Miami University would like to welcome you into the Post-Secondary Enrollment Option Program and make you aware of yours and our responsibilities to the program.

Lifelong Learning, on the Oxford campus is responsible for administering and reporting for the post-secondary program. Reports of registration and grades not only go out to your high school, but to the Ohio Department of Education as well. Any communication Lifelong Learning needs to make with you will be made through your official Miami University e-mail account. It is your responsibility to check this account for any information regularly.

To log in to your Miami University e-mail account, go to www.muohio.edu/bannerweb. You will need your MUNet ID as well as your MUNet Password. These can be obtained using the following information:

1. Unique ID obtained at www.muohio.edu/UniqueIDLookup

2. MUNet password: default password is derived by combining your two (2) digit birth month, two (2) digit birth day, followed by the last four (4) digits of your social security number. For example, if your birthday is 1/23/1945 and your social security number is 123-45-6789, then your default password would be 01236789.

Within this program are two options, A and B. Under option B, the required books and supplies are purchased by the program for student use in the courses for which they are registered. These books are on loan to you for the duration of the course, but they must be returned at the end of the semester. As soon as final exams are completed, you are responsible for returning the books that have been loaned to you for use during the semester. There are no exceptions to this rule.

If you do not return the books loaned to you, the cost of the books will be charged to your Miami University Bursar Account. If this account is left unpaid, it will be turned over for collection, and you will not be able to get an official transcript until the charges are cleared.

The book return on all campuses will take place during finals week. All books must be returned by 4:00 p.m. on the Friday of finals week. There is no grace period – all books must be returned by that time or you will be charged for them.

Book return location Oxford
Lifelong Learning, 127 McGuffey Hall, 210 East Spring Street Oxford, OH 45056

Book return location Hamilton
Office of Admission and Financial Aid, 105 Mosler Hall, 1601 University Blvd. Hamilton, OH 45011

Book return location Middletown
Office of Admission and Financial Aid, 114 Johnston Hall, 4200 N. University Blvd. Middletown, OH 45042
Financial Responsibility:

If an Option B student fails a course OR withdraws from a course after the deadline, the high school may opt to collect the cost of the course from the student/parent. The State of Ohio has a formula that the high schools use for calculating the amount the student would owe. If the student receives a grade (including a W) the University will claim reimbursement from the state. Students may be responsible for reimbursement to their high school for courses taken if certain guidelines are not followed.

Students may also be responsible for any books or materials they receive on loan to them for the program if they do not return them in a timely manner at the end of the semester to their respective campus. Loaned books and materials must be returned to the campus office assigned by the Friday of finals week of each term. Information is given to all students on where and when book collection is processed at the beginning of the term, as well as email notifications of the deadlines near the end of each semester. Students are expected to check their Miami email account regularly for information and announcements.

Withdrawal:

Students need to drop in a timely manner and also needs to maintain a passing grade. Students must follow the guidelines below.

• A student may drop a course by the 5th day of the semester without any repercussions. In this case no grade or other designation will appear on the student's official record. Students should refer to the Academic Calendar on the Office of the Registrar website (http://www.units.muohio.edu/reg/calendars) for specific academic deadline dates. If the student drops the course AFTER the 5th day of the semester Miami University will bill the state of Ohio for reimbursement for the course according to the guidelines set out by the State of Ohio. The student’s high school then has the obligation to collect that lost revenue from the student/parents.

• A signature of acknowledgement from the instructor and CAS Advising Office in Oxford, or the Admission and Financial Aid offices on the Regional campuses is required if a student wants to drop a course after the first 20 percent is completed but before 60 percent of the course is completed. Doing so will give the student a grade of W which will remain on their record. A grade of W will NOT figure into a student’s GPA, however financial responsibility remains on the student.

• After 60 percent of the course is complete, a student may no longer withdraw from a course, unless a petition is approved by the Interdivisional Committee of Advisers.
  - The petition must include the signatures of the course instructor and the student's academic or divisional adviser.
  - The petition must also describe and document the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition.
  - If the petition for withdrawal is approved, the student will be withdrawn from the course with a grade of W. Only in rare circumstances will a petition to withdraw from a course after 60 percent of the course is complete be approved for reasons of academic performance alone.
  - When possible, a student should continue to attend class until the Interdivisional Committee of Advisers has acted on his or her petition. Non-attendance does not void financial responsibility or a grade of F.

Grades:

All grades students receive at Miami remain part of their official record and does impact their future GPA if they choose to matriculate to Miami. Therefore, working with their academic advisor and high school counselor is crucial to ensure success.

Students must maintain the following criteria in order to continue in the program from semester to semester:

• Minimum 2.0 cumulative GPA at Miami University
• Continue to meet the high school requirements for their grade level