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EARLY COLLEGE DUAL CREDIT STUDENT HANDBOOK

Policies and Procedures for Current and Prospective
Students and Parents

2019-2020

Dual Credit Program
Oakland City University
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<http://www.oak.edu/academics/dual-credit.php>

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General Information

Program Overview

Oakland City University (OCU)’s Early College Dual Credit Program began in 2005, as a way to partner with local high schools to offer concurrent enrollment courses for high school students. Early College Dual credit courses at OCU are taught by approved high school teachers who follow approved course syllabi that correspond with on-campus courses. Since then, the Dual Credit (DC) Program at OCU has continued to grow. In the 2013-2014 school year alone, approximately two thousand high school students from twenty-seven schools earned college credit through partnerships with OCU.

Why should I enroll in dual credit courses?

There are many benefits of enrolling in Early College dual credit courses:

- Saving money on college tuition. Early College Dual credit courses are much cheaper than undergraduate courses.
- Meeting the requirements for an Academic Honors Diploma.
- Becoming familiar and confident with college-level coursework.
- Building additional flexibility for college. Early College Dual credit courses often satisfy general education requirements and electives, so students can graduate college early, or use the additional time to study abroad, pursue a second major, seek internships while in college, and/or begin a graduate program early.

What degree will I earn with OCU?

The Early College Dual Credit Program will offer the courses required to earn an Associate in Arts in University Studies. The degree requires 27 Foundational courses. 33 content courses of the student’s choice are available giving a total of 60 credit hours for the degree. The student must maintain at least a 2.0 GPA or higher. (See Appendix E)

Does my school offer dual credit through OCU?

OCU partners with many high schools across southern Indiana. Each partner school has established a Dual Credit Articulation Agreement with OCU to offer specific courses for dual credit. Each partner school has also designated a **Dual Credit School Liaison**, or the main contact person for OCU dual credit related issues.

In the 2019-20 school year, OCU is partnering with the following schools and DC School Liaisons. University staff and faculty work with school administrators, Dual Credit school liaisons, and instructors in partner schools.

HIGH SCHOOL	OCU DUAL CREDIT CODE	DUAL CREDIT SCHOOL LIAISON	EMAIL ADDRESS
Barr-Reeve	DC 26	Chastity Sward	csward@barr.k12.in.us
Boonville	DC 40	Stacey Flamion	sflamion@warrick.k12.in.us
Heritage Hills	DC 8	Todd Wilkerson	twilkerson@mail.nspencer.k12.in.us
North Daviess**	DC 18	Beth Smith	bsmith@ndaviess.k12.in.us
North East Dubois	DC 11	Kristi Boeglin	kboeglin@nedubois.k12.in.us
Princeton	DC 23	Carrie Englebrecht	cengelbrecht@ngsc.k12.in.us
Shoals	DC 16	Jessica Hert	hertj@shoals.k12.in.us
Triton Central	DC 10	Joleen Lancaster	jlancaster@nwshelbyschools.org
Washington Catholic	DC 59	Rebecca Birchler	rbirchler@evdio.org
West Washington	DC 13	John Harkness	harknessj@wwcs.k12.in.us
Wood Memorial	DC 9	Beth Terry	e.terry@teachers.egsc.k12.in.us

** Early College Dual Credit program

Application and Registration Information

Who can enroll in Early College dual credit courses at OCU?

To enroll in Early College dual credit courses offered in partnership with OCU, high school students must complete an application, be accepted as a non-degree high school student, register for courses by the designated due date, pay tuition to the OCU Business Office, and successfully complete course assignments and assessments.

Students who wish to be admitted to OCU's Early College Dual Credit Program must meet the following requirements:

- Be a student wanting to earn an Associate in Science in Universities Studies, and
- Have a GPA of at least 2.5 (on a 4.0 scale), and
- Have earned at least a score of 940 on the PSAT, or a score of 860 on the SAT, or a score of 18 on the ACT. ****note****if the PSAT was taken prior to the 2016 update scoring, the minimum is 129
- Core 40 students will need a minimum GPA of 3.0. If the student has a qualifying GPA, test scores are not needed

In addition, some OCU courses may have additional prerequisites. Students must also meet such course prerequisites established by OCU academic departments.

How do I register for Early College dual credit courses?

There are two types of Early College dual credit students who want to earn credits through OCU: new students and returning students. The information below describes registration and application requirements by OCU. However, the application/registration process differs from school to school. Interested students should consult with their dual credit instructors about specific procedures for collecting forms and payment at their school.

Returning Early College Dual Credit Students

To enroll for Early College dual credit courses, high school students who have already been admitted to OCU's Early College Dual Credit Program must submit the following:

1. Go to this link to complete a preliminary enrollment form to enter the student into our computer system <https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>
2. A completed **Dual Credit Student Application/Registration form**. The form is available online at <http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf>, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors; and
3. **Tuition** payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school. Payment may be in the form of a check made out to Oakland City University (or OCU). **No cash please**. No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

New Early College Dual Credit Students

High school students who have never taken dual credit courses with OCU must be admitted to the program and register for courses. New students must submit the following:

1. Go to this link to complete a preliminary enrollment form to enter the student into our computer system <https://myocu.wufoo.com/forms/p1xar3ys0p01w0l/>
2. A completed **Dual Credit Application/Registration form**. This form contains application information as well as a list of courses the student wants to register for. The form is available online at <http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf>, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors;
3. A copy of the student's **High School Transcript**, with GPA and standardized test score (PSAT, SAT, ACT) information, and
4. **Tuition** payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school. Payment may be in the form of a check made out to Oakland City University (or OCU). **No cash please**. No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

Students who meet program entry requirements will receive an acceptance letter from OCU welcoming them as Early College dual credit students once their application is processed. Students who do not meet these requirements will receive a letter of denial with information about the decision. Any payment submitted along with the *DC Student Application/Registration form* will also be returned to the student or the school (depending on how payment for courses was submitted).

A student may be conditionally accepted if the high school GPA is slightly under the required GPA or if the PSAT score is near the required score and the student is planning on taking the PSAT again. The student will be reevaluated after the first year or when the new PSAT scores are received. The student and parents will be sent a letter explaining the conditional acceptance. The reevaluation of the GPA will include the review of the high school GPA and the GPA on the student's OCU transcript. If the student has met the requirements for general admission, he/she may continue in the Early College Dual Credit Program. If the requirements are not met, the student will not be allowed to enroll in dual credit courses until his/her GPA or test scores meet general admission requirements. A letter will be sent to the student and parents stating the results of this review.

It is very important that students submit payment along with their forms. Application/Registration forms will not be processed until all information in the form, high school transcripts and scores (for new students), and payment have been received.

Can I transfer credits from another college/university?

No, it is expected that all credits are earned through Oakland City University.

What student resources are available to me?

Early College Dual credit students have access to the Barger-Richardson Learning Resource Center. They may access resources from the library's website (<http://oak.oak.edu/>), or come to campus and visit the library (605 W. Columbia Street, Oakland City, IN 47660).

In order to access library resources, students must complete an online form at <http://intranet.oak.edu> or the full address is <http://intranet.oak.edu/library/Discover.html> .

To ask questions or make comments about library services please call (812) 749-1269 or visit <http://oak.oak.edu/ask.htm>.

Course Information

What courses are offered at my school?

The degree requires specific courses. They are listed below.

How much do courses cost?

Tuition for all OCU Early College dual credit courses is set at **\$25 per credit hour**. Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition *completely* waived. These students **do not need to pay** for dual credit courses but must still submit application and registration information.

In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their *DC Student Application/Registration form*, and the DC School Liaison must provide written confirmation that the student qualifies for the lunch program.

The following courses are being offered for dual credit in partnership with OCU's Early College Dual Credit Program in the 2019-20 school year:

Course Number	
ART 110	2-D Design
ART 111	3-D Design
BIB 205	New Testament Literature
BIO 111	Principles of Biology I/lab

BIO 112	Principles of Biology II/lab
ENG 101	English Composition II
ENG 102	English Composition II
CHEM 101 & L	General Chemistry/lab
COMM 202	Fundamentals of Public Speaking
CS/ART 120	Web Design I
ENG 201	Masterpieces of World Literature
ENG 210	Introduction to British Literature
ENG 405Y	Yearbook
ENG 215	Introduction to American Literature
GOV 201	American Government and Politics
HIS 201	Indiana History
HIS 103	Contemporary World History
HIS 241	Introduction to American History
HIS 242	Introduction to American History
HIS 243	Contemporary American History
MATH 115	College Algebra
MATH 120	Trigonometry
MATH 216	Analytical Geometry & Calculus
MUS 109	Choir
MUS 119	Guitar
PHSC 101	Introduction to Physical Science
PSY 101	General Psychology
SPAN 101	Beginning Spanish I
SPAN 102	Beginning Spanish II
T 101	Freshman Foundations

The course descriptions for these courses can be found in Appendix C. Course descriptions can also be found in OCU's Undergraduate Catalog available at <http://www.oak.edu/academics/>.

Is there any financial assistance?

Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition *completely* waived. These students **do not need to pay** for dual credit courses.

In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their *DC Student Application/Registration form*, and the Dual Credit School Liaison must provide written confirmation that the student qualifies for the lunch program.

When and how do I pay for courses?

Payment for courses must be received **at the time of registration**. Payment may be in the form of a check made out to Oakland City University (or OCU). No cash please. No payment plans are allowed. Debit/credit cards may be used by contacting the OCU Business Office at 812-749-1243.

It is very important that students submit payment along with their forms. Application/Registration forms will not be processed until all information in the form, high school transcripts and scores (for new students), and payment have been received.

OCU prefers not to accept cash as payment for courses, but individual schools may establish their own ways of collecting payment for dual credit courses. Parents and students should contact a dual credit instructor or the DC School Liaison for information about how payment for dual credit courses is collected at their school.

For the 2019-20 school year, student *Dual Credit Student Application/Registration* forms and payment, along with transcripts for new students, must be received no later than:

- Fall and Year-long Courses: Friday, September 6, 2019
- Spring Courses: Friday, February 7, 2020

Students must register for year-long courses in the Fall semester. Spring registration for year-long classes will be accepted only under extenuating circumstances.

Dropping or Withdrawing from a DC Course

Can I drop a dual credit course after registration?

Enrolling in a college course is a financial and academic commitment. Prior to course enrollment, high school staff should advise students about dual credit course registration and the consequences of withdrawing from a course.

However, certain circumstances outside the student's control may require a drop from dual credit course. For example, a student may be dropped from a dual course because:

- the student transferred schools mid-semester or mid-year (in the case of year-long course) and did not complete the course, or

- the student or the student’s parent requested him or her to be withdrawn from the course for health reasons or other circumstances outside of the student’s control, or
- the student was transferred to another high school section of the same course not taught by an approved OCU dual credit instructor, or
- the student was transferred to a different high school course that is not approved for dual credit with OCU, etc.

Dual credit course drops should be the **exception**, not the norm. OCU will honor drop requests only in cases where circumstances outside the student’s control require that the student drop the dual credit course.

Withdrawing a student from a dual credit course will only affect his/her OCU transcript, not the student’s high school transcript. In some cases, a student may be withdrawn from the dual credit part of the course yet remain enrolled in the high school portion of the course.

How do I drop a dual credit course?

Students who wish to drop a dual credit course should contact their dual credit instructor or the DC School Liaison at their school. The DC School Liaison will work with the student to complete a *DC Change of Registration form (Appendix B)* and send it to the DC Coordinator via email or U.S. mail. To ensure the drop request is processed in a timely manner, all information and signatures on the form must be completed at the time of submission.

What is the deadline for dropping a course? Will I get my money back?

The following chart outlines withdrawal deadlines for the **2019-20 school year**:

	Deadline	Transcript Notation	Refund
Semester-long courses starting Fall 2019	Sept. 27, 2019	Course will not appear on OCU transcript	Full refund
	Oct. 25, 2019	Course will not appear on OCU transcript	No refund
	After Oct. 25, 2019	Course will appear on OCU transcript with a “W” (withdrawn)	No refund
Year-long courses starting Fall 2019	Sept. 27, 2019	Course will not appear on OCU transcript	Full refund
	Oct. 25, 2019	Course will not appear on OCU transcript	No refund
	After Oct. 25, 2019	Course will appear on OCU transcript with a “W” (withdrawn)	No refund

Semester-long courses starting Spring 2020	Feb. 15, 2020	Course will not appear on OCU transcript	Full refund
	Mar. 14, 2020	Course will not appear on OCU transcript	No refund
	After Mar. 14, 2020	Course will appear on transcript with a “W” (withdrawn)	No refund

Can I drop a dual credit course if I’m getting bad grade in it?

Unless a student is dropped from a dual credit course, the course and final course grade will appear on the student’s OCU transcript whether the student earned a good grade or failed the course.

OCU will honor drop requests only in cases where circumstances outside the student’s control require that the student drop the dual credit course. **Students will not be able to drop dual credit courses just because they have earned poor grades.** Additionally, dual credit course drops will be recorded on the OCU transcript according to the deadlines described above.

If a parent and/or student is concerned about the student’s progress in a dual credit course, they should contact the dual credit instructor and discuss ways in which the student can improve his or her performance in the course. This conversation should happen early enough in the course to ensure that the student has had a fair chance to earn a satisfactory final grade.

Grades

How are my grades recorded?

Dual credit students earn a high school grade as well as an OCU grade. After a student completes a dual credit course, the dual credit instructor or the school’s DC School Liaison submit final grades to OCU. These grades are then recorded on an official OCU transcript. High school grades are based on the specific grading scale used at the school. Grades recorded in the OCU transcript are based on OCU grading scales established by each academic department. The grading scales should be included in the syllabus for the course.

Why are my high school and dual credit grades different for the same course?

Dual credit students earn both high school and college credit for their coursework. High school grades are based on the specific grading scale used at the school, but the OCU grade is based on the University’s grading scale. Because these two grade scales may be different, the high school grade for a dual credit course may be different from the OCU grade for the course.

For example, many high school grading scales include an “A+” category equivalent to 97% or higher, whereas OCU’s scale does not. If a high school student earned an “A+” on his/her high school course, that grade would be recorded as just an “A” on his/her OCU transcript because OCU does not have an A+ category.

What happens if I do poorly in a dual credit course?

Unless a student is dropped from a dual credit course, the course will appear on the student's OCU transcript whether the student earned a good grade or failed the course. **Students will not be able to drop dual credit courses just because they have earned poor grades.**

If a parent and/or student is concerned about the student's progress in a dual credit course, they should contact the dual credit instructor and discuss ways in which the student can improve his or her performance in the course. This conversation should happen early enough in the course to ensure that the student has had a fair chance to earn a satisfactory final grade for the course.

Graduation and Honors

How do I apply for Graduation and is there a fee?

The application for Graduation will be found on the OCU website www.oak.edu and must be completed by the end of January.

All Oakland City University graduates will be charged a \$75 graduation fee whether or not they attend the Commencement ceremony. The fee covers the expense of the diplomas, honor cords, programs, postage and other items involved in ceremony. Payment can be made at the time of completing the application or any time before the Commencement ceremony.

When is Graduation and will I be eligible for Academic Honors?

Oakland City University has one commencement ceremony for all graduates. It is **the first Saturday of May** at the Johnson Center on the Oakland City University campus.

The Early College Dual Credit program students will be eligible for Academic Honors upon completion of the requirements for the Associate in Arts in University Studies. Honors are determined by the final cumulative GPA that appears on their OCU transcript. Cum Laude requires a GPA of 3.5 to 3.69. Magna Cum Laude requires a GPA of 3.70 to 3.89. Summa Cum Laude requires a GPA of 3.9+. Honor cords will be given to the student at the time of the commencement ceremony. The student will wear the cords during their high school's graduation ceremony as well. The earned Honors will appear on the student's diploma and on their final transcript.

What cap and gown will I need to wear and how do I get a tassel?

Early College Dual Credit graduates will wear their high school's cap and gown. The student will need to order an OCU tassel to wear to the ceremony. The ordering and purchase will be handled through the Oakland City Campus Store and the Dual Credit Coordinator with the assistance of the Dual Credit Liaison at the high school. The tassel will also be worn during the high school's graduation ceremony.

What will be my graduation date?

The graduation date for the Early College Dual Credit program will be determined each year. It is dependent upon the last day of the high school's academic year. The date usually will be a July date. Degrees will not be posted on the transcript until that date. Allow 6-8 weeks from the graduation date to receive the diploma. A free official transcript will be sent with the diploma.

Transferring Credits

How do OCU credits transfer to another college or university?

When a student completes a dual credit course with OCU, the dual credit instructor for the course or the DC School Liaison submits a final grade to OCU. An OCU transcript is then generated to show that the student earned OCU college credits for that course.

High school students can easily transfer dual credits earned through OCU to other colleges and universities. Each receiving university or college has its own transfer procedures and transferability criteria for individual courses, but most schools require that official transcripts are sent to the institution's Admissions office.

The best way to ensure that dual credit courses can successfully transfer to a particular institution is to **check with the receiving institution's Registrar** about course equivalencies and requirements for specific degrees before enrolling for dual credit courses.

How do I get my OCU credits transferred to another college or university?

Most colleges or university require students to send official college transcripts to their Admissions Office in order to transfer credits from a different institution. There are several ways to request official OCU transcripts:

- **By Mail:** Complete a *Transcript Request Form* and send payment to OCU's Registrar. More information about requesting transcripts by mail, including a downloadable *Transcript Request Form*, payment and address information, is available at <http://www.oak.edu/academics/request-transcript.php>. Electronic transcripts cannot be ordered through this process.
- **Online:** Transcript orders can be placed anytime by visiting www.oak.edu/transcripts. When ordering online, payment must be made with a valid credit or debit card. You will have a choice of having it mailed or electronically sent. If an electronic transcript is ordered, the student must provide in the request the email address for the person/dept. who is to receive it.

In order to make sure that requested transcripts contain grades for all dual credit courses taken and the degree posted, parents and students should specify that they would like the transcript request be placed on hold until the degree is posted. For additional questions or concerns, please contact OCU's Registrar (registrar@oak.edu) or DC Coordinator (dualcredit@oak.edu).

What if I want to do my Bachelor's degree at OCU?

Graduating high school students who have earned credits through OCU can easily apply as degree-seeking students and transfer credits towards a Bachelor's degree at OCU. Dual credit students are

already “pre-approved”, but must still submit an official application and other required documentation to finalize the process and qualify for scholarships and financial aid.

Dual credit students who enroll as a degree-seeking students do not need to request an OCU transcript, but should mention having earned OCU credit to their OCU academic advisor to make sure they are placed in the appropriate courses.

For more information about how to apply for admission to OCU as a degree-seeking student, visit <http://www.oak.edu/admissions/high-school.php>.

Students Rights, Responsibilities and Conduct

What’s expected of me as a dual credit student?

Dual credit students are expected and required to abide by the laws of the State of Indiana and of the United States, as well as the rules and regulations of Oakland City University. These include respecting the rights of others, and refraining from any conduct that tends to obstruct the work of the University, or that is injurious to the welfare of the University. The OCU *Student Handbook* has information about these policies and expectations and is available online at <http://www.oak.edu/assets/ck/files/StudentHandbook.pdf>.

What is academic misconduct?

Academic misconduct refers to any behavior that is against the academic rules established by OCU. Plagiarism and cheating are the most common examples of academic misconduct. According to the OCU *Student Handbook*, “students are expected to respect and uphold accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, though occurring in many forms, in essence involves the presentation of another person’s work as if it were the work of the presenter. Students guilty of plagiarism or cheating in OCU dual credit courses may be suspended from the course and receive a failing grade.” (*University Policies - Copyright section*).

If a dual credit student is found to have cheated or plagiarized material, the dual credit instructor will inform the DC School Liaison and the DC Coordinator of the situation. OCU will defer to the high school administrations and staff to determine whether the student should continue to be enrolled in the course for credit, or if the student should receive a failing grade.

FERPA and Student Records

Who has access to my information?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents certain rights regarding their children’s education records. FERPA gives students’ parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

In the case of dual credit students, who technically enroll in both secondary and post-secondary institutions simultaneously, FERPA dictates that *“the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.”* (FERPA FAQs #7, U.S. Dept. of Education; <http://www2.ed.gov/policy/gen/guid/fpco/faq.html>).

OCU has established its own FERPA policy in accordance with federal guidelines. For more information about OCU’s FERPA policy, see *Appendix D*.

Do I need to do anything about FERPA after I graduate from high school?

Once high school students graduate and enroll in a postsecondary institution (i.e., a college or university), students can designate specific persons to whom they would like to grant access to their FERPA or education record information. Students must complete OCU’s *FERPA Release Form* in order to authorize Oakland City University to release any information concerning their student file, student account, financial aid received/pending, or loans that have been/will be distributed to them, to a specific list of people. To complete this form, visit <http://www.oak.edu/ferpa/>.

Appendices

Appendix A: Dual Credit Student Application/Registration Form

In order to complete the Dual Credit Student Application/Registration form, the student must go to the link <http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf> to provide the required information. There are dropdown boxes on some items to assist in selecting the correct response. The Red areas are required to complete. The student will need to print the form, obtain all of the signatures, and give the form with payment to the Dual Credit Liaison. The student is to provide a non-high school email address. The registration will not be processed without the Social Security Number or signatures of the instructor/counselor, the parent and the student. The following is a sample of the form. The form that appears online will have a different look but will request the same information.

Dual Credit Student Application/Registration Form

(New students must attach a high school transcript and standardized test scores)

School: _____ Dual Credit School #: _____ Dual Credit Student Status: ___ New ___ Returning
 Last/First/Middle Name: _____ Date of Birth: _____
 Address: _____ Social Security Number: _____
 City: _____ Zip: _____ County: _____ Home phone: _____
 Parent/s Name/s: _____ Cell phone: _____
 Student Email (non-high school): _____

Demographic Data:

Citizenship: ___ US ___ Other Name of country of citizenship and visa type: _____
 Are you a permanent resident of the United States? ___ Yes ___ No
 Race/Ethnicity:
 ___ American Indian or Alaskan Native ___ Black or African American ___ White ___ Asian ___ Hispanic
 ___ Native Hawaiian or Pacific Islander ___ Two or more races ___ Unknown
 Gender: ___ M ___ F Free and Reduced Lunch: ___ Yes ___ No

Academic Data

HS Classification: Freshman Sophomore Junior Senior Expected Graduation Year: _____
 Course Registration Term: Fall Spring Year: _____

DEPT	NUM	SEC (Same)	Instructor	Credit Hours

Advisor/Instructor Signature: _____ **Date:** _____

I agree to pay \$25 per credit hour for all courses unless I qualify for the Free or Reduced Lunch program at my high school, in which case I will receive 100% tuition assistance. I understand that unless I provide all information requested on this form, along with payment, my application/registration will not be processed. Should my check be returned for insufficient funds, I expressly authorize my account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is my acknowledgement and acceptance of this policy and its terms and conditions. If it becomes necessary to enforce payment of this account, I, or my parents if I am under the age of 18, will be responsible for any attorney fees, court costs, collection cost, and cost or fees incurred as a result of referring my account to a collection agency, including any percentage based collection agency fee which is commonly 33 1/3 percent of the owed debt. OCU will not release transcript or diplomas until all debts are fully paid. I certify that the statements included in this application are accurate and true to the best of my knowledge, and authorize my high school/previous schools to furnish academic and personal information, including official high school transcript and standardized test scores, to Oakland City University staff as requested.

By signing below, I am acknowledging that I am aware of the Dual Credit Student Handbook, which can be found at: <http://www.oak.edu/file/377/download?token=IhR8SKgZ>.

Parent/Guardian Signature (required): _____ **Date:** _____

Student Signature: _____ **Date:** _____

*Why am I required to submit my Social Security Number? Oakland City University is required to issue Form 1098-T by the Internal Revenue Service. Form 1098-T includes information on qualified education expenses paid during the calendar year. The information included is intended to assist the taxpayer in determining the amount of an education related income tax credit or tax deduction he/she may be able to claim on the individual tax return. Therefore, in order to meet this requirement, Oakland City University must collect your social security number prior to enrollment in any classes.

Appendix B: Dual Credit Change of Registration Form

OCU Dual Credit Course Change of Registration Form

Student Name: _____ Date: _____

HS Name: _____ Last date of Attendance: _____ *

Total Withdrawal from DC Courses YES NO

Dual Credit Courses Dropped

Dept.	Course #	School Code	Instructor Name	OCU Credit Hours
ENG	101	DC 65	Burns	3
		DC		
		DC		
		DC		
		DC		

Dual Credit Courses Added

Dept.	Course #	School Code	Instructor Name	OCU Credit Hours
		DC		
		DC		
		DC		

Reason/s for change (required):

Student Signature: _____

DC School Liaison Signature: _____

For use by OCU Only

Date Received: _____ Refund: __ Yes __ No

OCU Dual Credit Coordinator Signature:

_____ Date _____

Approved by: ___ B.O. ___ A.A.

APPENDIX C: DEGREE REQUIREMENTS

The requirements for an Associate in Arts in University Studies are as follows:

Foundational Core Requirements	27 hrs.
COMMUNICATION SKILLS – WRITTEN (both required)	
ENG 101 English Composition I	3 hrs.
ENG 102 English Composition II	3 hrs.
COMMUNICATION SKILLS – ORAL	
COMM 202 Fundamentals of Speech	3 hrs.
CRITICAL THINKING SKILLS AND COLLEGIATE PREPARATION	
T 101 Freshman Foundations	3 hrs.
CULTURAL KNOWLEDGE w/GLOBAL OUTLOOK	
GLOBAL HISTORY & SOCIETIES 3 hrs. (select one)	
HIS 101 World Civilization I	3 hrs.
HIS 102 World Civilization II	3 hrs.
HIS 103 Contemporary World History	3 hrs.
HIS 241 American History I	3 hrs.
HIS 242 American History II	3 hrs.
HIS 243 Modern American History	3 hrs.
PSY 101 General Psychology	3 hrs.
CULTURAL ARTS 3 hrs. (select one)	
ENG 201 Masterpieces of World Literature	3 hrs.
ENG 210 Intro to British Literature	3 hrs.
ENG 215 Intro to American Literature	3 hrs.
ANALYTICAL KNOWLEDGE 3 hrs. (select one)	
MATH 115 College Algebra	3 hrs.
MATH 120 Trigonometry	3 hrs.
SCIENTIFIC KNOWLEDGE 3 hrs. (select one)	
BIO 111 Principles of Biology I	4 hrs.
PHSC 101 Intro to Physical Science	3 hrs.
CHEM 101&L General Chemistry w/lab	4 hrs.

CHRISTIAN INFLUENCED VALUES

BIB 205 New Testament Literature

3 hrs.

The electives of the requirements (33 hrs.) may be selected from the following courses:

(a course cannot be counted in the Foundational Core and the electives)

ART 110 2-D Design	3 hrs.
ART 111 3-D Design	3 hrs.
BIO 111 Principles of Biology I	4 hrs.
BIO 112 Principles of Biology II	4 hrs.
CHEM 101 & L General Chemistry & Lab	4 hrs.
CS/ART 120 Web Design I	3 hrs.
ENG 201 Masterpieces in World Literature	3 hrs.
ENG 210 Intro to British Literature	3 hrs.
ENG 405Y Yearbook	1 hr.
ENG 215 Intro to American Literature	3 hrs.
GOV 201 American Government & Politics	3 hrs.
HIS 201 Indiana History	3 hrs.
HIS 103 Contemporary World History	3 hrs.
HIS 241 American History I	3 hrs.
HIS 242 American History II	3 hrs.
HIS 243 Contemporary American History	3 hrs.
MATH 115 College Algebra	3 hrs.
MATH 120 Trigonometry	3 hrs.
MATH 216 Analytical Geometry & Cal I*	4 hrs.
*pre-req MATH 120	
MUS 109 Choir	1 hr.
MUS 119 Guitar	1 hr.
PHSC 101 Intro to Physical Science	3 hrs.
PSY 101 General Psychology	3 hrs.
SPAN 101 Beginning Spanish I	3 hrs.
SPAN 102 Beginning Spanish II	3 hrs.

Appendix D: OCU Course Descriptions

Course Descriptions

2019-20 Catalog

ART 110 Two-Dimensional Design 3 hours
Exploration of vocabulary, design elements, and principles of spatial organization of the flat two-dimensional plane are addressed using both traditional materials and the computer. Areas of investigation from the principles of art and design include composition, color harmony, contrast, repetition, emphasis, balance, and unity. A design journal will be required.

ART 111 Three-Dimensional Design 3 hours
This course is an introduction to three-dimensional art. It explores the ways in which 3-D art is experienced as it differs from 2-D art. It applies classical organizing principles while exploring in-depth the seven elements present in most 3-D works: form, space, line, texture, light, color, and time.

BIB 205 New Testament Literature 3 hours
This course is a general survey of the New Testament. It provides insight into historical, social, political, and religious contexts in which it was written and present its major themes. It is a Foundational Core course for students other than Christian studies majors.

BIO 111 Principles of Biology I w/lab 4 hours
Introduction to cellular biology covering basic chemistry, cell structure & functions, cell division photosynthesis and respiration, and intro to genetics.

BIO 112 Principles of Biology II w/lab 4 hours
Introduction to organismal biology covering general survey of bacteria, protists, plants, fungi and animals.

CHEM 101 General Chemistry I 3 hours
Topics include: matter, laws of chemical composition, chemical nomenclature of atoms, molecules, and ions. Mole calculations, stoichiometry, types of chemical reactions, solutions, gases, atomic structure and periodicity, chemical bonding, orbitals and hybridization. Prerequisite: Students must be eligible to enroll in Math 115 or higher. Co-requisite: CHEM 101L

CHEM 101L General Chemistry I laboratory 1 hour
Experiments covering Basic General Chemistry principles and techniques. Co-requisite CHEM 101

COMM 202 Fundamentals of Speech 3 hours
This course includes a study of the fundamental characteristics of effective oral communication designed to help students express themselves clearly and succinctly in both formal and informal speaking situations.

CS/ART 120 Web Design I 3 hours
Introductory web design & programming is a study of the fundamentals of constructing Web pages and sites using: HTML, XHTML, and CSS. The most current tagging and scripting versions will be covered

in a tool independent environment. Throughout the course we will explore the history, architecture and development of the World Wide Web. Topics also include: authoring tools, integration of design, graphic and multimedia formats for the web, ecommerce and online security issues.

ENG 101 English Composition I 3 hours
This course includes development of multi-paragraph themes with emphasis on outlining, developing thesis statement, and support as well as the development of reading and critical thinking skills.

ENG 102 English Composition II 3 hours
This course includes an introduction to literary analysis through written expression and a study of the research process resulting in the writing of literary, informative, and persuasive research papers.
Prerequisite: ENG 101

ENG 201 Masterpieces of World Literature 3 hours
Study of selected masterpieces of world literature from the earliest literature from the earliest literature to modern times. The course emphasizes the significance of major genres, authors, and works of Western and non-Western literary traditions and their literary, historical and cultural backgrounds. Since a huge range of time periods and geography are covered, many of the readings will be selections from longer texts. Taken after ENG 101 is passed and either passed ENG 102 or concurrently with ENG 102.

ENG 210 Introduction to British Literature 3 hours
A survey of British literature and literary history from the earliest literatures to modern times. The course emphasizes the changing literary trends and themes these works represent as well as their historical, cultural, and political context. Prerequisite: ENG 102

ENG 215 Introduction to American Literature 3 hours
A survey of American literature and literary history from the earliest literatures to modern times. The course emphasizes the changing literary trends and theme these works represent as well as their historical, cultural and political context, The problem of the American identity is a major theme that will be explored throughout the semester. Prerequisite: ENG 102

GOV 201 American Government and Politics 3 hours
A study of the structure, organization, and procedures of the government of the United States.

HIS 103 Contemporary World History 3 hours
This survey course will cover the history of the world since 1945, including but not limited to the Cold War, the de-colonization movement, the rise of Islamic fundamentalism, the European Union, the United States as a superpower, the rise of China, and the relationship between rich and poor countries.

HIS 201 Indiana History 3 hours
Explores Indiana history as it relates to American history. Examines the stages of historical development in the state and the relationship of Indiana historical development to United States development. Examines history on a local/social level.

HIS 241 Introduction to American History I	3 hours
A survey of American history includes colonization, the American Revolution, the development of the Constitution, westward expansion and the Civil War.	
HIS 242 Introduction to American History II	3 hours
This course is a survey of the history of the United States from 1877-1945. Topics surveyed include the end of Reconstruction, the industrialization of the U.S., the Progressive Era, and the World Wars.	
HIS 243 Contemporary American History	3 hours
This course covers the period of the Second World War to the present. Some major topics considered are the nuclear age, the Cold War, the Korean and Vietnam wars, the 1960's, Watergate, the end of the Soviet Union and its impact on the U.S., the U.S. and the world, and what it means to live in the U.S. today.	
MATH 115 College Algebra	3 hours
College level algebra with an emphasis on life applications problems. Topics include models, polynomials, functions and graphs, systems, matrices, and sequences. Prerequisite: MATH 105 or equivalent	
MATH 120 Trigonometry	3 hours
A study of the six trigonometric ratios and their inverses, the unit circle and radian measure, trigonometric identities, equations and graphs involving the trigonometric functions, polar representation and conics, and applications of the trigonometric functions. Prerequisite: Math 105 or equivalent	
MATH 216 Analytical Geometry & Calculus I	4 hours
First in three-course sequence to introduce the theory of differential and integral calculus and their applications utilizing algebraic, including trigonometric, functions. Associated topics from Analytic geometry are included. Prerequisite: MATH 120 or equivalent	
MUS 109 Choir	1 hour
Reading, rehearsal, and performance of various styles of choral literature.	
MUS 119 Guitar	1 hour
Private guitar lessons.	
PHSC 101 Introduction to Physical Science	3 hours
Introduces the student to the topics of physics, chemistry, astronomy, weather, and geology. A student taking this course is expected to have competency in algebra. Prerequisite: Math 115 or equivalent.	
PSY 101 General Psychology	3 hours
A broad introduction to the many approaches to the study of human behavior and the effects of drugs, health, culture, etc. This includes new trends in research and professional fields and an awareness of the embryonic nature of psychology studies.	

SPAN 101 Beginning Spanish

3 hours

This course introduces students to Spanish culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

SPAN 102 Beginning Spanish II

3 hours

This course continues practice in the listening, speaking, reading, and writing skills that were taught in SPAN 101. Prerequisite: SPAN 101 or equivalent.

T 101 Freshman Foundations

3 hours

Freshman Foundations is an introduction to the culture and academic environment of Oakland City University to assisting new students with the transition to college. The course introduces college campus resources and follows with an overview of academic fundamentals. The course examines the mental, physical, and spiritual demands of college life and the importance of becoming engaged through on-campus, community and philanthropic-activities. The course capstone involves the application of the areas through a team-developed paper and presentation.

Appendix E: OCU's FERPA Policy

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 concerns access to records maintained by educational institutions and agencies and the release of such records. Educational records at Oakland City University are broadly defined as records, files, documents, and other student-related materials, which are maintained by the University.

Access to Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Oakland City University receives a request for access. A student should submit to the registrar or Provost a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Oakland City University to amend a record should write Oakland City University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Oakland City University decides not to amend the record as requested, Oakland City University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Oakland City University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Oakland City University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Oakland City University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Oakland City University who performs an institutional service or function for which the school would otherwise use its own employees and

who is under the direct control of the university with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Oakland City University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakland City University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosures without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Oakland City University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information Disclosure

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Oakland City University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Oakland City University may disclose appropriately designated “directory information” without written consent, unless you have advised Oakland City University to the contrary in accordance with the Oakland City University procedures. The primary purpose of directory information is to allow

Oakland City University to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Oakland City University to disclose directory information from your education records without your prior written consent, you must notify Oakland City University in writing. Oakland City University has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards
- The most recent educational agency or institution attended
- Student Identification Number