterans Fitness Career College, is designed for veterans and students interested in pursuing a fitness training career. Military veterans are targeted for enrollment to help them develop a niche in the fitness industry, but the course is open to non-veterans as well. The online course is taught by 27 of the most well-known and progressive health and fitness educators in the fitness industry. They are professors, physical therapists, exercise physiologists, biomechanists and some of the top personal trainers in the world. In addition, program support and guidance are provided by highly qualified veterans of the armed forces who all have extensive experience in the fitness industry.

The wellness industry is one of the 30 fastest growing job markets in the country. Because of VFCC’s employment partnerships with Gold’s Gym, 24 Hour Fitness, and other health clubs, students acquiring VFCC’s Level One Fitness Training Certification will have a unique advantage in securing employment as a personal trainer or fitness instructor in a gym or health club.

The course consists of online instruction, including videos, downloadable text, video-based questions and answers, questionnaires, and online workshops and webcasts. Students enrolled have access to support services, tutoring, counseling and a 24/7 crisis line. Students also have electronic access to a Global Fitness Community and library.

Topics of study include human anatomy; the cardiovascular, nervous, digestive, endocrine, and energy systems; biomechanics; nutrition; physiology; behavior training; movement; personal training; communication; motivation; myofascial lines; metabolic techniques; basic exercise science; exercise equipment; liability and risk.

Successful graduates will be awarded a Certificate of Completion after passing the PTA Global Certification test, which is recognized internationally. To receive a certificate students must complete 65 clock hours of instruction and pass the exam at the end of the course.

Modules Required for Fitness Training Certificate

- Personal Training and Body Systems
- Physiology, Biomechanics and Nutrition
- Risk and Liability
- Fitness, Nomenclature and Equipment
- Basic Exercise Science, Anatomy and Program Design
- Movement and Motivation
- Exercise Progression and Workplace Practices
- Nutrition
- Review
**Gerontology Certificate**

Ashland University offers a certificate in Gerontology designed for non-degree seeking individuals. Individuals may apply online through Admissions at www.ashland.edu/apply.

**Topics Required for Gerontology Certificate**

- Later Adulthood in the Family
- Psychology of Aging
- Sociology of Aging
- Working with Older Adults
- Death and Dying
- Active Aging and Wellness or Physical Aging

**Basic Emergency Medical Technicians Training**

EMT is the first step to a career in the emergency medical services. Learn how to recognize and treat the most common emergency medical situations, including cardiac, respiratory, trauma and medical emergencies. Students participate in classroom and skill training in preparation for the National Registry Basic EMT certification exam.

The EMT-Basic is the introductory level of EMS training and gives students the knowledge needed to work as an Emergency Medical Technician. The course combines lecture and lab training to cover such topics as scene safety, EMS systems, communication, documentation, patient assessment, airway management, traumatic injuries, medical emergencies and more. Also skills necessary to provide emergency medical care for the trauma and medical patient at the basic life support level are learned.

The course follows the National Standard Curriculum and it concludes with State of Ohio Certification as an Emergency Medical Technician (EMT). The emphasis is on accurate observations, evaluation of emergency situations, effective communication with the medical network, and high skill proficiency.

Students are responsible for having their own computers with internet broadband access, email, and a printer.
Ashland University's Graduate School offers master's degrees through the College of Arts and Sciences and the Dauch College of Business and Economics, and both master's and doctoral degrees through the College of Education. In addition, the University also offers master's and doctoral degrees through Ashland Theological Seminary.

Ashland's graduate programs are offered in an encouraging environment which so many have come to know as characteristic of Ashland University. Ashland's philosophy of "Accent on the Individual" means:

* faculty who are both challenging and supportive
* an environment where students are expected to reach high and to give their best effort
* students can approach faculty about issues related to the course, curriculum or personal needs
* staff who are willing to help students learn how to be successful at Ashland University
* respect for uniqueness of the individual
* faculty who care about teaching, learning and research.

Ashland University holds membership in the Council of Graduate Schools.

Ashland Theological Seminary

Ashland Theological Seminary is a school in the evangelical tradition. It is the largest seminary in the state of Ohio and among the fifteen largest seminaries in the United States and Canada. Accredited by the Association of Theological Schools and the Higher Learning Commission, the Seminary offers the Doctor of Ministry, Master of Divinity, Master of Arts (Biblical, Historical, and Theological Studies), Master of Arts (Religion), Master of Arts in Practical Theology, Master of Arts in Counseling, and Master of Arts in Clinical Mental Health Counseling.

The student body of ATS represents over 70 denominations and parachurch organizations from almost every state of the United States and 10 foreign countries. The faculty are recognized internationally for their commitment to a solidly academic environment and a community where faith and life are nurtured.

Master of Arts in American History and Government

In 2005, Ashland University established a summer Master of American History and Government degree program designed with junior high and high school teachers in mind. The courses are offered only during the summer, a unique feature of this program, making it convenient for teachers from across the nation to enroll. While the program is designed for teachers, the program's coursework is in the substance of history and government rather than in teaching methodology.

The Master of American History and Government provides teachers of American history and government and others an integrated program built around the reading and discussion of original documents. In doing so, the degree program aims to give teachers the subject mastery and interpretive skills they need to be confident in their preparation to teach history and government.

The courses are open to degree and non-degree students. The courses are offered as live, interactive online classes and as intensive one-week seminars during which students reside on the Ashland campus. The degree can be completed in as few as four semesters. Those pursuing the degree could complete the program in as few as two years, but have up to ten years to complete the degree requirements.
Master of Arts with a Specialization in Teaching American History and Government

The new Master of Arts with a Specialization in Teaching American History and Government (MASTAHG) offers teachers an integrated program which brings together the resources of Ohio's leading College of Education and the nation's premier liberal arts program for social studies teachers.

Ashland's MASTAHG program is designed to prepare secondary school teachers for the challenge of teaching accelerated courses in American history and US government. The program combines the study of the people, ideas, and events that make up the American experience, with the latest theories in curriculum design and delivery. This dual approach provides teachers with the expertise they need to effectively deliver college-level instruction at the high school level.

Courses are offered both in a traditional classroom setting at the Ashland main campus, at Ashland's regional centers, and online. With a combination of online and on-campus study, the program may be completed in as few as two years.

Master of Fine Arts in Creative Writing

The Master of Fine Arts in Creative Writing program was established in 2006. The program combines online distance learning during fall and spring semesters with intensive 14-day summer residencies at Ashland University. The program has degree tracks in poetry and creative nonfiction only, and is designed for students who have work, family, or other commitments that prevent them from relocating in order to attend graduate school. During the fall and spring semesters in this program, each faculty member is limited to working online with five student writers. During summer residencies, students attend daily writing workshops, readings and seminars.

An emphasis on a mentoring relationship between faculty and students has been a tradition at Ashland University for more than one hundred years. Students in the MFA Program receive the committed individual attention of writers who are eminently qualified in poetry or creative nonfiction, all of whom are experienced educators, and many of whom are also experienced editors or authors of texts on the teaching of writing. The program also brings to campus a group of award-winning visiting writers for each summer residency.

The course sequence is designed to take students through all the stages most writers experience in working toward the completion of a collection of poems or a volume of nonfiction. Students work with instructors individually, through a mentoring process, and collectively as a group, in enhancing their ability to write and effectively edit collections of poetry and nonfiction, and in developing their ability to read and write critically in response to canonized and contemporary literature.

The program is open to students who have completed a four-year undergraduate degree.

The College of Education

Bachelor's Plus

The Bachelor's Plus Program is a graduate program designed to provide initial teacher licensure to people who hold bachelor's degrees from accredited colleges or universities in fields other than education. Ashland University has 19 different options in the Bachelor's Plus Program that lead to licensure to teach in Ohio schools. Each program contains both graduate and undergraduate courses.

Master of Education

Ashland's Master of Education (M.Ed.) degree program was introduced in 1976 and today is one of the largest M.Ed. Programs in the state of Ohio. The program is accredited by the National Council for Accreditation of Teacher Education (NCATE).

The Master of Education Program is designed to provide functionally integrated academic, experimental and field-based study necessary for the personal and professional growth of educators. Toward this end, the program contains three distinct components:

1. a common core of studies focusing on the foundations of education;
2. professional studies emphasizing the integration and application of functional knowledge; and
3. a capstone experience in the form of an inquiry seminar, thesis or internship designed to deepen the student's understanding of self by applying problem solving and decision making techniques.

Courses are available for this degree in the following major program areas:

M.Ed. Curriculum and Instruction with areas of concentration in:
* Intervention Specialist - Mild/Moderate
* Intervention Specialist - Moderate/Intensive
* Talent Development Education
* Literacy
* Teacher Leader
* Educational Technology
M.Ed. Educational Administration
M.Ed. Adapted Physical Education PreK-12
M.Ed. Sport Sciences with areas of concentration in:
* Applied Exercise Science
* Sport Management
Doctor of Education

In 1997, the Ohio Board of Regents authorized Ashland University to offer a Doctor of Education (Ed.D.) degree in Leadership Studies, making Ashland one of only two independent universities in Ohio authorized to offer this particular program.

The major area of study is a concentration in organizational leadership with several core courses developed from the areas of organizational dynamics and policy analysis. Study in quantitative and qualitative research design, the ethics of leadership and related cognate areas complete the doctoral curriculum. A unique characteristic of Ashland's program is its mentorship component which allows students to work with doctoral faculty and the institution which employs the student for the purpose of organizational redesign and renewal. The student will utilize research and the resources of the University to integrate the principles of organizational redesign into his or her workplace.

The Doctoral Program is open to persons involved in multiple disciplines who are interested in organizational leadership in the human services. All classes are taught at the Ashland campus.
Criminal Justice and Sociology
Department of Criminal Justice/Sociology
The College of Arts and Sciences

Chair
Cindy Moseman, Associate Dean, College of Arts and Sciences

Faculty
Russell L. Craig, Professor of Criminal Justice
Jeffrey Spelman, Associate Professor of Criminal Justice
Michael Barrett, Assistant Professor of Criminal Justice/Sociology

Degrees Offered
Bachelor of Science
Associate of Arts

Mission
The mission of the Department of Criminal Justice/Sociology is to provide students with a broad liberal arts-based education that offers a philosophical, theoretical, and pragmatic understanding of criminal justice and sociology.

Student Learning Outcomes
Students will:
1. Explain the major functions, specific goals, and importance of the criminal justice system including police, courts, and corrections;
2. Describe the Classical School explanation of crime and the Positivist School explanations of crime including biological, psychological, and sociological theories;
3. Explain what is meant by the term ethics and its importance in the criminal justice system and also to citizens, including making moral, rational, and responsible decisions.

Facilities and Equipment
Four class and meeting rooms provide physical resources for the student. Numerous local, state and federal agencies, and organizations provide the student with the opportunity to intern/visit or relate to the system in operation. Additionally, the library offers many opportunities to study and research the vast field of law and justice.

Student Honor Society
Students who have excelled in criminal justice are eligible for membership in Alpha Phi Sigma, a national honor society. Membership is by invitation to those students who have demonstrated good character and maintained an overall GPA of 3.00, a 3.2 in criminal justice course work, 40 hours overall and a minimum of 12 hours in criminal justice. Students must also have the recommendation of the Alpha Phi Sigma adviser.

Pre-Law
There is no one way to prepare for law school or a legal career. The study of law requires a variety of skills, including proficient writing, critical reasoning, analytical reading, and self-discipline. Good legal practice requires an appreciation of history, social and political institutions, and, in general, a developed understanding of human nature. Those approaching a profession in law should possess an especially acute sense of values, since their actions will affect the lives of many people.

We do not believe that any particular major or set of courses uniquely provides these skills, sensitivities, and values. Thus, Ashland University does not offer a Pre-Law major or minor. We instead believe that a broad background in the liberal arts is the best way to prepare for the study of law, perhaps supplemented by some courses which introduce legal concepts. Students are encouraged to get in touch with one of the Pre-Law advisers through the Academic Advising office in order to further define their course of studies.

Degree Requirements
Assessment – Students will submit specified assignments during certain CJ classes as indicted on the course syllabi and assessment plan. These assignments will be analyzed to determine whether the student learning outcomes of the department have been met. Copies of these assignments are shared with the department faculty for purposes of assessing, in a macro sense, if and how effectively the learning outcomes have been achieved.

Due to the characteristics of the Adult Studies online program, students will not be permitted to use transfer credit for the major core courses or the elective area courses.

Bachelor of Science with a comprehensive major in Criminal Justice
The concentration requirement can be met through the completion of an 18-hour minor from another discipline, a second major from another area, or a collection of 18 hours from another area which supports the student’s interest. All concentrations must be approved by the chair of the Department of Criminal Justice/Sociology.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 111 Princ. of Sociology</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>CJ 130 Intro to Criminal Justice</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>CJ 227 Intro. to Corrections</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>CJ 270 Role of Police</td>
<td>3</td>
<td>CJ 130</td>
</tr>
<tr>
<td>CJ 242 Criminology</td>
<td>3</td>
<td>CJ 130 or SOC 111</td>
</tr>
<tr>
<td>CJ 362 Criminal Law</td>
<td>3</td>
<td>CJ 130</td>
</tr>
<tr>
<td>CJ 450 Ethics in Criminal Justice</td>
<td>3</td>
<td>CJ 130, 362 Sr. Statu</td>
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</tbody>
</table>
MATH 208 Elementary Statistics 3 MATH 100 or ACT 18 or SAT 480 MATH 208, SOC 111
SOC 460 Research Methods 3
Electives (choose 6 courses) 3 must be at 300 level or above:
<p>|</p>
<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 200 Crim. Investigation I (3)</td>
<td></td>
<td>CJ 130</td>
</tr>
<tr>
<td>CJ 235 Courts and Justice (3)</td>
<td></td>
<td>CJ 130</td>
</tr>
<tr>
<td>CJ 240 Crim. Investigation II (3)</td>
<td></td>
<td>CJ 130, 200</td>
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<tr>
<td>CJ 244 Juvenile Delinquency (3)</td>
<td></td>
<td>None</td>
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<tr>
<td>CJ 275 Gangs and Cults (3)</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 303 Crim. Organizations (3)</td>
<td></td>
<td>CJ 242</td>
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<tr>
<td>CJ 307 Victimology (3)</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 331 Topics in Criminal Justice (3)</td>
<td></td>
<td>None</td>
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<tr>
<td>CJ 360 Read. In Crime &amp; Justice (3)</td>
<td></td>
<td>None</td>
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<tr>
<td>CJ 366 Criminal Procedure (3)</td>
<td></td>
<td>CJ 130, 362</td>
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<tr>
<td>CJ 403 Field Experience (3)</td>
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<td>Permission</td>
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<tr>
<td>CJ 415 Adv. Criminology &amp; Profiling (3)</td>
<td></td>
<td>CJ 242</td>
</tr>
<tr>
<td>SOC 202 Alcoholism &amp; Sub. Abuse (3)</td>
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<tr>
<td>SOC 301 Race, Ethnic &amp; Minority Issues</td>
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<td>None</td>
</tr>
<tr>
<td>Concentration area</td>
<td>18</td>
<td>CJ Chair Approval</td>
</tr>
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</table>

63 hrs.

**Plus Institutional Baccalaureate Degree Requirements, page 27.**

### Criminal Justice Courses and Descriptions
See Course Descriptions section of catalog.

### Sociology Courses and Descriptions
See Course Descriptions section of catalog.

#### Minor in Criminal Justice

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>SOC 111 Principles of Sociology 3</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 130 Intro to Criminal Justice 3</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 242 Criminology 3</td>
<td></td>
<td>CJ 130 or SOC 111</td>
</tr>
<tr>
<td>CJ 270 Role of Police 3</td>
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<td>CJ 130</td>
</tr>
<tr>
<td>Electives in CJ 6</td>
<td></td>
<td></td>
</tr>
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</table>

18 hrs.

#### Minor in Sociology

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 111 Princ. of Sociology 3</td>
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<td>None</td>
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<tr>
<td>Electives in sociology* 15</td>
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</tbody>
</table>

18 hrs.

*SOC 460 is highly recommended.

### Associate of Arts with a concentration in Criminal Justice

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Hrs.</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>SOC 111 Principles of Sociology 3</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 130 Intro to Criminal Justice 3</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>CJ 227 Intro to Corrections 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJ 242 Criminology 3</td>
<td></td>
<td>CJ 130 or SOC 111</td>
</tr>
<tr>
<td>CJ 270 Role of Police 3</td>
<td></td>
<td>CJ 130</td>
</tr>
<tr>
<td>Electives in CJ 9</td>
<td></td>
<td>24 hrs.</td>
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