



OHIO VALLEY
UNIVERSITY

For Learning. For Faith. For Life.

Academic Advising Handbook

2018-2019 Catalog

This book is a summation of the academic policies that are useful to have quick and easy access to during advising. The purpose of this booklet is not to prevent faculty and staff from reading the academic policies each year, but rather to further assist you in your responsibility of advising. Additional information about OVU academic policies can be in the academic catalog. To access the catalog, visit www.ovu.edu/catalog.

Additional training materials and copies of forms needed to complete the registration process can be found at <http://forms.ovu.edu> and on the [OVU Human Resources Site](#).

To download a copy of the OVU Employee handbook on the OVU Human Resources Site or by clicking [here](#).

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Advisor Responsibilities

1. Become thoroughly familiar with the educational programs and academic requirements of the institution;
2. Provide accurate information about academic options, requirements, policies, and procedures;
3. Help students clarify their goals;
4. Focus on advisees' strengths and potentials rather than limitations;
5. Help students understand the nature and purpose of higher education;
6. Help students plan an educational program consistent with the students' interests and abilities;
7. Determine the reason for poor performance and direct advisees to appropriate support services;
8. Assist students in choosing courses that satisfy program requirements;
9. In the respective academic area, provide career information and career planning resources;
10. Understand and inform students of academic policies;
11. Inform students of any new courses that may apply to their programs;
12. Maintain an up-to-date summary of courses taken;
13. Maintain a record of advisee visits, indicating the purpose of the visit and the recommendation made;
14. Be available to meet with advisees;
15. Personally assists advisees in the registration of courses for the upcoming semester/term;
16. Periodically attend advising meetings and training sessions and utilize advising resources available;
17. Evaluate the student's academic record for graduation, checking each semester to see which required courses have been successfully completed.

Advisee Responsibilities

Each student at Ohio Valley University is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the university's expectations, requirements, and resources, and to help students complete a degree successfully. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

It is also the student's responsibility to:

1. Maintain accurate information on their advisor, including name, office location and hours;
2. Contact and make (and keep) regular appointments to meet with their advisor during the semester or as needed;
3. Be prepared for their advising session and bring any appropriate resources or materials;
4. Contacting the advisor if it is necessary to cancel or reschedule an appointment, recognizing that everyone's time is valuable;
5. Actively assist their advisor in identifying and clarifying their personal values, abilities, interests and goals;
6. Follow through on actions and recommendations that are identified, developed and agreed upon between them and their advisor during the advising session;
7. Maintain academic integrity and will be honest and forthright with their advisor so he/she may give them the best advice available for their particular interests or problems;
8. Accept the final responsibility for all decisions made regarding their academics while attending OVU or any other programs affiliated with the university.

General Student Issues

Classification of Students

Full Time Classification (for Undergraduates) To be considered a full-time student, one has to be enrolled for 12 or more credit hours on the last day to enroll or add a class.

Half Time Classification (For Undergraduates) To be considered a half-time student, one has to be enrolled for six to eleven credit hours on the last day to enroll or add a class.

Part-Time Classification (For Undergraduates) To be considered a part-time student, one has to be enrolled less than six credit hours on the last day to enroll or add a class.

Class Rank

Undergraduate students are classified according to how many credit hours they have earned:

Freshman Up to 27 credit hours completed
Sophomore 28 to 59 credit hours completed
Junior 60 to 89 credit hours completed
Senior 90 or more credit hours completed

Changing Majors

To change majors, a student should pick up the correct form from the registrar's office and fill it out. This form needs to be submitted to the registrar's office to make the change of advisor official. The student will retrieve his or her advising file from the current advisor and give it to the advisor in the new major.

Address Changes

Students should notify the registrar's office of any address changes.

Email Addresses

Each student enrolled in Ohio Valley University is issued an Ohio Valley University email address. Each student is expected to check this address frequently as important information is sent to it from various campus offices.

Learning Disabilities

Ohio Valley University recognizes that many people who have difficulty with standardized tests or who have learning problems are quite capable of achieving their academic goals with effective assistance. A student with a documented disability who needs special accommodations should notify the dean of student success, Kathy Muller.

If an advisee informs you of a learning disability, it is your responsibility to pass that information to the dean of student success.

Qualifications for Academic Honors

Dean's List

- All
full-time undergraduate students
- Grade
Point Average of 3.5

Alpha Chi Honors Society

- Juniors and seniors who meet selection criteria may also be eligible for inclusion in the Alpha Chi honor society.

Who's Who Among Students in American Universities and Colleges

- Juniors and seniors who have a cumulative GPA of 3.0 or higher will be considered for nomination

Graduation Honors

- For Undergraduates Only
 - Cum Laude 3.35 to 3.59
 - Magna Cum Laude 3.60 to 3.84

OVU Attendance Policy

The instructor of each course will outline in the course syllabus the attendance policy with details for that course. Attendance policies must be provided with details in the course syllabus.

- Define an excused absence
- Describe how being late will affect absences
- Explain the consequences of unexcused absences
- Outline any reinstatement policy for your course (if faculty member allows reinstatement.)
- Consider listing accommodations you are willing to make for students who must miss class

If a student is not attending your class, and you have not completed a drop slip for the student, please contact the registrar's office or the dean of student success, as soon as possible. The sooner we know about a student not attending classes, the sooner we can help meet the student's needs.

Participation in Online Classes

Students who enroll in online courses must make contact with the instructor by the add-drop date; a student who does not make contact by that date will be dropped from the course. A student who makes contact with the instructor by the add-drop date but who wishes to drop the class may do so by following regular add-drop procedures.

A student will not be given a refund for any course dropped after the add-drop date.

Add Drop Policy

Students may add/drop courses without consequence until the add-drop period ends

Students may drop a course without penalty until the twelfth week of school (Automatically receive a grade of “W”

- Fall – November 9, 2018
- Spring – April 6, 2019

Students may drop courses until the last day of classes with penalty. Instructors must give students a grade of “F” if the students are failing the course. If a student is not failing the course, the instructor must give the student a grade of “W”.

Students may not drop courses after the last day of classes for any reason.

Grading

- OVU uses a 4.0 GPA scale
- Grades given are A,B,C,D,F
- Developmental courses are grades A, B, F
- Pass/Fail courses have the option of P/F/NC
 - NC stands for No Credit. Students are not penalized for a NC, but do not receive credit for the course.

Incomplete Grades

Faculty member may submit a grade of I for students who meet following criteria.

-Student could not complete work because of an extraordinary event that prevented student from completing within semester deadlines.
-Student has completed a request for an “I” through the registrar’s office.
-Student has received approval from the Provost for the incomplete.

The Incomplete Request Form is available at forms.ovu.edu.

Student will be required to provide written documentation of circumstances leading to the need for an “I.” Request must be received seven days prior to the end of the semester. Request will need to be signed by instructor, dean of the college in which the course resides before being submitted to the registrar’s office.

Grade Appeals

Students have the right to appeal grades. To begin an appeal, students should present a written appeal and meet with the instructor to discuss it. The formal written appeal should explain the reasons for the appeal. Copies should be provided to the chair of the OVU school and the relevant dean the class resides under.

-Written appeals must be submitted no later than seven calendar days after the beginning of the next term.
-After meeting with the student, the instructor has three business days to deliberate the appeal and communicate a decision back to the student.
-If the matter is not resolved, the student may submit a follow-up appeal to the Provost. The Provost’s office will set up a committee to review the appeal. The committee's decision is final.
-Complete instructions are found on pages 35 & 36 of the catalog.

Review Days

The last two days of each semester are designated as Review Days. Each instructor is to use this last class as a review. The instructor has the option to make attendance optional, but review activities to help students prepare for final exams are the only permitted activities for the last two days of class.

Final Exam Week

Final examinations are given at the end of each semester. No examination will be given before the scheduled time; in cases of emergency, a test may be given later. If a student has more than three exams scheduled on one day, he or she may petition the provost to reschedule one or more exams. No major assignment can be due during Final Exam week unless that assignment is a take-home final or some other assignment given in lieu of a traditional final exam.

Degree Requirements and Policies

Program Requirements

Program requirements are modified often, so it is important to review the requirements programs you are advising under every year.

It is important to document which catalog a student is being evaluated under for graduation. The registrar's office needs to be notified on the application for graduation which catalog is being used.

General Institutional Requirements for an Associate Degree

The following requirements apply to students seeking an associate of arts or an associate of science:

- 1) Candi
dates must complete 65 credit hours.
- 2) Candi
dates must satisfy the Bible course requirement.
- 3) Candi
dates must have a minimum cumulative GPA of 2.0.

- 4) Candi
dates must earn at least 32 credit hours from Ohio Valley
University.
- 5) At
least 23 of the last 32 credit hours completed must be earned
from Ohio Valley University; in other words, a maximum of 9 of
the last 32 credit hours completed may be transfer hours.
- 6) Candi
dates for the Associate of Arts must fulfill the general education
requirements (students in the honors program may use the
honors program requirements); candidates for the Associate of
Science must meet the Associate of Science course requirements.

General Institutional Requirements for a Bachelor’s Degree

The following requirements apply to students seeking a bachelor of arts or a bachelor of science:

- 1) Candi
dates must have a minimum cumulative GPA of 2.0 (some programs
require a higher GPA or have other GPA requirements).
- 2) Candi
dates must complete 120 credit hours, unless the program calls for a
specific number of hours.
- 3) Candi
dates must complete 40 credit hours of upper-level work (i.e., 300- or
400-level courses); at least 15 of these hours must have been earned
from Ohio Valley University.
- 4) Candi
dates must earn at least 32 credit hours from Ohio Valley University.
- 5) At
least 23 of the last 32 credit hours completed must be earned from Ohio
Valley University; in other words, a maximum of 9 of the last 32 credit
hours completed may be transfer hours. In addition, at least 30 of the
last 60 hours must be earned from Ohio Valley University.

- 6) Candidates must fulfill the general education requirements.
- 7) Candidates must satisfy the Bible course requirement.
- 8) Candidates must satisfy the writing competency requirement.
- 10) Candidates must satisfy the diversity requirement.
- 9) Candidates must meet the specific requirements for their program explained elsewhere in this catalog as well as the requirements published by their colleges or schools.

Additional Bachelor’s Degrees

Students who are seeking an additional bachelor’s degree will need to complete a minimum of 30 additional credit hours for each degree sought.

- Students completing a second bachelor’s degree must earn a minimum of 150 credit hours;
- Students completing a third bachelor’s degree must earn a minimum of 180 credit hours.

Major and Minor Requirements

A major requires at least 40 credit hours, 21 of which must be in upper-level work; A minor requires at least 18 credit hours, at least 6 of which must be in upper- level work (or a designated equivalent).

University Orientation Requirement

Incoming students are required to enroll in First-Year FOCUS (Focusing on College Understanding and Success) during their first semester of enrollment as a full-time student at Ohio Valley University. This requirement is waived for students who have completed one semester as a full-time college student with a GPA of 2.0 before entering OVU.

Diversity Requirement

To earn a bachelor’s degree, each student must do one of the following:

- Successfully complete one course that fulfills the diversity requirement;

-Successfully complete two semesters of study of a modern foreign language;
-Participate in a study abroad program;
-Participate in an international trip with a member of the OVU faculty.
-Those fulfilling the requirement via the third or fourth options (and who are not signing up for one of the courses below) should enroll in SOC 250, Introduction to Cross-Cultural Understanding, for either 0 or 1 credit.
-Students who believe their life experiences demonstrate significant exposure to diverse cultures may appeal in writing to the Diversity Committee to fulfill the requirement through their life experiences.

A course taken to fulfill the diversity requirement may also fulfill other degree requirements.

Bible Requirement

Every student who has full-time status on the last day to add a class at Ohio Valley University must successfully complete a Bible course offered by Ohio Valley University each semester until all of the following requirements have been met:

- 1) Bible core courses or the approved equivalents are complete.

Bible core courses:

- BIB 106 Life of Christ
- BIB 107 Acts through Revelation
- BIB 205 Old Testament Survey
- BIB 206 Christian Thought

- 2)A total of 16 credit hours in Bible have been completed.

- 3)A total of 112 credit hours have been completed.

Students enrolled in only one Bible course during a semester may not drop the course.

Students dismissed from a required Bible course face suspension from the university for the next full semester.

A course taken to fulfill the Bible course requirement may also fulfill other degree requirements.

Part-time students may meet Bible course requirements by passing one Bible course for each 16 credit hours of course work successfully completed.

Certain courses that do not have a BIB prefix may meet the Bible course requirement. Courses that currently meet this requirement are any Religion (REL) course, Business Ethics (BUS 371), and the following History (HIS) courses, all of which are cross-listed as Religion (REL) courses with the same titles: History of the Christian Church (HIS 341), Restoration Church History (HIS 342), and Major World Religions (HIS 441).

Scheduling for Bible Requirements

Freshmen and sophomores are required to select from the Bible core courses, preferably in sequence. (Students may apply to the Bible department for exceptions to this freshman and sophomore requirement.)

Transfer students may complete normally the Bible course requirements by passing a Bible course during each full-time semester of enrollment.

Part-time students may meet Bible course requirements by passing one Bible course for each 16 credit hours of course work successfully completed.

Some courses in the catalog are better suited towards students not pursuing a Bible degree. For a full list of these is available in the catalog (www.ovu.edu/catalog).

Writing Competency Requirement

Writing Competency Requirement

To meet the writing competency requirements, students must do the following:

- 1) Enroll in an English (ENG) course each semester until College Writing II (ENG 132) has been successfully completed.
- 2) Earn a grade of at least a C in both College Writing I (ENG 131) and College Writing II (ENG 132).
- 3) Earn a grade of at least a C on three writing-enhanced courses; these courses are all at the 200-level or above. At least one of these courses must be in the student's major.

Writing-enhanced courses are designated as such in the Course Description section of the catalog and are identified on the schedule with a "WE". Students who transfer to OVU in their junior or senior year and who will still lack one of the classes in the final semester before graduation may petition the writing enhanced committee for a waiver based on a formal writing sample of at least eight (8) pages which they submit by the end of the semester before graduation.

A course taken to fulfill the writing competency requirement may also fulfill other degree requirements.

Graduation Policies

The following policies apply to all students seeking a degree from Ohio Valley University:

- Students may graduate under the degree requirements of the catalog in force at the time of enrollment or any subsequent catalog, as long as that catalog is not more than seven years old.
- Candidates must pay the graduation fee.
- Students must apply for a degree in the registrar's office by the published deadline; at that time, students must indicate their intended major(s) and, if applicable, any minor(s).
- All students receiving degrees must participate in graduation exercises unless excused in writing by the provost.
- Candidates must complete the required courses specified for the degree

earned as well as the specific courses required for the major and, if applicable, any minor(s).

- Candi
dates may participate in May or December graduation even if not all degree requirements have been met, if one of the following conditions has been met: (a) The student will have 9 or fewer credit hours left to complete.

Scheduling

Enrolled students register for the following semester after academic chapel each semester. Students must meet with their advisors to get approval for each semester's schedule prior to submitting the schedule. After a student has submitted a schedule on MyLink, the advisor must approve the schedule on MyLink to allow the registrar to have access to the schedule. Students must also submit a printed copy of their schedule to the registrar's office for their physical file.

New students must manually complete the registration process. These students meet with their advisor or an assigned advisor prior to classes starting (OVU typically offers 1-3 summer registrations). After completing their schedule they submit it to the registrar's office, and the registrar's office confirms their schedule.

Student Files

Advisors are provided files on each student. These files contain previous transcripts, ACT/SAT test scores and a copy of the student's application. These files are confidential and are protected under FERPA. To learn more about FERPA, please review the FERPA training slide show at forms.ovu.edu.

Advisors should keep a log of student visits, advising notes and other pertinent information in the student files.

Student Load

- For a student to be considered full-time, the minimum load is 12 credit hours.
- To take more than 18 credit hours, a student must receive special permission from the provost.
- In no case will a student be allowed to take more than 21 credit hours.

Prerequisites

Prerequisites must be taken prior to the semester a student chooses to enroll in a course with prerequisites. If a student needs to take the courses as co-requisites, the dean of the college must provide approval. See Course Descriptions in the catalog for listings of prerequisites.

Co-requisites

Some courses have co-requisite courses that must be taken the SAME semester as the course the student is choosing to enroll in. Almost all science courses have a co-requisite lab.

Independent Study

Students desiring an independent study course must submit, in cooperation with the teacher who would guide such study, a learning contract to the provost, who must approve it prior to registration for the semester involved and before work begins. Learning contract forms are available from the registrar,

Students may not take a course by independent study if it is possible to take the course in the classroom. The provost may grant exceptions to this policy in certain circumstances.

Developmental Courses

Ohio Valley University offers developmental courses to students who are not yet ready to complete college level courses. Students must follow the progression of these courses until they successfully complete the sequence of courses and one college level course in that area (i.e. MAT080, MAT090 and MAT146 or MAT147).

Students who fail a developmental course must retake the course until they are successful in the course.

Repeating Courses

To Improve Grades

Students may repeat only those courses in which they have earned a grade of C or below. When a course is repeated, the most recent grade is the one counted in computing the grade point average.

For Additional Credit

In most cases, credit can only be earned once for each course; ordinarily, if a student repeats a course, the student will earn no additional credit, and Ohio Valley University will compute the most recent grade for a course. However, certain courses are repeatable for additional credit. See catalog for list of qualifying courses.

Repetitions

To determine whether a student meets the minimum requirements for GPA and for the number of credit hours completed, Ohio Valley University will compute only the most recent grade for a course that has been repeated to remove a lower grade. If a student has already earned credit hours for a course, repeating it to earn a higher grade will not earn additional credit hours.

Withdrawals

A grade of W (withdrawal) does not affect a student's GPA. A W, however, can cause the student to fail to earn the minimum number of credit hours required each semester and thus cause a student's academic standing to be lowered.

Consortium Agreements

If a student needs to enroll in courses that are not being offered by Ohio Valley University in order to fulfill program requirements, a consortium agreement may be entered into with another college or university, called a host institution. The host institution must agree to the consortium contract.

Once a student has completed the courses at the host institution, a transcript of the student's work must be sent to Ohio Valley University.

Enrolling in courses at a host institution may affect a student's financial aid.

Withdrawal from the University

During a fall or spring semester, a student who decides to drop all classes and leave the university on or after the first day of classes must follow the steps for a complete withdrawal. This option applies only to the regular fall and spring semesters.

-A student may initiate the withdrawal with the dean of students in person, by phone, or by email, with the date of the initial contact counted as the date of withdrawal.

-A student may not initiate withdrawal after the Friday before final exams.
-To process a complete withdraw from the university, a student must complete the steps listed in the catalog.

Satisfactory Academic Progress

Satisfactory academic progress guidelines are instituted to ensure that students are making progress toward meeting graduation requirements. To maintain satisfactory academic progress, a student must:

-Achieve a minimum number of hours each semester of full-time enrollment (9 in fall and spring and a total of 24 for the year).
-Achieve a minimum cumulative GPA of 2.0.

Each semester, to be considered in good academic standing, a student must achieve minimum grade point averages and earn a minimum cumulative number of credit hours. The requirements for the first four semesters of enrollment at OVU are shown in the chart below.

Semester of Enrollment at OVU	Minimum Semester GPA	Minimum Cumulative GPA	Minimum Number of Credit Hours Earned (Cumulative)
First	2.0	2.0	70% of attempted hrs.
Second		2.0	18 / 70% of attempted hrs.
Summer		2.0	24 / 70% of attempted hrs.
thereafter		2.0	9 per semester 24 per year/ 70% of attempted hrs.

To remain in good academic standing during the fifth semester of enrollment at OVU and each subsequent semester, a student must earn a minimum GPA of 2.0 and successfully complete at least 9 credit hours.

All students being placed on an academic status must sign an agreement of understanding with advisors before they can be enrolled for the next semester. To download the form for your students, please go to forms.ovu.edu.

Academic Initial Warning

If a student in good academic standing fails to achieve either the minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic warning. (However, if a student in good academic standing earns a semester GPA below 1.0, he or she will be placed on academic final warning.)

Students on initial warning may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Also, a student on academic initial warning will be placed on warning for financial aid eligibility.

Academic Final Warning

If a student on academic in initial warning fails to achieve either the minimum cumulative GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on either academic final warning or academic suspension. If the student's semester GPA is below 1.0, the status will be academic suspension; otherwise, the status will be academic final warning. In addition, a student in good academic standing who earns a semester GPA below 1.0 will be placed on academic final warning.

Students on academic final warning may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned.

- May not hold an elective campus office

- May not represent Ohio Valley University in public functions off campus unrelated to an academic course
- May not compete in intercollegiate athletics.
- Are limited in their academic load to fifteen credit hours (sixteen if a laboratory science course is included)
- Will be placed on probation for financial aid eligibility.

Academic Suspension

If a student on academic final warning fails to achieve the required minimum GPA requirements or fails to earn the minimum number of credit hours required, he or she will be placed on academic suspension. If a student on academic initial warning earns a semester GPA below 1.0, he or she will be placed on academic suspension.

A student on academic suspension will not be permitted to:

- Enroll at Ohio Valley University as a full-time student
- Will not be allowed to participate in on-campus activities
- Will not be permitted to represent Ohio Valley University in any public functions.

Students on academic suspension may enroll for up to six credit hours per semester at Ohio Valley University, but they are not eligible for federal or institutional financial aid.

Academic Forgiveness

Academic forgiveness is a program that enables students returning to Ohio Valley University after an absence of three or more years the opportunity to begin a new cumulative GPA; in other words, if a student is granted academic forgiveness, the student’s GPA will no longer be affected by grades earned during his or her previous enrollment(s). The program is designed for

students who earned low grades during the previous enrollment but who are doing well during their current enrollment—it prevents their current cumulative GPA from being penalized by low grades earned during the previous enrollment.

When academic forgiveness is granted, no grades (whether low grades or high grades) from the previous enrollment will be computed in the student’s cumulative GPA. Credit hours earned during the previous enrollment will generally continue to count toward the student’s degree program, with this exception: no more than six credit hours of D work from the previous enrollment will continue to count toward the degree (in other words, a student who earned more than six credit hours with a grade of D will lose some credit hours that had been awarded previously). If the student is granted academic forgiveness, all decisions based on GPA and the number of credit hours earned (satisfactory academic progress, academic honors, scholarships, etc.) will be based on the new cumulative GPA and the revised number of credit hours earned.

To qualify for the program, several conditions must be met:

- The student must fill out an application form; the application form is available from and should be submitted to the registrar’s office.
- The student must not have been enrolled at OVU during the three years previous to the current enrollment.
- A student must apply for the program within the first two semesters of re-enrollment at OVU (or, for a part-time student, before 24 credit hours have been earned).
- A student cannot be on academic probation at the time of application.
- Before academic forgiveness is granted, during the current enrollment period the student must complete a minimum of 12 credit hours with a 2.0 GPA; furthermore, the student must be in good academic standing before academic forgiveness can be granted (though students on academic warning may apply).

Students applying for the academic forgiveness program should be aware of the following:

- The academic forgiveness program is not beneficial for all students who return to OVU; a student should discuss the advantages and disadvantages of the program with his or her academic advisor.
- Academic forgiveness can be granted only once, and once it has been granted, it will not be rescinded.
- Some degree programs require minimum grades in certain courses in order for the course to fulfill program requirements; a student who had taken such a course during the previous enrollment and not received the minimum grade will still need to re-take the course to earn the minimum required grade—in other words, academic forgiveness does not negate any minimum course grade requirements.
- A student receiving academic forgiveness must still bear all financial obligations incurred during the previous enrollment; these obligations are not affected by academic forgiveness.
- Students granted academic forgiveness do not receive additional semesters of financial aid eligibility; the student’s complete academic history will be reviewed when eligibility for financial aid is determined.

New Forms

All forms are available for easy printing at forms.ovu.edu



Advisee Responsibilities Agreement Form

Each student at Ohio Valley University is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the university's expectations, requirements, and resources, and to help students complete a degree successfully. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

It is also the student's responsibility to:

1. Maintain accurate information on their advisor, including name, office location and hours;
2. Contact and make (and keep) regular appointments to meet with their advisor during the semester or as needed;
3. Be prepared for their advising session and bring any appropriate resources or materials;
4. Contacting the advisor if it is necessary to cancel or reschedule an appointment, recognizing that everyone's time is valuable;
5. Actively assist their advisor in identifying and clarifying their personal values, abilities, interests and goals;
6. Follow through on actions and recommendations that are identified, developed and agreed upon between them and their advisor during the advising session;
7. Maintain academic integrity and will be honest and forthright with their advisor so he/she may give them the best advice available for their particular interests or problems;
8. Accept the final responsibility for all decisions made regarding their academics while attending OVU or any other programs affiliated with the university.

I have read and understand my responsibilities as an advisee of _____ at Ohio Valley University.

Student Signature

Date

Advisor Signature

Date



Academic Standing Statement of Understanding

Student Name: _____

Academic Standing: _____

Semester/Year: _____

Please review the Satisfactory Academic Progress Policy (begins on page 18 of the 2011-12 catalog) with your advisor in order to identify and review the information below that describes your current academic standing. After you have reviewed the policy, please sign the statement of understanding below.

Academic Warning

Students on warning may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Also, a student on academic warning will be placed on warning for financial aid eligibility.

If a student on warning earns the required minimum GPA and minimum number of credit hours (standard rule is 12 hours AND a 2.0 GPA for each term), he or she will be returned to good academic standing. If a student on warning does not make satisfactory academic progress, he or she will be placed on either academic probation or academic suspension, as explained below.

Academic Probation

Students on academic probation may be limited in the number and/or variety of extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. Furthermore, as the purpose of probation is to encourage students to concentrate on their studies to avoid suspension, a student on probation may not hold an elective campus office, may not represent Ohio Valley University in public functions off campus unrelated to an academic course, and may not compete in intercollegiate athletics. Students on probation are limited in their academic load to fifteen credit hours (sixteen if a laboratory science course is included). Also, a student on academic probation will be placed on probation for financial aid eligibility.

If a student on probation earns the required minimum GPA and minimum number of credit hours (standard rule is 12 hours AND a 2.0 GPA for each term), he or she will be placed on academic warning. If a student on academic probation does not make satisfactory academic progress, the student will be placed on academic suspension. For an explanation of academic suspension, see page 20 in the 2011-12 catalog

Statement of Understanding

I, _____, have reviewed the Satisfactory Academic Policy with my advisor and understand that I must successfully achieve the minimum number of hours and minimum GPA (generally, you must pass 12 credit hours AND earn a 2.0 GPA for each term) identified in the Satisfactory Academic Progress Policy to improve my academic standing at Ohio Valley University.

This form must be signed by all of the individuals listed below before the registration hold on your account will be removed. Please return the completed copy to the Registrar's office.

Student Signature/Date

Academic Advisor/Date

Dean of Student Success/Date

Registrar or Assistant Registrar/Date



**OHIO VALLEY
UNIVERSITY**

Incomplete Grade Application Form

Incomplete grades can be awarded for students who could not complete assigned work for the class because of an extraordinary life-event, such as illness, emergency, or special circumstances that prevented the student from completing the course work within the semester dates. To be considered for the award of an incomplete, please complete this form and submit it to the registrar's office seven days prior to the last day of classes. Final approval will be by the vice president for academic affairs.

A grade of I (incomplete) becomes a grade of FI (failure to finish an incomplete) if the course work is not completed within six weeks (ten weeks in the School of Professional Studies) after the close of the semester or session.

Student Name: _____

Date: _____

Course Number/Section: _____

Instructor: _____

Reason for Request: _____

Student Signature

Instructor Signature

Dean of College (of the course)

Vice President for Academic Affairs

Registrar

<p>Vice President of Academic Affairs Office</p> <p>Approved: _____ Not Approved: _____</p> <p>Date Reviewed: _____</p>
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TECH TALK



E-Mail

Please note that your Ohio Valley University Email account is the official email account that will be used by OVU officials to contact you.

To log in to your new email,

1. Open a browser (Internet Explorer, Firefox, e.g.)
2. Go to Outlook.com
3. Your OVU e-mail address is in the format `firstname.lastname@myovu.net`

You are encouraged to check your OVU email account regularly and often. Outlook has several convenient features, including Contacts and a Calendar. If you will not check this account regularly, be sure to forward your emails to the account you will check most regularly.

Instructions for Forwarding Email

To forward your email to an offsite account, do the following:

1. Open your school email account in Outlook
2. Click on “Options” on the top right-hand side of the screen
3. Click on “Create an Inbox Rule”
4. Click on “New”
5. In the box that says “*When the message arrives” select “Apply to all messages”
6. In the box that says “Do the following” select “Redirect the message to...”
7. Enter the address that you want your mail sent to in the “to” box and save.

There is a tutorial at

http://help.outlook.com/en-US/140/ms.exch.ecp.LearnRedirectTo.aspx?s=EDU_Org_Own_E14_R5

Ohio Valley University Windows Network Information

How to log on to the network

1. At the sign-on screen, press CTRL, ALT and DELETE at the same time.
2. Enter your USERNAME and PASSWORD (The domain should be set to CAMPUSOVU).
3. Press ENTER or click on OK.

How to change your password

1. While signed on with your account, press CTRL, ALT and DELETE at the same time.
2. Click on CHANGE PASSWORD...
3. Type in your current password in the OLD PASSWORD box.
4. Type in a new password in the NEW PASSWORD box. (See password requirements below.)
5. Re-type the new password in the CONFIRM NEW PASSWORD box.
6. Press ENTER or click on OK.

How to sign off the network (ALWAYS SIGN OFF WHEN LEAVING)

1. Click on START in the lower left-hand side of your screen.
2. Click on SHUT DOWN...
3. Select LOG OFF *your username*.
4. Press ENTER or click on OK.

-OR-

1. Press CTRL, ALT and DELETE at the same time.
2. Click on LOG OFF...

Password requirements

1. Must contain at least 10 characters.
2. Must contain at least 3 of the following 4 character types: number, uppercase letter, lowercase letter, and/or symbol.
3. You should NEVER UNDER ANY CIRCUMSTANCE give out your password to anyone, including friends, family or faculty/staff members. The ONLY exception is the IT staff (Chris Lang or Stan Inman) when we are fixing or adjusting your account.

Other things to know

1. ALWAYS remember to sign off before leaving the computer. You are responsible for any activity performed under your USERNAME. The best way to be sure that no one ever does this is to ALWAYS sign off, NEVER give out your password and use a complex password.
2. Printing is based on your USERNAME. You will start off with a \$5.00 account balance and can add money to your account through the Business Office.
3. You have a personal directory (the H drive) on the student file server that is accessible through most computers on campus.
4. If you have questions you may ask:
 Stan Inman at Ext # 6114 Chris Lang at Ext. # 6107

Please be patient, as the IT staff is always very busy. We will do our best to help you as quickly as possible.

MyLink Instructions

Logging On

1. Use any Web browser, such as Internet Explorer or Mozilla Firefox.
2. Go to mylink.ovu.edu.
3. Your login ID and password are on the card provided for you.

Viewing Schedule of Classes

1. Choose "Course Schedule" under Courses.
2. Click on the appropriate term.

Viewing Grades

1. Choose "View Grades" under "Courses."
2. Click on the magnifying glass on the appropriate year and term.

Viewing Account Information

1. Choose "Account Information," "Current Balance," or "Financial Aid" under "Money"
2. Choose appropriate term.

Logging Off

Click "Log off." **(Please make sure you log off every time you leave your workstation or others may be able to view your information.)**

Sakai Login

Logging On

- Use any Web browser
- Go to ovu.edu and use the drop-down list box on the right-hand side and click on "Sakai"
- Or go to lamp.acaweb.org

- Your user id and password are on the card provided for you.