



Quarters to Semesters Student Handbook



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As Ohio moves to the University System of Ohio (USO), the Governor has set forth an initiative that all public institutions are required to change from quarters to semesters. This change will enable better transfer of credits, a common calendar with other public institutions in Ohio, and an earlier end to the academic year. Rhodes State College will establish a semester conversion plan which promotes a working partnership with students to ensure that they are not disadvantaged during their transition to semesters. For that reason, each degree/certificate-seeking student enrolled at Rhodes State prior to Fall 2012 shall receive the following Pledge from Rhodes State:

Our Pledge to Students:

Rhodes State College will establish a semester conversion plan which promotes a working partnership with students to ensure that they are not disadvantaged during their transition to semesters. For that reason, each degree/certificate-seeking student enrolled at Rhodes State prior to Fall 2012 shall receive the following Pledge from Rhodes State:

No Loss of Credit

Credits earned by you in your chosen program before the semester conversion will be applied after the conversion.

No Extended Time to Graduation

If you are on track to complete your degree within a certain timeframe at the point of semester conversion and follow your Individual Transitioning Academic Plan (ITAP), you will be able to complete your degree and graduate on time.

No Increased Costs

Your annual tuition and fees will not be greater for a two-semester academic year than for the three-quarter academic year system. Please note that the College may implement annual tuition increases as authorized by the Board of Trustees.

Questions?
See your academic advisor.

www.RhodesState.edu/semesters

Overview of Semester Conversion

Rhodes State College has begun the process of converting from quarters to semesters. By Fall 2012, Rhodes State College will have adopted a semester system. This is being done as a result of the initiative by the Governor of Ohio that all public institutions are required to change from quarters to semesters. This change will enable better transfer of credits, a calendar similar to other public institutions in Ohio, and an earlier end to the academic year.

Several advantages exist for students with regards to quarter to semester conversion. They include:

- More time for students to absorb and understand course material;
- More time to work on projects and papers;
- Alignment with the University System of Ohio (USO) to enable easier transfer to other Ohio institutions; and
- Earlier graduation, due to an earlier close of the academic year, could give students a job market advantage.

You will be expected to meet with either your faculty academic advisor or professional staff academic advisor to complete an Educational Plan for Quarter Completers (EPQC) which will be discussed on page 8 of this publication. Students who are eligible and plan to complete their program on quarters – by the end of Summer 2012 - are considered Completers. Students who will be unable to complete their course of study prior to the Fall of 2012 will be considered Transition Students and will need to complete an Individual Transitioning Academic Plan (ITAP) which is discussed on page 8. Please frequently check the Rhodes State College web page--www.rhodesstate.edu--for updated information regarding the semester conversion process including advising updates.

Determining Your Student Status

Completer Student



- If you are a currently enrolled, returning or transfer student with the potential to complete your intended major or degree under the quarter system on or before the Summer Quarter 2012, you will be considered a “Completer.”
- Your status will be determined after meeting with your assigned academic advisor. You and your assigned advisor will use the Degree Audit Report System (DARS) to review progress towards completing the requirements for the major/degree, the number of credit hours earned, and the number of courses needed to complete before Fall 2012.

Transition Student

- If you are a currently enrolled, returning, transfer or new first-time student, who will require classes in both the quarter and semester systems, you will be considered a “Transition Student.”
- Your status will be determined after meeting with your assigned academic advisor.
- You and your assigned academic advisor will use the Degree Audit Report System (DARS) to review progress towards completing the requirements for the major/degree, the number of credit hours earned, and the number of courses needed to complete your degree.



How do you determine your status?

- Meet with your assigned academic advisor
- Review the Degree Audit Reporting System (DARS)
- Complete an Educational Plan

Our Pledge to Students

Rhodes State College has established a semester conversion plan which promotes a working partnership with students to ensure that they are not disadvantaged during their transition to semesters. For that reason, each degree/certificate-seeking student enrolled at Rhodes State prior to Fall 2012 shall receive the following Pledge from Rhodes State:

- ***No Loss of Credits.*** Credits earned by you in your chosen program before the semester conversion will be applied after the conversion.
- ***No Extended Time to Graduation.*** If you are on track to complete your degree within a certain timeframe at the point of semester conversion and follow your Individual Transitioning Academic Plan (ITAP), you will be able to complete your degree and graduate on time.
- ***No Increased Costs.*** Your annual tuition and fees will not be greater for a two-semester academic year than for the three-quarter academic year system. Please note that the College may implement annual tuition increases as authorized by the Board of Trustees.

Our Pledge to Students Continued

Our Pledge to Students is established on a set of expectations for both the College and the students. The following expectations shall serve as the basis for honoring the Pledge:

Rhodes State College will:

1. provide appropriate and accessible advising resources to assist each qualifying student in developing an ITAP that defines a path toward degree completion; and
2. provide instructional resources and courses needed by the student to complete the ITAP and/or a revised plan to accommodate for the needed course.

The qualifying student will:

1. work with an appropriate advisor to complete and sign-off on the ITAP that will be maintained as a part of the student's record; and
2. understand that the Pledge will be honored only if the student: meets with an appropriate College advisor and completes ITAP, follows the prescribed ITAP as agreed upon, maintains continuous enrollment, and achieves passing grades in all assigned ITAP courses.

Completing an Educational Plan

The Educational Plan for Quarter Completers (EPQC) and the Individual Transitional Academic Plan (ITAP) are essential tools designed to guide educational planning during the conversion period.

The image displays three overlapping screenshots of educational planning forms. The top-left form is an EPQC (Educational Plan for Quarter Completers) for a student with Student ID #800020300. It shows a grid for selecting courses across three terms (Term 1, Term 2, Term 3) for various classes (e.g., ACCT 101, ACCT 102, ACCT 103, ACCT 104, ACCT 105, ACCT 106, ACCT 107, ACCT 108, ACCT 109, ACCT 110, ACCT 111, ACCT 112, ACCT 113, ACCT 114, ACCT 115, ACCT 116, ACCT 117, ACCT 118, ACCT 119, ACCT 120). The grid includes columns for 'Working Placement', 'COMPASS Reading Score', 'COMPASS Placement Score', and 'Placement'. The top-right form is an ITAP (Individual Transitional Academic Plan) for a student with Student ID #800020300. It shows a similar grid for selecting courses across three terms. The bottom-right form is another ITAP for a student with Student ID #800020300. The forms include fields for 'Form Type', 'Student Last Name', 'First Name', 'Degree Program/Certificate', 'ACT Scores', 'Degree Audit Report', and 'Received Catalog'. The date 'Date: 10-JUL-10' is visible at the bottom right of the forms.

The EPQC and the ITAP serve as guides to graduation. If you plan to complete your coursework prior to Fall 2012, when the semester conversion takes effect, you complete an EPQC. The EPQC will explain the requirements needed to finish under the current quarter system. If you do not plan to complete your studies prior to Fall 2012 you will complete an Individual Transitional Academic Plan (ITAP). The ITAP will show the requirements needed to finish, how those courses will fit into the new semester system requirements, and how remaining courses can be completed without any additional time without investing beyond what would normally have been required under the quarter system.

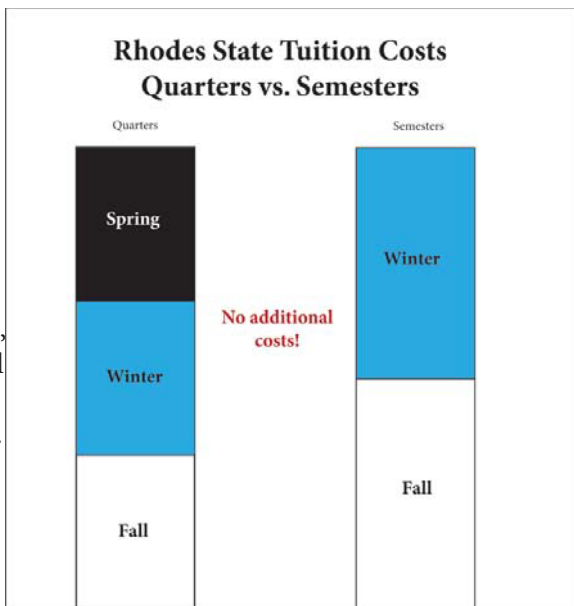
Financial Aid and Billing

Financial aid will continue to be awarded based on the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA).

On the quarter system, financial aid awards are made three times per year, typically fall, winter, and spring terms.

On the semester system, financial aid awards will be made twice per year, typically fall and spring.

The annual financial aid award will remain unchanged, but will be disbursed over two academic terms rather than three.



- The semester conversion does not affect the availability of financial aid or the amount of financial aid a student may receive.
- An academic year will have two semesters, rather than three quarters.
- The annual award amount will be disbursed in halves, rather than thirds.
- Students must continue to maintain Satisfactory Academic Progress (SAP) to receive financial aid. The current SAP policy is based on progress in a quarter-based academic year. This policy will change to reflect the semester conversion and SAP will be processed after each semester.
- You must be registered for 12 semester credit hours per semester to be considered a full-time student.
- To be eligible for a student loan, you must be enrolled in at least six (6) semester credit hours per semester.

2011-2012 Academic Calendar

SUMMER QUARTER	2011
Quarter and first five-week term classes begin	Mon., June 20
Independence Day observed—no classes, offices closed	Mon., July 4
Final examinations for first five-week term courses	Fri.-Sat., July 22-23
Second five-week term classes begin	Mon., July 25
Final examinations for eight-week term courses	Mon.-Tues., Aug. 15-16
Last day of regularly scheduled quarter and 2nd five-week term courses	Fri., Aug. 26
Final quarter and second five-week term examinations	Mon.,-Wed., Aug. 29-31
FALL QUARTER	2011
Quarter and first five-week term classes begin	Wed., Sept. 21
Final examinations for first five-week term courses	Wed., Oct. 26
Second five-week term classes begin	Thurs., Oct. 27
Veterans' Day observed—no classes, offices closed	Fri., Nov. 11
Thanksgiving Day—no classes, offices closed	Thurs., Nov. 24
Columbus Day observed—no classes, offices closed	Fri., Nov. 25
Last day of regularly scheduled quarter and 2nd five-week term courses	Fri., Dec. 2
Final quarter and second five-week term examinations	Mon.-Sat., Dec. 5-10
Holiday Break Holiday observed - offices closed	Mon.-Fri., Dec. 26-30
WINTER QUARTER	2012
New Year's Day observed—offices closed	Mon., Jan. 2
Quarter and first five-week term classes begin	Tues., Jan. 3
Martin Luther King Day—no classes, offices closed	Mon., Jan. 16
Final examinations for first five-week term courses	Thurs.-Fri., Feb. 2-3
Second five-week term classes begin	Mon., Feb. 6
Last day of regularly scheduled quarter and 2nd five-week term courses	Mon., March 12
Final quarter and second five-week term examinations	Tue.-Mon., Mar. 13-19
Spring Break	Tues.-Fri., March 20-23
SPRING QUARTER	2012
Quarter and first five-week term classes begin	Mon., March 26
Final examinations for first five-week term courses	Mon.-Tues., April 30-May 1
Second five-week term classes begin	Wed., May 2
Memorial Day—no classes, offices closed	Mon., May 28
Last day of regularly scheduled classes	Sat., June 2
Final quarter and second five-week term examinations	Mon.-Sat., June 4-9
Commencement	Sat., June 9

2012-2013 Academic Calendar

SUMMER QUARTER*	2012
Quarter and five-week term classes begin	Mon., June 18
Independence Day observed—no classes, offices closed	Wed., July 4
Final examinations for five-week term courses	Mon.-Tues., July 23-24
Last day of regularly scheduled seven and one-half week quarter	Wed., August 8
Final examinations for seven and one-half week term courses	Thurs.-Fri., Aug. 9-10

FALL SEMESTER	2012
Semester classes begin	Wed., Aug. 22
Labor Day – no classes, offices closed	Mon., Sept. 3
Veteran's Day observed – no classes, offices closed	Mon., Nov. 12
Thanksgiving Day – no classes, offices closed	Thurs., Nov. 22
Columbus Day observed – no classes, offices closed	Fri., Nov. 23
Last day of classes	Fri., Dec. 7
Final examinations	Mon.-Sat., Dec. 10-15

SPRING SEMESTER	2013
New Year's Day Observed – offices closed	Tues., Jan. 1
Semester classes begin	Mon., Jan. 7
Martin Luther King Day – no classes, offices closed	Mon., Jan. 21
Spring Break – College offices open	Mon.-Fri., Mar. 11-15
Last day of classes	Fri., Apr. 26
Final examinations	Mon.-Sat., Apr. 29- May 4
Commencement	TBA

**Because this is a transitional quarter, most Summer classes will be held in a 5 week and/or 7 1/2 week term. Special arrangements may be made for certain programs. See your academic advisor for details.*

Dates subject to change. The most recent calendar can be found on the Semester Conversion website at www.RhodesState.edu/semesters

Curriculum Changes

Course offerings and requirements are under continual examination and revision, so requirements for majors, certificates and programs can change at any time. As the curriculum changes for semester conversion, the College will work with students to develop transition plans that allow you to complete your requirements and meet your academic goals with minimal disruption.

Course Numberings

As Rhodes State converts from quarters to semesters (beginning in Fall 2012), all classes will be assigned new course numbers and some of the classes will also have new course names. See some examples of how the course names and numbers will change when the College converts from quarters to semesters in the Course Equivalency Table below. The subject prefix, e.g. COM or MTH or DHY will stay the same. Students will notice a change in the course number codes, from a 3-digit to a 4-digit course numbering code. This will distinguish quarter courses from semester courses. There will be courses that are combined, such as in the Math example (see below), in which three Math courses are converted into two semester courses. You will need to read the course descriptions and talk to an advisor to help understand these changes.

Course Equivalency Table				
Course Name	Quarter Course #	Quarter Credit Hours	Semester Course #	Semester Credit Hours
Anatomy and Physiology I	BIO-111	5	BIO-1110	4
	From a 3-digit to a 4-digit code			
English Composition	COM-111	5	COM-1110	3
Calculus and Analytic Geometry I, II, and III	MTH-163 MTH-164 MTH-165	5 5 5	MTH-1710 MTH-1720	5 5
	Courses combined			
Drug Therapy for Health Care Providers	BHS-206	3	BHS-2060	2

Quarter to Semester Hours Conversion

As a general rule, credits earned under the quarter system are to be converted to semester credits by multiplying the number of quarter credits by .67. For example, a student who has earned 60 quarter credits: $60 \text{ multiplied by } .67 = 40.2$ semester credit hours. Although semester courses carry fewer credit hours than equivalent quarter courses, the number of semester credits required to earn a degree is reduced by an equivalent amount.

If you have already completed some of your degree under the quarter system, your academic advisor can help you determine how many semester hours are needed to complete your degree. The following table provides examples of general conversions from quarter hours to semester hours.

Quarter to Semester Conversion Table		
Earned Quarter Hours	Conversion Multiplier	Earned Semester Credit Hours
110	.67	73.7
90		60.3
60		40.2
45		30.15
15		10.05
12		8.04
9		6.03
6		4.02
3		2.01
1		.67

Degree Audit Reports (DARS)

DARS is the automated degree audit system available through STARS Online. As you plan your courses, DARS reports are a good tool to use to ensure that you are still on course to graduate on time. To make your DARS report serve you better, here are some user instructions:

- Make sure that Rhodes State has the current major in the system
- Go to STARS On-line
- Log into STARS On-line
- Click on Student Services
- Click on DARS
- Click on Submit and Audit
- Click on Run Audit
- Click on View Audit
- Click on Your Audit
- Your major is listed at the top of the Audit Report

Make sure that the catalog year at the top of the audit is correct. Please keep in mind that the graduation requirements outlined in the catalog during the year that you started your degree may change if you have taken longer than two years to complete your degree.

For example:

A student planning to graduate in June 2012 must comply with catalog requirements that existed during 2010-2011.

Please refer to the catalog requirements that were in place two years prior to your graduation. It is recommended that you meet with your assigned academic advisor at least one year prior to graduation to ensure you will meet all requirements for the degree. You will receive a letter stating the name and contact information of your academic advisor. A link to all academic advisors is available on the Semester Conversion website at www.RhodesState.edu/Semesters.

View Audits

DARS Web Audit

View a Printer Friendly Report
Return to Audit List

PREPARED: 03/15/10 - 15:40

PROGRAM CODE: AASN5G **CATALOG YEAR:** 200903

Associate Degree in Applied Science - Nursing

Legend

OK=Requirement Complete	NO=Requirement Not Completed
+ =Sub-requirement Completed	- =Sub-requirement Not Completed
IP=Requirement is In Progress	AP=Advanced Placement Credit
AS=Advanced Standing Credit	CR=Credit by Experience
EM=Credit by Examination	I =Incomplete
T =Transfer Credit	KN=Credit for Non-academic Learning
XX=Transfer Credit Grade Below C	

ALL REQUIREMENTS COMPLETED **IN-PROGRESS COURSES USED**

- IP GPA of 2.0 Required for Degree to be Awarded
- OK General Studies
- OK Related Studies
- IP Technical Studies
- The following courses were not applicable to the program.

OK=Requirement Complete **Legend** **NO=Requirement Not Completed**

Done

start Inbox - Mar... Rhodes Sta... Grade App... Carol Johns...

Graduation

In addition to the significant changes regarding semester conversion, all graduates must meet the general graduation requirements listed below.

This is the pathway to graduation.



These requirements include:

- Final cumulative grade point average of 2.0 or higher
- Satisfaction of all financial obligations
- Resolutions of all holds, including high school transcript hold
- Existence of an electronic portfolio with the prescribed number of submissions
- Credit for or Waiver of SDE 101, First year Experience
- Credit for the class designated as the capstone course experience
- Completion of the ACT-Collegiate Assessment of Academic Proficiency (CAAP)
- Completion of a graduation petition and payment
- Completion of at least 20 technical credits earned at Rhodes State College for Associate in Applied Science, Associate of Applied Business and Associate of Technical Studies degrees (for Associate of Science and Associate of Arts degrees, at least 10 of these credits must be completed in the area of concentration)

Additional requirements may be necessary for individual programs.

Students should speak with a academic advisor, either faculty or a staff advisor, to insure graduation requirements are met.

Glossary of Terms

Academic Advisor: Assists students in identifying the appropriate coursework to take each quarter, taking into consideration pre- and co-requisite requirements. Academic advisors provide assistance in areas such as undecided student advising, qualification for health programs, petitions for reinstatement, petitions for withdrawal, academic probation, identifying career choices, developing educational planning forms for financial aid appeals and other issues related to academic success. Go to www.RhodesState.edu/semesters to view the Academic Advisor list.

Completer Student: A currently enrolled, returning or transfer student with the potential to complete the intended major or degree under the quarter system on or before the Summer Quarter 2012.

DARS: The automated degree audit system available through STARS Online.

EPQC: An Educational Plan for Quarter Completers

ITAP: An Individual Transitional Academic Plan

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