



\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student PID (P00xxxxxxx)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Designated College Official's Name**  
*(See back of this form for your specific college official.)*

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Designated College Official's Signature**

\_\_\_\_\_  
**Date**

**This form will not be processed without your designated college official's signature. It may be difficult for your college to complete this form prior to your course registration.**

The U.S. Department of Education regulates specific instances in which students who are considered non-degree seeking might be considered eligible for federal student financial aid. Accurate and thorough completion of this form is required in order for the Office of Student Financial Aid and Scholarships to determine possible financial aid eligibility. All information provided is subject to audits both internally and by the U.S. Department of Education. If you have questions, please contact our office.

**Please mark those items that define the program of study the above-named student is pursuing. Completion of this form is required in order for the student to be considered for financial aid. Return this form to the above address, attention Melissa Van Meter.**

\_\_\_\_\_ The student is taking courses that are required pre-requisites\* for an eligible degree-seeking program.

\*Pre-requisites are those courses a student must complete before beginning an eligible degree-seeking program. Pre-requisites are not courses taken before beginning an eligible degree-seeking program that will count toward the completion of that program.

\_\_\_\_\_ The student is enrolled in a program approved by the State of Ohio and offered at Ohio University to earn initial or continuing teaching credentials or renew a current teaching certification. Other licensure programs, such as principal licensure, are not eligible for aid.

\_\_\_\_\_ The student has already been or will be admitted into an eligible degree-seeking program. The updated program will be effective \_\_\_\_\_ quarter. Please note the student **will not** be eligible for financial aid until the Student Information System (SIS) is updated.

\_\_\_\_\_ The student does not meet either eligible non-degree criteria and will not be admitted to a degree-seeking program. The student is aware that he or she is not eligible for financial aid as a non-degree student.

Provide any additional comments regarding the student's academic program that you feel would be beneficial in regard to his/her eligibility for federal, state, and institutional funds.

\_\_\_\_\_  
\_\_\_\_\_

**Please contact the college official from your college or regional campus to complete this form.**

### **Athens Campus Designated College Officials**

Arts and Sciences	Caryn Asleson, Asst Dean	100 Wilson Hall
Business	Michael Bila, Asst Dean	214 Copeland Hall
Communication	Dee Dee Riffe, Asst Dean	497D RTV
Education	Diane Gut, Assoc Dea	133 McCracken Hall
Engineering	Kendree Sampson, Assoc Dean	157 Stocker Center
Fine Arts	Norma Humphreys, Asst Dean	Jennings House
Graduate Student Services	Katie Tadlock, Director	206 McKee House
Health and Human Services	Margaret Goodwin, Asst Dean	W370 Grover Center
	Beth Vanderveer, Asst to Dean	W370 Grover Center
University College	Laura Chapman, Asst Dean	140 Chubb Hall

### **Regional Campus Designated College Officials**

Chillicothe Campus	Dennis Bothel, Asst Director	Bennett Hall
Eastern Campus	Kevin Chenoweth, Stu Svcs Mgr	105 Shannon Hall
Southern/Proctorville Campus	Carol Allen, Dir Student Svcs	Collins Center
Lancaster/Pickerington Campus	Pat Fox, Enrollment Manager	Brasee Hall
Zanesville Campus	Monica Jones, Dir Student Svcs	130 Elson Hall

### **Non-Degree Pursuits Ineligible for Financial Aid**

These are some examples of non-degree student pursuits that are not eligible for financial aid. This list is not exhaustive. If you as a college official have questions regarding a student's eligibility, please contact Melissa Van Meter at 740-593-9392 or via email at [vanmetem@ohio.edu](mailto:vanmetem@ohio.edu).

- Additional courses in previous major
- Adding a major
- Reading Endorsements
- Principal certification
- Alternative education certifications