



# Addenda to the 2018-2019 Academic Catalog

The current OCOM Academic Catalog covers the 2018-2019 academic year, reflecting changes or corrections to the catalog through Summer 2019. This addendum should be used by students and staff along with the existing 2018-2019 Academic Catalog.

Students are encouraged to direct questions to the Dean of Master's Studies, 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.

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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.

8/29/2018:

## **Correction to The Academic Year, Credit Hours, and Class Scheduling, Page 14**

These three- and four-year enrollment plans are both full time. Eleven or more credits during a 12-week quarter constitutes full time. For the abbreviated Summer quarter — two of the six weeks; one of the eight weeks — eight or more credits is considered full time.

Students who elect part-time enrollment options and go through the program at a slower pace (5-8 years) carry a smaller credit load per quarter. During a 12-week quarter, 11 or more credits is full time; 8-10 credits is three-quarter time; 6-7 credits is half time; 1-5 credits is quarter time or less.

For the abbreviated Summer quarters, 8 or more credits is full time; 6-7 is three-quarter time; 4-5 credits is half time; 1-3 credits is quarter time or less.

10/18/2018:

**Addition to DAOM Program Academic Policies, Page 53:**

**Add/Drop/Change Procedure**

Due to the structure of the DAOM program there is no add/drop period. All students are enrolled in the same courses for the entire program. Students cannot drop a class if enrolled in the program, unless they take a leave of absence. See Leave of Absence and Withdrawal policy.

**Addition to DAOM Program Academic Policies, Grading Policy, Page 54:**

Grades are posted on Populi, the college's student information system (SIS), and are password-protected for security. Students can view their grades on Populi at the end of each year. Students are evaluated by their faculty according to the course or clinic requirements as outlined on course syllabi.

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05/14/2021:

**Programmatic Tuition**

Programmatic tuition rates are established by the Board of Trustees and published annually. Depending upon the amount of transfer credit awarded, some advanced standing students may have a reduction in tuition costs on a term-by-term basis, depending upon transfer assessment. Approval of transfer credit and designation of advanced standing status is at the sole discretion of OCOM. (p. 33)

**Changes in Enrollment Status**

Students may request a change in their enrollment status. If this change affects full time enrollment status, tuition will be billed according to credit load and half or three quarter time status. Any student whose plan change means they are less than half time, will be billed the per credit rate. For information about tuition billing, contact the Registrar. (p. 33)

**Footnote on tuition tables page 33:**

Cost of books and fees are additional.