

Addendum to the 2013-14 Academic Bulletin

UNDERGRADUATE ADMISSION AND TRANSFER POLICIES

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Admission Requirements for First-Time Freshmen

First-Time Freshmen are considered to be students who have no more than 11 transfer credits, with the exception of Post-Secondary Options students. To be considered for acceptance as a first-time freshman, an applicant must submit an undergraduate application for admission, an official copy of their high school transcript or GED certificate and an official copy of their ACT or SAT test scores or a writing sample. ACT or SAT scores are only required for students coming directly out of high school. Students not coming directly from high school must submit a one-page writing sample for admission.

Applicants who have earned transfer credits from institutions of higher education should also submit official transcript(s) from all previously attended colleges or universities.

It is recommended that first-time freshmen have an unweighted high school GPA of 2.25 or higher. It is suggested that applicants have completed four units of English, three units of math, three units of science and three units of social studies. It is also recommended that the student scores a 16 cumulative score on the ACT or a combined score of 800 on the SAT in the areas of Critical Reading and Math.

Applications are reviewed and admissions decisions are made immediately. Each student's application is reviewed on an individual basis and, if more information is required, the student may be asked to provide a writing sample, letter of recommendation, personal interview or placement test.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

Standardized Tests – ACT or SAT

Incoming freshmen who wish to be considered for Tiffin University scholarships and grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. The tests can be taken during the student's junior and/or senior years of high school. Application forms for the ACT or SAT test may be obtained from high school guidance counselors.

Advanced Placement

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board. College credit may

be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>

Admission Requirements for Bachelor's Degree Transfer Students

- Submit a completed application www.tiffin.edu/apply/applynow
- Submit official transcript(s) from all previously attended colleges or universities.
- If an associate degree is not earned, an official high school transcript or GED is required.
- Applicants should submit SAT or ACT scores if they are available.
- A 2.00 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

Admission Requirements for Bachelor's Degree Completion Programs Delivered at TU Academic Centers in Ohio

- Submit a completed application www.tiffin.edu/apply/applynow
- Submit official transcripts(s) from all previously attended colleges or universities.
- If an associate degree is not earned, an official high school transcript or GED is required.
- Applicants for bachelor's degree completion programs delivered at TU academic centers in Ohio must have a minimum of 45 transferable credits.
- A successful applicant must have no more than seven non-module courses outstanding.
- Students must have already completed one or more English courses (s) (ENG141 or ENG142).
- A 2.00 cumulative college GPA or higher is required.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

Conditional Admission

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school or college performance. Students are admitted based on self-reported high school or college grade point average and standardized test scores. They are admitted on the condition that they provide the Office of Undergraduate Admissions or the Office of Registration and Records with official transcripts prior to the disbursement of financial aid. If a student is unable to comply, they will be placed on inactive status until the required transcripts are provided.

Freshman Warning

Tiffin Campus students who are recommended by the Undergraduate Admissions Committee may be admitted on Freshman Warning. Tiffin Campus students who are admitted on Freshman Warning must meet with a success coach for one hour each week of the academic semester.

Probationary Admittance Policy for Undergraduate Students on Tiffin Campus

The probationary admittance for undergraduate students on the Tiffin campus is the Academic Assistance Program (AAP). Students admitted on AAP will have limitations placed on extra-curricular activities as follows:

- Students on probation are ineligible to participate in intercollegiate athletics, except for up to a total of five hours per week in team practices, monitored conditioning, and/or study tables.
- Students on probation who are participating in music and/or dance activities are limited to five hours per week in all music and/or dance activities. Students on probation may not be required to miss classes for any of these music or dance activities.
- Students on probation are ineligible to participate in cheerleading, theatrical productions, or to hold office in a campus organization.

Students on Academic Probation are required to take FRE150 LEAP (Learning Enrichment for Academic Progress) as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FRE150. FRE150 is a three credit course providing academically at-risk students with an enhanced freshman seminar. AAP students must also meet with a success coach for one hour during each week of the academic semester and participate in a minimum of at least five hours per week of supervised study tables in the Student Success Center and/or the Library.

AAP students may be removed from academic probation if they successfully complete FRE150 and pass at least 12 credits with a cumulative grade point average of 1.8 or higher.

Post-Secondary Options Admissions Requirements

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Post-secondary options students are required to meet the following criteria:

- A cumulative, unweighted grade point average of 3.00 for all high school academic coursework as well as a 3.0 in the subject of study for which the student wishes to enroll.
- Submit a completed PSO Application for Admission with current high school transcripts, current class schedule and test scores for the Post-Secondary Options Program by the established deadline to Undergraduate Admissions. This application will need to be completed and re-submitted for every academic year to be considered for admission into the PSO Program.
- Be approved by the Office of Undergraduate Admissions.
- Have one of the following standardized tests: OGT, ACT or SAT.
- Have junior or senior class standing.

Students may take a maximum of 12 credit hours per semester or two online courses per term as a post-secondary options student. Students participating in both seated and online courses in one semester cannot exceed 12 credit hours. This will include any credit hours taken as dual enrollment courses at the student's high school.

Post-secondary options students may enroll in 100 or 200 level courses upon the completion of pre-requisite courses that may be required. Some of these courses may require a college class-standing for which Post-secondary options students may not enroll. In the event a student wishes to enroll in any class above the 100 level, the following criteria must be met:

- The student must have completed all the pre-requisites for the desired course.
- Pre-requisite courses must have been successfully completed at an accredited institution. Official documentation of such courses must be provided for evaluation by the Registrar.
- The Registrar must then certify that courses from other institutions are equivalent to Tiffin University courses.
- Waivers to pre-requisite courses may only be granted by the Assistant Academic Vice President or the Vice President for Academic Affairs.

Students who wish to withdraw from a course may do so up until the first day of the last week of class for the course. Failure to contact the Undergraduate Admissions Office or Registration and Records Office to withdraw from a course prior to the first day of the last week of class may result in a failing grade.

- It is the responsibility of the high school guidance office, not Tiffin University, to determine what college courses may be duplicated for high school graduation requirements.
- Required textbooks are provided for all Post-Secondary Options students enrolled under the Option B program. Students enrolled under the Option A program must pay for their own textbooks. For Option B students, once the course has ended or if a student withdraws from a course, all textbooks must be returned to the TU Bookstore to avoid charges to the student's account.

Dual Enrollment Program

The Tiffin University Dual Enrollment Program requirements for schools, students, courses, instructors and textbooks are outlined below. These requirements incorporate the standards identified by Tiffin University necessary for students to receive academic credit from TU. Upon request and payment of fees, a student who has successfully completed a Dual Enrollment course may request an official transcript from the Registrar's Office at Tiffin University.

High Schools

High schools may offer approved TU courses on their campus as part of a dual enrollment agreement. High School Applications must be completed, with requested course(s) and instructor(s), and returned to the Office of Undergraduate Admissions no later than March 1st to allow adequate time for processing.

Student applications and transcripts for the first semester and a full year course(s) must be provided to Tiffin University no later than July 1st, and for the second semester course(s) no later than December 1st. A "last day to add" a course date will be determined by the Office of Registration and Records. Applications and changes to student applications (late additions) will

not be accepted after this “last day to add” date. Midterm and final grades must also be provided to Tiffin University by the dates established by the Office of Registration and Records.

Students may drop a course for TU credit up until the first day of the last week of class. It is up to the high school to make this withdraw request to the program coordinator.

Students

Students participating in the Dual Enrollment Program must be approved by Tiffin University Undergraduate Admissions staff and meet all necessary pre-requisites before they may register for TU Dual Enrollment Courses. TU requires that students must have high school junior or senior class standing, have taken either the OGT, ACT or SAT and have acquired a minimum of a 3.0 cumulative, unweighted grade point average to apply for the Dual Enrollment program. Students must also sign and return a copy of the course syllabus to Tiffin University before the last day of the first week of class.

A student who successfully completes all requirements of these courses and achieves a final grade of C or higher will receive both high school credit towards satisfying the requirement for a high school diploma as well as three (3) semester hours of academic credit from TU. Students may not enroll in credit hours exceeding the maximum allowed for any traditional student (16 credit hours per semester).

Continuing students will be required to maintain a minimum of a 2.0 grade point average in their college coursework to further their participation in the dual enrollment program.

Courses

All courses for Dual Enrollment must be approved by the appropriate school Dean.

Minimum Course Content Guides and Master Syllabi will be provided by Tiffin University to the high school instructors to structure the course(s).

A syllabus from each Instructor and their course(s) must be submitted and approved by the appropriate academic dean before July 1st for courses in the academic year to which the high school has applied.

Instructors

High schools may provide their own instructor for the course(s) only if the instructor has been approved by Tiffin University’s Office of Academic Affairs and the high school. Instructors will be required to submit a resume and college transcripts to Tiffin University for review to receive approval. After Tiffin University has reviewed the instructor’s information, documentation regarding the instructor’s approval or disapproval will be provided to the high school. If the high school does not provide the instructor, Tiffin University may provide the instructor based on availability.

All Dual Enrollment Instructors will be required to attend an Instructor Orientation at the beginning of August before their courses are active. This Orientation will include information

on instructor accounts, resources and syllabus review with current faculty and/or the appropriate academic dean.

Student Accounts and Textbooks

Textbooks are also approved through the appropriate school Dean and will be provided for the course(s) that the high school has selected. Instructors are to use all textbooks required of the course in junction with their course syllabus.

Tiffin University agrees to provide textbooks and ID cards for the students who are enrolled into the Dual Enrollment program. Tiffin University will not provide textbooks or ID cards for students who are not enrolled in the program.

Master of Humanities

Master of Humanities: Interdisciplinary Core	9 hours
Total Semester hours for the Concentration	18 hours
Capstone or Exam.....	3 hours
Total	9 hours

Master of Humanities: Interdisciplinary Core

ART623 Aesthetics	3 hours
ENG564 Literary Theory	3 hours
HUM510 Introduction to Graduate Humanities	3 hours
Total	9 hours

Capstone or Exam Option

HUM680 Capstone Project or	
HUM681 Comprehensive Exam.....	3 hours
Total	3 hours

Concentration: Creative Writing

Capstone project HUM680 is required for the Creative Writing Concentration.

Choose six of the following three credit courses. At least three must be elected from:

- ENG515 Teaching Freshman Writing
- Creative Writing Courses ENG541-545
 - ENG541 Creative Writing: Short Story
 - ENG542 Creative Writing: The Novel
 - ENG543 Creative Writing: Poetry
 - ENG544 Creative Writing: Genre Writing
 - ENG545 Creative Writing: Performance Writing
- ART524 Creativity and its Development
- ENG531 Studies in Genre Fiction
- ENG570 Ethic Voices, Poetry
- ENG583 Poetics of Western Drama

Total 18 hours

Graduate Program Course Descriptions

ENG501 Introduction to Graduate Writing.....3 hours

This course introduces students who would like to hone their writing abilities and work on the writing skills needed for studies at the graduate level. It emphasizes appropriate writing style and academic tone, documentation in the MLA and APA formats, and developing a thesis statement into an argument.

Offered Summer

ENG561 Survey of British Literature.....3 hours

This course surveys canonical texts in British literature from *Beowulf* to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, *Beowulf*, *Sir Gawain and the Green Knight*, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Brontës, the Brownings, the Rossettis, Wilde, and the Modernists.

Offered Spring.

ENG 562 Survey of American Literature3 hours

This course surveys canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Djuna Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, Transcendentalism, Realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

ENG 563: Survey of World Literature3 hours

Survey of World Literature focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, *Gilgamesh*, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chicano/a literature, and Asian literature. Authors may include but are not limited to Homer, Virgil, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Paz, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mooto, Sushako Endo, Murakami, Amy Tan, Chinua Achebe, and others.