

OSU Student ID Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
 First Middle Last

Local Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Requirements completed: Semester \_\_\_\_\_ Year \_\_\_\_\_

Degree to be received: Semester \_\_\_\_\_ Year \_\_\_\_\_

**Remaining Course Work** (beginning with current semester).

Note: Unapproved changes could jeopardize receipt of degree. (Gray areas for Office Use Only)

Semester	Course	Hours	Purpose
			<input type="checkbox"/> 33 Hour Core <input type="checkbox"/> Not Used for Degree <input type="checkbox"/> 60 Hour Total or Above
			<input type="checkbox"/> 33 Hour Core <input type="checkbox"/> Not Used for Degree <input type="checkbox"/> 60 Hour Total or Above
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			<input type="checkbox"/> 33 Hour Core <input type="checkbox"/> Not Used for Degree <input type="checkbox"/> 60 Hour Total or Above
	Total Earned Hours to date		<b>Notes:</b>   <b>GPA:</b> _____
	Hours to be Completed		
	Total Projected Earned Hours		
	Minimum Earned Hours Required		

**I understand that I must successfully complete all degree requirements in order to receive the Associate of Arts Degree.** (See "Requirements and Guidelines" on reverse). I confirm that I have not been awarded an associate degree, a bachelor's degree, or a professional degree from an accredited institution.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

The name on this application must match that on your official record. If it does not, you must submit a Request for Change of Records with the application. If this form is not submitted, your current official name will appear on your diploma.

Residency Requirements	<input type="checkbox"/>	4-Year Application Requirement	<input type="checkbox"/>
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Regional campus recommendation:

Accepted and reviewed by \_\_\_\_\_

Final certification: College of Arts and Sciences Date \_\_\_\_\_

# Degree Requirements and Guidelines for the Associate of Arts Degree

## REQUIREMENTS

1. At least 60 semester hours of University credit.
  - a. All admission conditions courses must be completed before the Associate of Arts degree (AA) can be received. (Admission conditions will no longer be assessed for students who enter the university in or after summer 2012.)
  - b. A maximum of 8 semester hours of technical credit may be applied to the 60-hour requirement.
  - c. Remedial courses, including English 040,050,051,052,053,060,100.01,100.02, 109.01, 109.02, and 1109; Mathematics 040, 050,075,076,100,102, 103, 1050, 1060, and 1075; Speech and Hearing Science 035 and 040; and credit hours earned in repeated course work do not count toward the minimum hours needed for the AA degree.
2. Placement level "R" on the mathematics placement exam, or credit for Mathematics 075, 076, 1060, or 1075 or above.
3. A core of 33 semester hours distributed as follows, with no overlap between areas, adhering to the minimum/maximum criteria of each area: Writing and Related Skills (3-6), Quantitative and Logical Skills (3-6), Natural Science (6-15, a maximum of three courses), Social Science (6-9), Arts and Humanities (6-9), and Foreign Language (0-12). The Pass/Non-pass option may not be used for any of the 33 hours of courses. Students should discuss any use of the Pass/Non-pass option with their adviser.
4. Courses used to satisfy the Natural Science, Social Science, and Arts and Humanities components must be chosen from the list of courses approved for the University's General Education program. Courses applicable to the Quantitative and Logical skills area include any of the courses acceptable to that component of the baccalaureate requirements for the Colleges of the Arts and Sciences, plus Mathematics 105, 106, 107, 108, 109, 110, 1125, 1126, 1165, 1166, and 2167.
5. Not all General Education courses are appropriate to or acceptable for all baccalaureate programs. Students who intend to pursue a baccalaureate degree at Ohio State should carefully select courses that are applicable to the AA degree and their chosen baccalaureate program. Questions concerning General Education credit should be directed to the appropriate college office.
6. A cumulative point-hour ratio (CPHR) of at least 2.0 on all work attempted at OSU at the time of, or at the completion of, all other requirements.
7. Twenty of the last 30 credit hours must be earned through regular course enrollment at The Ohio State University (residency requirement).
8. At least 15 of the required 60 semester credit hours must be completed on a regional campus (residency requirement).
9. A minimum of three credit hours in regular course enrollment at OSU during Summer Quarter 1980, or thereafter.
10. Eligibility for any graduation honor requires a CPHR based on at least 60 graded hours (including credit for courses graded "S/U") while enrolled in course work at Ohio State. No EM (credit by examination) or credit hours earned on a Pass/Non-Pass basis are counted as part of these 60 hours. All courses taken at the university will be used in calculating the CPHR to determine graduation with honors.

Returning students who have attended other colleges or universities must submit official transcripts to the admissions office for evaluation before the application can be approved.

## SPECIAL NOTICE

The Associate of Arts degree will not be granted after the student has already been awarded an AA degree, a bachelor's degree, or a professional degree from an accredited institution. Students who have completed an associate degree other than an Associate of Arts and are now seeking an AA should file a petition to pursue the second associate degree, including a detailed plan for course work to be completed. In no case will an AA be awarded after completion of a baccalaureate degree.

## WHERE TO FILE

You must file your application through the advising office of your regional campus.

## DEADLINE DATES FOR FILING

To be eligible to receive the AA degree at the end of any semester, you must file an application by the tenth Friday of that semester. Applications filed later may delay your receiving the diploma. Students graduating in a summer term must file an application no later than Friday of the eighth week of the term.

## TIME LIMIT FOR FILING

Applications must be filed within four years after all requirements for the AA degree have been completed, assuming no other degrees have been awarded in the interim.

## FINAL APPROVAL OF APPLICATION

Your application will be screened and authorized for final approval by the College of Arts and Sciences.