



Addendum to the 2017-2018 Academic Catalog

The current OCOM Academic Catalog covers the 2017-2018 academic year. This addendum reflects changes or corrections to the catalog through Summer 2018.

This addendum should be used by students and staff along with the existing 2017-2018 Academic Catalog. Students are encouraged to direct questions to the Dean and Assistant Dean of Master's Studies, or to the Dean of Students.

OCOM reserves the right to make changes as needs require, and to change, without notice, any of the information, requirements, and regulations in the Academic Catalog and this Catalog Addendum.

8/10/2018:

Correction to Tuition Refund Policy, page 34

A student may terminate enrollment by giving written notice to the college. If termination occurs within five business days after enrollment, all monies paid (less a \$100 administrative fee) shall be refunded. If termination occurs more than five days after enrollment, the student is financially obligated to the college according to the following schedule:

If a student withdraws prior to completion of 60 percent of the current quarter of enrollment, the student shall be entitled to a prorated "return of funds" of the total tuition charged for that quarter of enrollment.

"Return of funds," as used in this section, is calculated using the Federal Regulation for Return of Title IV Funds, which means that a student shall be charged for the time attended as determined by the last recorded day of attendance by that student. If the calculation determines that the school is required to return funds, the funds are returned to the student's lender in the following order: Federal Unsubsidized Stafford Loans, Graduate Plus Loans. If a student withdraws upon completion of 60 percent or more of the current quarter of enrollment, the student shall be responsible for the tuition charged for the entire period of enrollment and shall not be entitled to a refund.

Correction to Tuition Refund Policy, page 50

A student may terminate — withdraw or take a leave of absence — by giving written notice to the college (the student must complete the Leave of Absence request form for a leave and have the leave of absence approved by the Dean of Doctoral Studies). If termination occurs before the start of the first module of the academic year, all tuition paid for that academic year (less a \$100 administrative fee) will be refunded.

If the student terminates enrollment prior to completion of 60 percent of the period covered by a tuition payment (five modules, September through January, or February through June), the student shall be entitled to a prorated "return of funds" of the total tuition charged for that tuition payment.

"Return of funds," as used in this section, is calculated using the Federal Regulation for Return of Title IV Funds, which means that a student shall be charged for the time attended as determined by the last recorded day of attendance by that student. This is calculated by the total number of class days attended for each module during that payment period (five modules, September through January, or February through June) divided by the total number of class days in all modules occurring during that payment period. If the calculation determines that the school is required to return funds, the funds are returned to the Federal Direct Loan Program in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Graduate Plus Loan.

If a student withdraws or takes a leave of absence after the completion of 60 percent or more of the class days in all modules for the current payment period (five modules, September through January, or February through June), the student shall be responsible for the tuition charged for the entire payment period and shall not be entitled to a refund. If a student is not in attendance for any one module, they must give written notice that they will be attending the next module. If a student fails to return to the next module, a Return of Funds calculation will be performed based on the date of the last module attended and the student will be automatically withdrawn from the program.