

# Adult Student Handbook

**OTTAWA UNIVERSITY  
ADULT STUDENT HANDBOOK  
2008-09**

The 2008-09 University Adult Student Handbook is also available on Ottawa University's website at [www.ottawa.edu](http://www.ottawa.edu). While Ottawa University strives to publish an accurate printed copy of the University Adult Student Handbook, the online version is the University's official document. The provisions of this handbook are subject to change at any time by Ottawa University in its sole discretion.

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Produced by the Department of University Marketing

## PRESIDENT'S MESSAGE



Tauy Jones Hall  
Office of the President  
1001 South Cedar Street, #1  
Ottawa, KS 66067-3399  
785-242-5200

As President of Ottawa University, I would like to take this opportunity to congratulate you on your decision to pursue your education at OU. You will find Ottawa University to be a very friendly place, with many people who are devoted to helping you achieve your educational goals. Over our 143 year history, Ottawa University alumni have consistently made contributions in their communities and their professions. Your experience with us should be just as rewarding.

The information included in this catalog is designed to assist you in navigating the process of earning your degree. You will find contact information, curriculum requirements and other information necessary to make this process easier. If you have any questions, please do not hesitate to contact your professor, your advisor, or someone you may not have met. Everyone at OU is here to serve you. Our motto is: "Every student, Every day, Every way."

Stay ahead in your school work, stay positive in your outlook, and let us help you whenever you need it. You will be amazed at how quickly the semesters slip by. Before you know it, you will be walking across the stage and I will be handing you your diploma!

Sincerely,



Kevin C. Eichner; BA '73, MBA, DD '08

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# ABOUT OTTAWA UNIVERSITY

## Mission Statement

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.

## Statement of Educational Purposes

Since its inception in 1865, Ottawa University has sought to live out its mission in direct ways. It began with the collaboration between two American Baptist missionaries, Jotham and Eleanor Meeker, and the Ottawa Indians of Kansas to promote education and peace in a changing world. Out of this relationship, Ottawa University was born. Ever mindful of its original commitments, Ottawa University is now a comprehensive, not-for-profit, educational institution, which serves students of traditional age and adult learners worldwide. Grounded by its mission, Ottawa University carries out its educational purposes through its liberal arts and professional studies programs at both the undergraduate and graduate levels. Ottawa University guides learners to integrate faith, learning, and life, to gain the abilities they need to succeed and prosper, and to do so with an increased sense of the knowledge, compassion, respect, and service our world requires.

Ottawa University intends that

- a general education program of liberal arts studies will enable its faculty and students to investigate the world broadly and freely in order that its students will develop and express their life philosophies and values with awareness of and concern for others;
- study in undergraduate, graduate and other professional development programs will enable students to gain the specific expertise they need to enter professions they can contribute to; and
- programs, teaching and learning will continuously improve through assessment and sensitive responses to community needs.

Ottawa University's educational purposes require it to provide at all its campuses:

- diverse faculty who support the mission, purposes and general welfare of the University;
- caring faculty who are dedicated to teaching undergraduates in both discipline and liberal arts courses and who are sensitive to a heterogeneous body of students as persons seeking to grow spiritually, morally, and civically as well as intellectually;
- faculty who bring the same sensitivities and dedication to educating graduate and post-graduate students;
- multiple approaches to teaching which assure comprehensive and varied responses to students' learning patterns;
- appropriate academic support, environment and technology to enhance teaching, learning, research, and communication;
- sensitivity to different ethnicities and political configurations of the global community; and
- commitment to social responsibility which asserts that the University's education is of the heart and hand as well as the intellect.

## Accreditations

Ottawa University is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 312-263-0456, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org). Ottawa University education programs in Kansas are accredited by the National Council for the Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org), and the Kansas State Department of Education (KSDE), [www.ksde.org](http://www.ksde.org).

## Approvals

- The Arizona Teacher Education Programs are Arizona State Department of Education (AZDE) approved.
- The Ottawa, Kansas, and Kansas City Teacher Education Programs are Kansas State Board of Education (KSBE) approved.
- Arizona State Board for Private Post Secondary Education, 1400 West Washington Street, Room 260, Phoenix, AZ 85007, 602-542-5709, [www.azppse.state.az.us](http://www.azppse.state.az.us).
- Ottawa University Indiana is regulated by The Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204, 317-232-1320 or 800-227-5695, [www.ai.org/cope/](http://www.ai.org/cope/).

- Ottawa University Wisconsin is regulated and approved by the Educational
- Approval Board of the State of Wisconsin, 30 West Mifflin Street, PO Box 8696, Madison, WI 53708-8696, 608-266-1996, www.eab.state.wi.us.

## History of Ottawa University

With a rich history tied to the Ottawa Indians and the American Baptist Churches, USA, Ottawa University is proud of its heritage and committed to honoring those who are responsible for it. From 1837 to 1855, Reverend Jotham Meeker and his wife, Eleanor, were Baptist missionaries to the Ottawa Indian Tribe in the Midwest region, which is now Ottawa, Kansas. The Meekers devoted themselves to improving the lives of the Ottawa Indians and inspiring a hunger for education and religion. After the Meekers' deaths, the Ottawa Indians carried on the missionaries' Christian leadership with a strong desire to educate their children. John Tecumseh (Tauy) Jones also carried on the Meekers' commitment to the tribe. Serving as an interpreter and Baptist minister, he was responsible for arranging a meeting between the Baptists and the Ottawa Indians, which led to the development of Ottawa University.

The Ottawa Indians donated 20,000 acres for a university to ensure the education of their children. In exchange, the Baptists agreed to build and operate the school with a promise to provide free education to the Ottawa Indians. After delays due to the Civil War, Ottawa University was founded in 1865. Today, Any certified and documented member of the Ottawa Indian Tribe of Oklahoma is eligible to receive an Ottawa University Grant. The University will fully supplement any federal, state and private gift aid provided for the Ottawa Tribe member's education at the University so all tuition charges and regular student fees are at no charge to the member. In addition, for any Ottawa Tribe member enrolled at The College and residing in housing provided by The College, room charges (double occupancy) and board will be provided at no charge for as long as the member is an enrolled OU student and taking courses at the residential campus in Ottawa, Kansas. This grant is a continuing recognition of the long-established relationship between Ottawa University and the Ottawa Indian Tribe of Oklahoma. The grant will continue as long as the student remains in satisfactory academic standing according to the established standards of the University.

The first building erected on campus, in the spring of 1869, was destroyed by fire in 1875; however, through generous support of the community, it was rebuilt in 1876. It stands today, appropriately named Tauy Jones Hall. The first commencement was held in 1879, with the graduation of one student. Throughout the 142-year history, The College has enjoyed many changes and additions to become the beautiful campus it is today. In recognition of the growing demand for programs suited to the needs and learning styles of adults, the University opened its first adult campus in Kansas City in 1974. Additional campuses were opened in Arizona in 1977, Wisconsin in 1992 and Indiana in 2002. International programs were added in 1986. Ottawa University began its first graduate program in 1987 with the addition of the Master of Arts in Human Resources, offered at the Kansas City campus. It is now also offered at the Arizona campuses along with business administration, counseling and education. The online Master of Business Administration program was initiated in 2001. Campuses in Arizona and Kansas City also have Teacher Professional Education Programs, providing courses for certified teachers. In 2008 OU took programs fully-online through OU Online.

Ottawa University has made a difference in the lives of hundreds of people. The alumni love and support it. It is a high quality university related to the American Baptist Churches USA, and is designed to make a positive impact on one's ability to choose and prepare for a career and for life itself.

## The Ottawa University Crest

The Crest of Ottawa University conveys the most important ingredients of its history and purpose. The Dome of Tauy Jones Hall rises above the crest, just as it rises above the campus. John Tecumseh "Tauy" Jones came to the Marais des Cygnes Valley, in which the Ottawa campus nestles, as an Indian interpreter, a leader among the area Indians who negotiated with the settlers for a "school." Through the years, the Dome frequently changed colors, as special occasions lent themselves to "expression" by various student groups, especially the seniors. Today, the dome displays a vibrant copper finish.

The Cross of Christ borders every segment of student life; it represents our Christian heritage, our continuing commitment and the hope for our future.

The Star depicts the clarity of the Kansas sky; many of the earlier settlers thought that the North Star could be seen more clearly in Kansas than in any other state. The belief is still true.

The Book signifies the Book of Knowledge; it represents both the Bible and the texts of the various courses. As one assimilates knowledge from these two sources, one experiences the school motto: Veritas Vos Liberabit (the truth will set you free).

The Swan illustrates the tranquil environment of the Marais des Cygnes Valley. The French word “cygnes” means swans.

The Arrowhead is symbolic of our Indian heritage; the University is named after the Ottawa Indians. We still honor our “agreements” with them by providing education for people in the tribe. Members of our athletic teams are known as the Braves.

## **OTTAWA UNIVERSITY AT-A-GLANCE**

Founded in 1865, Ottawa University is a comprehensive, not-for-profit educational institution affiliated with the American Baptist Churches USA. The University’s educational mission brings together a residential College in Ottawa, Kansas, and adult campuses in Overland Park, Kansas; Kansas City, Missouri; Phoenix and Chandler Arizona; Milwaukee, Wisconsin; and Jeffersonville, Indiana, along with multiple international instructional sites. Ottawa University has more than 7,500 students worldwide.

### **The College**

The campus in Ottawa, Kansas, is designed primarily for traditional 18-to-25-year-old students, although it attracts and serves nontraditional students as well. Students come from small towns and big cities throughout Kansas, the United States and the world. Students come to The College as first-time, first-year students and continue their education over the next four or five years. Other students transfer from community colleges or from other four-year institutions.

### **Adult Campuses**

During the 1970s, many adults entered college; however, their access to higher education was limited by work and family responsibilities and difficulties getting to campus-based programs. Ottawa University established its first adult campus in 1974 to serve the educational needs of such students. The first campus opened in the Kansas City area. The University has since expanded to Arizona, Wisconsin and Indiana, as well as multiple international instructional sites. Ottawa University recognizes what the adult brings to the classroom: self-motivation, knowledge from life and work experience, and an urgency to complete a degree in a timely manner. Programs at the adult campuses are consistent with the educational philosophy and programs of The College and maintain the same high standards. Programs incorporate the University’s insistence on quality in design and offerings, individual educational planning, service by full-time faculty advisors, an interdisciplinary approach, and emphasis on continuous self-education. The significant difference between the adult campuses and The College lies in the flexibility of program offerings regarding location and schedule. Some courses can be completed in a few weeks, while others meet once per week for a longer period. Ottawa University offers programs leading to Bachelor of Arts, Master of Arts and Master of Business Administration degrees, as well as post-baccalaureate and post-master’s programs at some campuses. Students may enter educational programs at various times throughout the year.

## **GENERAL POLICIES**

### **Services for Students with Disabilities**

Reasonable accommodation for persons with known disabilities will be made in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person with a known disability will be intentionally excluded from participation in, be denied the benefit of, or otherwise be subject to discrimination under any University policy, program, service, or in relation to employment because of a disability.

University programs and facilities are intended to be accessible to persons with disabilities. Students must declare their disabilities and request related classroom

accommodations by submitting a completed Accommodations Request Form, as well as necessary documentation, to their campus Disabilities Services Coordinator. The University requires reasonably recent documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required and allowed by state and federal law. Requests for accommodation and documentation of a disability must be received for evaluation at least one to two weeks prior to implementation of accommodations. Additional time may be required for some accommodation requests.

To assure timely provision of services, students should initiate their requests early. Ottawa University provides detailed information on the principles and practices governing disabilities-related accommodations in its ADA 504, Title III Policies and Procedures. This document is available in its entirety through the local Disabilities Services Coordinator, the University ADA Coordinator, and the University website. All disabilities-related issues concerning students are overseen by the University's ADA Coordinator. (Please check with the appropriate representative at your campus, for more specific information).

## Code of Conduct and Ethics

The Code of Conduct and Ethics interprets the University's mission statement as it applies to the everyday decisions, behaviors, and actions of those within the Ottawa University community.

All members of the Ottawa University community which includes the leadership, faculty, staff, and students are responsible for sustaining the highest ethical standards of the University, and of the broader communities in which it functions. The University values honesty, trust, fairness, respect, and responsibility and strives to integrate these values into its teaching, research, and business practices. It is the intent of the Code of Conduct and Ethics to protect academic freedom, a collegial atmosphere, teaching and scholarship, advance the mission of the University, and to help preserve the highest standard of business dealings.

The code also applies to vendors, contractors, and subcontractors of the University and to volunteers elected or selected to serve in University positions. It shall apply to conduct that occurs on University premises, off-campus teaching locations, University

sponsored activities, and to all off-campus conduct, ostensibly performed under the University auspices, that affects the Ottawa University community and/or the person's fitness to perform his or her responsibilities. All persons, regardless of their position, or status within the University or the community shall be responsible for their conduct throughout their relationship with the University. (Please check with the appropriate representative at your campus, for more specific information).

## Compliance Hotline

The policies and procedures included in this handbook are essential for establishing a caring, Christ-centered community, which integrates faith, learning, and life. Any questions should be referred to the University Human Resources Office. Any person having reason to believe or who reasonably suspects that any member of the Ottawa University community is engaged in conduct contrary to any established University policy and/or procedures set forth herein, should report such conduct as quickly as possible after becoming aware of such conduct to their compliance officer, University Human Resource Office or if preferred, to a source outside the University, by contacting the external confidential compliance hotline service at 866-943-5787 which operates 24 hours/day, seven days a week. (Emergency situations which are urgent safety or security issues must be made directly to 911).

If the reported conduct potentially involves the compliance office for your location, the disclosure should be made to the chair of the University compliance committee, or to the external confidential compliance hotline service at 866-943-5787.

The chair of the University compliance committee will oversee the prompt and thorough investigation of all reports and will make every effort to protect the identity of the person reporting the improper conduct. However, the University cannot guarantee confidentiality if identification of the person is necessary to institutional or law enforcement officials for the purpose of investigating the incident. For example: if it appears a criminal act has occurred, local law enforcement will be contacted. In accordance with the nature of the complaint and the findings of the investigation, the University will take appropriate corrective action. Infractions of any policy or procedure set forth in this handbook can

result in discipline, at the sole discretion of Ottawa University.

The University compliance committee is responsible for overseeing the process by which complaints are investigated within the University. Its membership consists of University employees chosen for their experience and judgment relevant to these University policies. The members represent a cross section of the various units and constituencies within the University. The committee regularly reports to the president and the chair of the Board of Trustees the categories of complaints brought forth and makes any recommendations for changes. The director of human resources is the chair of the committee.

The compliance hotline is an externally managed call center independent of the University which is staffed by professionals. Individuals who choose to call the hotline are not required to disclose who they are. This information is welcomed, however, only if a person wishes to provide it. Calls are not recorded. The intake specialist takes written notes of the conversation and will summarize the call within one day and forward it to the chair of the University compliance committee for further investigation. The goal of the hotline, for non-emergency situations, is to have an initial response back from the University within five business days so that the caller may call the hotline back for a response to the original call. The caller is able to do this anonymously using the five digit case numbers assigned when he/she first called the hotline. At that time, the caller may be asked to provide additional information or to call back at a later date for an update.

Ottawa University forbids retaliation in any manner against anyone who, acting in good faith, has reported a suspected violation. A person feeling retaliated against may file a written complaint to the chair of the University compliance committee or contact the compliance hotline service at 866-943-5787. A retaliation complaint that the University, after investigation, reasonably determines to be true will result in disciplinary action, including the possible termination of employment, contractual relationship or other relationship of the offending party with the University as it deems appropriate under the circumstances.

## University Policies

The code of conduct and ethics is implemented in the policies that follow.

When an individual believes there has been any improper or questionable conduct relative to any of these policies by a person subject to this code, regardless of the participation(s) in such conduct, the reporting procedure described above apply.

### Academic Integrity

An academic community of integrity:

- Advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service;
- Fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential;
- Establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty and administration;
- Recognizes the participatory nature of the learning process and honors and respects its wide-range of opinions and ideas; and
- Upholds personal accountability and depends upon action in the face of wrongdoing.

### Conflict of Interest

Each member of the Ottawa University community must avoid any conflict between their personal interests and the interests of the University. Each person is expected to avoid even the appearance of impropriety in the performance of their duties and must never use their personal positions or knowledge gained through the University to inappropriately influence decisions for their advantage, or for that of their family and friends.

Any member of the Ottawa University community who could receive any economic benefit either directly or indirectly, such as through a business of which he/she, or a family member, has a substantial interest, shall disclose the interest and withdraw from all decision-making on behalf of the University on any matter relating to the transactions. All withdrawals from decision-making processes based upon this policy should be noted in the applicable minutes of all University meetings, including committee meetings. Individuals seeking employment with the University have the obligation to disclose to the interviewer any affiliations with a person, firm, organization, or corporation with which he or she has reason to believe the University does business or any other information necessary

to comply with this policy. All others must disclose to their campus executive, at the earliest practical time, any possible conflict of interest. Those in decision-making positions will be required to make annual recommendations of any potential conflict of interest.

Individuals will be deemed to have a conflict of interest if:

#### *Affiliations*

- a) The person is an officer, director, partner, trustee, employee, or agent of any firm, organization, or corporation with which you have reason to believe the University does business; or

#### *Interests/Investments*

- a) The person is the actual or beneficial owner of more than 1 percent of the voting stock or controlling interest of an organization or corporation which currently has or has had (within the past year) business dealings with Ottawa University; or
- b) The person has dealings with any organization from which he or she knowingly materially benefited in an amount (annual aggregate) of more than one thousand (\$1,000) dollars exclusively of dividends and interest; or

#### *Personal Relationships*

- a) The person is related to persons by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage, who have voting stock, a controlling interest or derives material benefit from a firm, organization or business subject to disclosure under this policy on conflict of interest.

For purposes of this policy, all consulting agreements or arrangements, formal or informal, are subject to disclosure under these provisions.

Potential conflicts of interest must be avoided. Gifts, travel reimbursements or other items from vendors and/or organizations that provide services to the University for financial benefit or seek to provide services for financial benefit that exceed \$50 in value cannot be accepted by any University employee or volunteer elected or selected to serve in a University position. If received, the item or payment must be returned.

## **Nondiscrimination Statement and Policy**

Ottawa University is committed to equal opportunity for all persons and does not unlawfully discriminate on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation or any other characteristic protected by law. This commitment applies to all members of the Ottawa University community including faculty members, staff members and students, as well as associates of a student, volunteers, suppliers, and other persons doing business with the University. Furthermore, this commitment applies to all policies, programs, and procedures of the University.

Compliance with regard to nondiscrimination policies is the responsibility of each Campus Executive Officer/Provost, who will work in conjunction with the University's Office of Human Resources.

Individuals who believe they may have been discriminated against should contact their Campus Executive Officer/Provost or the University's Director of Human Resources.

## **Harassment**

The University strives to maintain an environment for all that is free of harassment and illegal discrimination. In keeping with that policy, any form of harassment by or against any employee, applicant for employment, student, agent, supplier, contractor, volunteer, or any other person is prohibited whether it is illegal or not.

Harassment on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation or other status protected by law, is expressly prohibited. Unlawful harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an employee or person because of that individual's protected status. Examples of harassing conduct include inappropriate jokes, offensive language, or the display or use of objects or pictures that adversely reflect on a person's race, age, color, religion, sex, disability, national origin, sexual orientation, or any other characteristic protected by law.

As part of the above stated policy, sexual harassment by or against faculty members, staff members, students, associates of a student, volunteers, suppliers, or other persons doing business with

the University is prohibited. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to the conduct is made either explicitly or implicitly a condition of employment or educational activity;
- Submission to or rejection of the conduct is used as the basis for an employment or educational decision affecting the harassed individual; or
- Such conduct has the purpose or effect of substantially interfering with the person's work or educational performance or creates an intimidating, hostile or offensive work or educational environment.
- Prohibited acts of sexual harassment can take a variety of forms ranging from off-color jokes to subtle pressure for sexual activity to physical assault. Examples of conduct that may constitute sexual harassment include:
  - Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or request for sexual favor;
  - Repeated verbal abuse of a sexual nature;
  - Graphic verbal comments about a person's body;
  - Sexually degrading words used to describe a person;
  - The display of sexually suggestive objects or pictures;
  - Unwelcome questions or comments about private sexual matters;
  - Slurs, "off-color" jokes or degrading comments related to gender;
  - Demeaning, discourteous conduct or negative stereotyping;
  - A nonconsensual sexual relationship with a subordinate or a student; or
  - A combination of the types of conduct listed above.

It is important and critical to our Code of Conduct and Ethics that we uphold high standards of behavior for each individual within the University setting. If you believe you have been witness to unprofessional conduct, it is your responsibility to report it within the guidelines set forth above, just as you would report any other type of negative behavior as part of this code.

## Disciplinary Policy/Student Responsibility

Ottawa University is noted for its student-centered curriculum and its emphasis upon the student's goals and needs as the key factor in a college education. The University will help students to articulate and meet academic goals. The student must always be ready to take the initiative and not wait for the University to seek out the student. Students are expected to be familiar with the procedures in this publication and other University publications and to conform to them. The student, not the University or a member of the faculty, has primary responsibility for meeting degree requirements.

Registration and enrollment imply an agreement on the part of the student to conform to the regulations and procedures of the University. Failure to meet current obligations to the University, financial or otherwise, may lead to a refusal to issue a diploma or transcript or withdrawal from the institution. It is assumed that students of the University will behave in a manner respectful of the rights and welfare of students, faculty, and staff of the University. Conduct contrary to responsible behavior includes such actions as:

- Academic dishonesty;
- Theft of, damage to, the property of another person or of the University, or property being leased by OU;
- Physical, verbal or sexual harassment, or abuse of another person-as well as threatening or attempting to inflict injury, or creating a substantial risk to another person;
- Disruption of the educational process including behavior which inhibits or prevents faculty and staff from carrying out their institutional functions and/or other students from learning; and
- Use of illegal drugs or alcohol, or under the influence of illegal drugs or alcohol, while on school property.

Conduct contrary to responsible behavior may lead to refusal to issue a diploma or transcript or withdrawal from the institution.

## Family Educational Rights and Privacy Act

Annually, Ottawa University informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.

This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit a written request to the vice-president and provost, associate dean, registrar, or other designated official that identifies the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall refer the student to the correct official to whom the request should be addressed.
- The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the records they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic,

research, or support staff position (including law enforcement personnel and health staff). An official is also a person or company with whom the University has contracted (such as an attorney, auditor or collection agent). A school official is a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Ottawa University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

The items listed in Categories I, II and III, below are designated as "Directory Information" and may be released for any purpose at the discretion of our institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all the categories of directory information. Consider carefully the consequences of any decision to withhold any category of directory information, however, as future requests for such information from noninstitutional persons or organizations will be refused. Ottawa University will honor a request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring a student's instruction that such information be withheld.

*Category I:*

Name, address, telephone number, and e-mail address of student and parent. Dates of attendance, classification, course schedule, class lists, and photographs.

*Category II:*

Previous institution(s) attended; major field of study; awards, honors, degrees conferred (including dates).

*Category III:*

Past and present participation in officially recognized athletics and activities; physical factors (height, weight of athletes); date and place of birth.

Additional information on policy and procedures may be obtained from the Office of the Registrar, at your campus.

## Internet Access

Because Internet access also means connection to resources beyond our campus, it complicates rules and regulations for use. The following apply:

1. Students must have current anti-virus software, that scans for viruses on a daily basis, installed on their computer in order to gain access to the Internet connectivity.
2. Users may not use any University Internet or computer account that was not assigned to them by Ottawa University, unless authorized multiple access for the account. Users may not try in any way to obtain a password for another's Internet or computer account. Users may not use the Internet or computer account to gain unauthorized access to remote computers.
3. Users may not deliberately perform any act that may seriously damage or interfere with the operation of any computer, terminal, peripheral, local area network, or high-speed backbone network.
4. Users may not install or run on any of OU's computers or computer systems or give to another any program which could result in eventual damage to a file or computer system. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
5. Users may not attempt to circumvent data protection schemes or uncover security loop holes.
6. Users must abide by the terms of all software licensing agreements and copyright laws.
7. Users may not deliberately perform acts that are wasteful of computing resources. These acts include, but are not limited to, sending mass mailing or chain letters, obtaining unnecessary output, creating unnecessary multiple jobs or processes, or creating unnecessary work traffic.
8. The following types of information or software cannot be placed on any Internet computer or computer system on-campus or on any computer off campus where such information or software is accessed through the use of an Ottawa University provided Internet or computer account:
  - That which infringes upon the rights of another person.
  - That which is abusive, profane, or sexually offensive to the average person.
  - That which consists of information that may injure someone else and/or lead to a lawsuit or criminal charges. Examples include: pirated software, destructive software, pornographic materials, altered photographs, libelous statements, or harassing statements.
  - That which consists of any advertisements for commercial enterprises.
9. Users may not harass others by sending annoying, threatening, libelous, or sexually, racially or religiously offensive messages.
10. Users may not attempt to monitor another user's data communications, nor may users read, copy, change or delete another user's files or software, without the express permission of the owner.
11. Users may not use an Internet or computer account for work not specifically authorized for that account. A University-funded account may not be used for personal financial gain.
12. Users may not play games using any computer or computer system owned by OU, unless for instructional purposes as specifically assigned by a professor, or unless the University has installed and authorized a game on its local area network. Recreational use of Internet accounts may result in suspension of account privileges.

## Academic Computing Rules

1. Computing facilities are only for the support of instruction, academics and research at Ottawa University.
2. Computer usage related to assigned course activities will be given priority. Students, staff, and faculty have precedence over other users. Unwillingness to comply is a violation.
3. Food and drink are not allowed in the academic computing areas. This applies to drinks which are covered or uncovered.
4. Tobacco products (including smokeless products) are not allowed in the computer labs.
5. Game playing is prohibited unless specifically assigned by a professor for instructional purposes or authorized and installed by Ottawa University personnel.
6. Users may not perform acts that are wasteful of computing resources. (i.e. inappropriate use of IRC's, mass mailings, excessive output, unnecessary multiple jobs, excessive network traffic, excessive printing, etc).

7. Users are limited to print only one copy of a document on a laser printer. Subsequent copies must be obtained from a copy machine.
8. Users may not print documents for nonacademic purposes, including, but not limited to, documents or fliers for personal gain, mass production of resumes or job seeking documents.
9. Respect is to be shown to other users, lab assistants and computing equipment.
10. Users may not use the computing equipment to disrupt the work and/or use of others.
11. Users may not harass others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages and graphics.
12. Profane, abusive or obscene materials are not allowed.
13. Users may not read or copy others' files without permission.
14. All copyright, patent, trademark and licensing agreements and regulations will be respected and followed.
15. Users may not install, alter, or delete applications on the hard drive.
16. Use of the University insignias or logos is prohibited.
17. Users may not present themselves as official representatives, or their personal publications as official publications of the University.
18. Academic computers may not be used for selling or advertising purposes.
19. Users must adhere to all federal, state and local regulations.
20. Users may not interfere with the operations or security of computing facilities.
21. Users may not access an account not specifically authorized to them, whether on a University system or another location.
22. Users may not engage in computing activities that invade security of accounts at the University or any other place.

## **Acquired Immune Deficiency Syndrome (AIDS), Human Immune Deficiency Virus Antibody Positivity (HIV) Statement and Guidelines**

Acquired Immune Deficiency Syndrome (AIDS) is a fatal viral disease which is characterized by damage and eventual destruction of the body's immune system. Ottawa University will respond to this

serious health problem according to the following guidelines:

The primary response of Ottawa University to the AIDS epidemic is education. The most important goal for the institution is to increase awareness and provide education in order to dispel misinformation to decrease unwarranted reactions, and to disseminate knowledge concerning prevention.

The University follows the recommendation of the ACHA (American College Health Association) in not adopting a blanket policy concerning students, faculty, or staff living with AIDS or HIV. Instead, each case is evaluated on an individual basis.

Current knowledge indicates that students or employees with AIDS or infected with HIV do not pose a health risk to other students or employees in an academic setting. No person will be denied admission to the University or access to University services or buildings on the basis of positive HIV status. No one is denied employment solely on the basis of positive HIV status.

The University has no routine requirement that students be asked to respond to questions about the existence of AIDS or a positive HIV antibody test result. This, like all other medical information, is handled in a strictly confidential manner in accordance with the procedures and requirements in effect at Ottawa University.

Ottawa University AIDS policy will be reviewed in light of new understanding of the disease and changes will be made as necessary.

## **ACADEMIC POLICIES**

### **Transcripts**

Official transcripts are issued only by the University Registrar's Office.

They are printed on security paper and conform to guidelines established by the American Association of College Registrars and Admission Officers (AACRAO). Transcripts will not be issued until the original, official, signed grade lists corresponding to the courses noted have been received by the University Office of the Registrar. Students and former students must request a copy of their transcript in writing. Faxed requests are acceptable.

The request must include the following:

- Name
- Social Security Number
- Number of Transcripts Requested
- Address where Transcripts are to be mailed
- Daytime Telephone Number
- Student Signature

Transcripts are normally processed within three to five working days of receipt and are mailed via first class mail. There is no charge for transcripts processed in this manner. Students and former students may request that transcripts be processed the same day the request is received, e.g., faxed, mailed via Federal Express or mailed via the United Postal Service's Priority Mail. These requests are charged \$15 per transcript in addition to the fees levied by Federal Express or the United States Postal Service. These charges may be paid with cash, check or credit card.

Unofficial transcripts may be obtained through your local registrar. A 24-hour advance notice is preferred. Unofficial transcripts may be mailed or picked up, by the student. In addition, an unofficial transcript is available through the MyOttawa portal. (Please check with the appropriate representative at your campus, for more specific information)

## Transcript Classifications

Ottawa University has three transcript divisions: undergraduate, graduate and professional education. A separate grade point average is calculated for each. The undergraduate transcript reflects coursework taken by students (degree-seeking and non-degree-seeking) that do not hold a bachelor's degree and students who are pursuing teacher certification/licensure. The graduate transcript reflects coursework taken by students (degree-seeking, non-degree seeking, certificate of graduate studies (CGS) and certificate of advanced graduate studies (CAGS) enrolled in master's level courses. The professional education transcript reflects graduate-level professional development and recertification courses.

## Course Numbering System

In general, the courses are numbered as follows: 10000 to 29999 are first-year and sophomore-level courses.  
30000 to 49999 are junior- and senior-level courses.  
51000 to 69999 are upper-division/graduate professional education courses.  
7001 to 8993 are graduate-level courses.

## Undergraduate Degree-Seeking Student Classifications

Student classification is determined by the number of semester credit hours earned through coursework as transfer semester credit hours or both. The levels are as follows:

1-23 semester credit hours	First Year
24-53 semester credit hours	Sophomore
54-91 semester credit hours	Junior
92+ semester credit hours	Senior

## Special Students

Students who desire to receive instruction in a particular academic division without being a candidate for a degree are welcomed at Ottawa University. They may enroll for semester credit hours in regularly scheduled courses on a space available basis.

## Name/Address Changes

Name and address changes should be submitted to the campus registrar or their designees. Students requesting name changes on University records must do so through a written request and provide official documentation. The campus registrar accepts the following documentation:

- Valid Driver's License
- Marriage License
- Divorce Decree
- Court-Approved Name Change
- State-Issued Identification Card
- Social Security Card

(Please check with the appropriate representative at your campus, for more specific information).

## Grading

The University uses the following grading system to evaluate student performance:

### *Grade Quality Points*

A Excellent –	4 grade points per semester credit hour earned
B Good –	3 grade points per semester credit hour earned
C Average –	2 grade points per semester credit hour earned
D Below Average –	1 grade point per semester credit hour earned
F Failure –	0 grade points earned

P Pass –	Considered to be work at C level or better; semester credit hours count towards hours earned only
IP In Progress –	0 grade points earned
NR Not Reported –	0 grade points earned
NC No Credit –	0 grade points earned
AU Audited –	0 grade points earned
W Withdrawal –	0 grade points earned

## Attendance

Attendance in classes is required of all students. Absences due to emergencies or matters beyond a student's control are understandable, but the student must notify the instructor involved and make arrangements for missed work and class time. Instructors have the final right to determine how absences will affect students' grades. Frequent or repeated absences are detrimental to academic progress and may lead to a failing grade or to withdrawal from the course(s). Students who are not in attendance week 1 and 2 of the term will be withdrawn from the course.

The instructor is charged with the responsibility of notifying the University of any change in a student's status and the effective date the student ceased to make adequate academic progress. All appropriate offices and agencies, such as the Veterans Administration and Federal Stafford Loan lending agencies, will be promptly notified of any change in a student's status. Any refunds will be made in accordance with the established refund policy. (Please check with the appropriate representative at your campus, for more specific information).

## Add/Drop Courses

Courses may be added, with advisor and/or instructor approval, if done within 5 business days of the beginning of the term. Students wanting to drop courses should first consult their instructor and their academic advisor. Drops are processed based on the date they are submitted, therefore timely notification is required. Students should check with the registrar at their instructional location for location-specific forms. Students may drop courses during the first 10 business days without a notation appearing on the official transcript.

After the first 10 business days, a grade of "W" will be posted with the dropped course and will appear on the official transcript. Changes in registration may affect refunds or result in additional fees. Please check with the appropriate representative at your campus, for more specific information.

## Repeating Courses

Students wishing to improve their grade point average may repeat a course in a subsequent semester. The last grade earned replaces the first grade earned. The last grade is used in determining grade point average. All courses taken at Ottawa University remain on the transcript.

## Withdrawal from the University

Students wishing to officially withdraw from the University should notify, in writing, the registrar at their instructional location. (Please check with the appropriate representative at your campus, for more specific information).

## Final Course Evaluation

Toward the completion of each course, students are provided the opportunity to assess the quality of the course and the instructor's abilities. This evaluation is confidential and is used to provide appropriate feedback to each instructor once the entire assessment of students is completed and grades are submitted. The evaluation forms are not returned to the instructor until grades have been submitted for that course.

Student comments on the quality of the classroom instructor, course content, readings, educational environment, and services are critical to the University as it strives to improve the quality of course offerings. Students are encouraged to take these evaluations seriously. Suggestions for improvement are welcomed. (Please check with the appropriate representative at your campus, for more specific information).

## Cheating and Plagiarism

Plagiarism means presenting as one's own the words, work or opinions of someone else. Plagiarism occurs in two forms:

1. Plagiarism occurs when writers use the exact language of someone else without putting the quoted material in quotation marks and citing its source.

2. Plagiarism occurs when writers present, as their own, the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else, even though they express it in their own words. The language may be theirs, but they are presenting work as their own, which is the work of another.

Cheating on examinations refers to any effort on the part of a student to seek or to give unauthorized assistance on an examination. The following kinds of behavior are generally considered to constitute cheating on examinations:

- a. The possession and/or use of unauthorized books, articles or notes during an examination.
- b. Copying or attempting to copy another student's work during an examination, with or without the student's consent;
- c. Requesting help from or offering help to another student during an examination, whether or not the help is given or received.
- d. Any efforts (successful or not) to alter answers to examination questions after the examination has been concluded, if done in an attempt to receive credit for the altered answers.
- e. Any efforts (successful or not) to obtain unauthorized copies of an examination or of examination questions prior to their being administered by the professor;
- f. Any deliberate disobedience of the rules for a given examination as they are announced by the professor.

It is often difficult for a professor, in a given course, to determine decisively whether cheating has taken place or not. There are, however, certain kinds of evidence which justify a professor's suspicion, and these may, at the discretion of the professor, be considered an adequate basis for such a judgment. The penalty for plagiarism or any other form of academic dishonesty will be failure in the course which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the University by the Academic Dean. Plagiarism/Cheating may lead to dismissal from Ottawa University. Should a student feel that she/he has been unjustly accused, she/he has the option of reviewing the professor's decision by means of the Academic Grievance Procedure. (Please check with the appropriate representative at your campus, for more specific information).

## Satisfactory Academic Progress/ Academic Probation and Suspension

An undergraduate student whose cumulative grade point average is below 2.00 is considered not making satisfactory academic progress toward graduation and is then placed on academic probation. The student will have one term to remove the probation. If receiving federal financial aid, the financial aid is continued through the probationary period. If the probation is not removed within this time frame, the student may be subject to dismissal and financial aid will be discontinued. A graduate student whose cumulative grade point average is below 3.00 is considered not making satisfactory academic progress toward graduation and is then placed on academic probation. The student will have one term to remove the probation. If receiving federal financial aid, the financial aid is continued through the probationary period. If the probation is not removed within this time frame, the student may be subject to dismissal and financial aid will be discontinued.

## Academic Grievance

If a student believes that an instructor has been unfair in grading, or assessing student performance, or in any area affecting academic performance, the matter should be resolved. When and wherever possible, parties should demonstrate a full and honest effort to resolve their concerns informally with minimal intervention by the University. Resolution of academic grievances will proceed according to the following policy:

### *Purpose/Definition*

Ottawa University's academic grievance policy has been established to create a comfortable and safe environment wherein concerns about whether or not students have been treated fairly according to both the letter and spirit of academic policies and procedures can be resolved. Ottawa University's philosophy supports multiple and frequent interactions between students and the University. No student should hesitate to contact a faculty member or administrator to discuss any issue or concern.

### *Informal Resolution*

Most academic grievances can be resolved through the two, sequential steps described below:

- The student should be encouraged to take the initiative to meet with the instructor to resolve the issue. More than one meeting may

be required to enable either the student or instructor to gather relevant data or materials. Every effort should be made to resolve any concerns at this level, as instructors have the ultimate responsibility for grades in the courses they teach.

- If the student does not accept the outcome of the meeting(s) with the instructor, or if the student elects to not contact the instructor, the student should then contact his/her advisor for assistance. The student shall take this step promptly, preferably within one week of the recognition of the grievance.

Assistance by the advisor may take a number of forms, including additional clarification to remedy miscommunication or misunderstanding. The advisor may also act as an advocate or neutral intermediary with the instructor. If matters are still unresolved to the student's satisfaction, the Formal Resolution policy described below is in order.

### ***Formal Resolution***

Although each campus is a part of the overall Ottawa University system, this policy also recognizes that each campus has its own unique organization, size, needs, identity, and culture. In order to offer a consistent process as well as one that is truly responsive to all individuals, each campus is responsible for developing, following and maintaining its own formal grievance procedure according to the principles listed below.

Formal campus grievance procedures must be consistent with all other Ottawa University policies, are considered part of this policy, and must be included herein as well as proactively being made available to all students.

- The procedure will be “user friendly.”
- The procedure will preserve and protect the confidentiality, integrity and the human dignity of all parties.
- The procedure will guarantee due process to all involved parties.
- The procedure will actively prevent any conflicts of interest.
- The procedure will be designed to convey fairness and impartiality.
- Formal grievances will be in writing.
- The moving party must show at least a threshold burden of proof.

- If a campus procedure elects to include panels, such panels will not make or develop University policy.
- If a campus procedure elects to include panels, such panels will function only as a body and its members will have no individual authority on the matter(s) before it.
- A lack of timeliness on the part of a party will not interfere with the proper investigation of a concern or with appropriately “doing the right thing” even if it is outside of a campus’ procedure.
- If any employee or contractor of the University attempts, regardless of how subtly, to coerce, single out, threaten, or retaliate against a complaining party, or to discourage use of this or any other University policy or procedure, absent a question of fact, this will be interpreted as a negative response and immediately considered grounds for disciplinary action or termination. (Please check with the appropriate representative at your campus, for more specific information).

## **Complaints**

In compliance with federal regulations as interpreted by the Higher Learning Commission accrediting agency, the University maintains a record of complaints sent by enrolled students to the president, vice presidents, campus executive officer and directors of academic programs. The complaints recorded include academic grievances sent to any person designated by a vice president, provost or campus executive officer to receive and act on grievances. The complaints recorded include only complaints submitted in writing and signed by a student. If a student has been dismissed but an academic grievance is filed within two years, the complaint/grievance will be tracked. No information identifying the individual(s) making the complaint is made available to the accrediting association. Students may review a record of anonymously tracked complaints that includes academic grievances. The University registrar maintains the database of formal complaints and at least once a year issues a report summarizing the complaints and their status. The following information is recorded in the complaint database:

- The date the complaint was formally submitted.
- The nature of the complaint.
- The steps taken to resolve the complaint.

- The University's final decision regarding the complaint.
- External actions, if known, initiated by the student to resolve the complaint and outcome of such actions.

(Please check with the appropriate representative at your campus, for more specific information).

## Graduation Requirements

### *Undergraduate*

Graduation requirements at the adult campuses are largely consistent with those at The College but are designed to accommodate a diversity of students and program options that include degree completion programs, "two plus two" programs in articulation with regionally accredited community colleges, as well as programs through which students pursue more than half of their academic coursework at Ottawa University.

Adult campus students must complete:

- A minimum of 24 semester credit hours in residence with Ottawa University, including minimum of 8 semester credit hours in the Liberal Arts Studies (LAS) sequence, namely Proseminar and Graduation Review, and including at least 12 semester credit hours in the major (does not include semester credit hours earned through Credit by Assessment).
- A minimum of 48 semester credit hours of upper-division coursework (300- and 400-level).
- A minimum of 24 semester credit hours in the major. Twelve semester credit hours must be upper division and taken in residence with Ottawa University. All grades for courses in the major must be at a "C" level or better.
- A cumulative grade point average of 2.00 or better.
- A minimum of 128 earned semester credit hours.
- A grade of "C" or better in all required LAS coursework

\*Adult campuses may impose additional degree or program requirements. Campus-specific requirements may supersede the general information outlined above. Please contact the campus registrar for more details.

### *Graduate*

- A minimum of 36 earned semester credit hours.
- A cumulative grade point average of 3.00 or better.
- No more than two grades of "C".

## Graduation Honors

(Applicable to Undergraduate Programs Only)

The Latin designation for honors refer to the medieval origins of academic ceremony: cum laude indicates distinction; magna cum laude, great distinction; and summa cum laude, highest distinction. At Ottawa University, students achieve a 3.50 to 3.799 grade point average (on a 4.00 scale) to graduate cum laude. Magna cum laude honors require a 3.80 to 3.899 grade point average. For the highest honors, summa cum laude, students must achieve a 3.90 or higher grade point average. To qualify for honors, students must complete a minimum of 40 semester credits hours at Ottawa University (excluding Credit by Assessment), and all transfer work is considered in the grade point calculation. Distinction in the comprehensive examination or project may be earned by students as judged by the faculty.

## Conferral Dates

The University confers degrees up to six times per year – in July, August, December, January, February and May. There is not an actual commencement ceremony held for each of these conferrals. Contact the Registrar's Office at your campus for more specific information concerning dates and deadlines. No one may receive a diploma or participate in the graduation ceremony without meeting all graduation requirements and financial obligations.

## Registration

Each student must officially register before beginning a course. A student registers for classes each term by registering online at [www.myottawa.ottawa.edu](http://www.myottawa.ottawa.edu) or by completing and signing an official registration form as provided in course schedules. Paper registration forms may be mailed, faxed or hand delivered.

Registrations placed on hold for financial or academic reasons are not processed, and students may not attend classes until the problem is resolved. All fees are listed on the registration form. All registrations must indicate tuition payment options.

## Web Registration

Current students in undergraduate and graduate programs enrolled in the U.S. may register for courses on their own initiative and convenience via the Web within published time frames.

Registration will require the submission of written forms after the dates noted. Students can access web registration in a variety of ways using their student ID number and e-mail password. The Student Portal allows students to:

- Register for regularly-scheduled courses
- Add/drop courses
- Print course schedule
- Project GPA for in-progress courses
- Print unofficial academic record

(Please contact the appropriate representative at your campus, for more specific information).

## FINANCIAL INFORMATION

### Payment of Charges

Tuition, fees and other payments are due the first night of class. The student must make satisfactory payment arrangements through the Department of Financial Aid. Tuition, fees and other charges are included as part of the enrollment process for each individual campus.

Payment plans are not available unless it is through the Deferred Tuition plan offered at our adult and online units. (Please check with the appropriate representative at your campus, for more specific information).

### Special Enrollment

Audit tuition rate is \$50 per credit. Students must have the consent of the instructor and/or advisor. Official transcripts are not available for audited courses.

\* Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

### Financial Aid

Many students find it necessary to obtain financial assistance to attend Ottawa University. Recognizing this need and desiring to see every qualified student

attend, Ottawa University offers each applicant a total financial planning service. The types of financial aid available may vary by student and location. In addition, many sources of financial aid administered by Ottawa University are controlled by governmental agencies external to the University. The following information is correct at the time of printing and subject to change. Students are urged to submit an application well in advance of registration dates, as processing the paperwork may require several weeks. Students must promptly respond to requests for additional documentation.

### *Basic Consumer Information*

Upon request, the student may obtain information regarding the following topics by contacting the Department of Financial Aid:

- Rights under the Family Education Rights and Privacy Act (FERPA).
- Family Federal Education Loan (FFEL) Deferments for Performed Services (e.g. Peace Corps).
- Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and for each program a description of:
  - Application form and procedures.
  - Student eligibility requirements.
  - Selection criteria.
  - Criteria for determining the amount of a student's award.
- Rights and responsibilities of students receiving Title IV and other financial aid including:
  - Criteria for continued eligibility.
  - Satisfactory academic progress standards and criteria to re-establish eligibility if student fails to maintain satisfactory academic progress.
  - Method and frequency of financial aid disbursements.
  - Terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.
  - General conditions and terms applicable to any employment offered as part of student's financial aid award.
  - Exit counseling information required to be provided and to be collected from student borrowers of a FFEL or Federal Perkins Loan.
- Institutional information including:
  - Cost of attending the school.
  - Any applicable refund policy.
  - Requirements for officially withdrawing from the University.

- Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.
- Information regarding the University's academic programs.
- Entities that accredit, license or approve the school and its programs and procedures for reviewing the University's accreditation, licensing or approval documentation.
- Description of any special services and facilities for disabled students.
- Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.
- Statement that enrollment in a study abroad program approved for semester credit hours may be considered enrollment at the University for the purpose of applying for Title IV assistance.
- Graduation Rates and Transfer Out Rates for Students, which are published each semester with the Schedule of Courses. Information is available in The College's Office of the Registrar.
- Campus security reports including:
  - Statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property and public property.
  - Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies, and the institution's response to such.
  - Policies concerning the security of and access to campus facilities.
  - Policies concerning campus law enforcement.
- Report on athletic program participation rates and financial support data.
- Report on completion and graduation rates and transfer out rates for student athletes.

Additional financial aid information can be obtained by contacting the Department of Financial Aid staff at each location:

**Arizona Campus**

10020 North 25th Avenue  
Phoenix, AZ 85021  
602-749-5120

**Indiana Campus**

287 Quarter Master Court  
Jeffersonville, IN 47130  
812-280-7271

**Kansas City Campus**

4370 West 109th St., Suite 200  
Overland Park, KS 66211  
913-451-1431

**Online Campus**

10020 North 25th Avenue  
Phoenix, AZ 85021  
602-749-1188

**Wisconsin Campus**

245 South Executive Drive, Suite 110  
Brookfield, WI 53005  
262-879-0200

For additional help:

Financial Aid Information Page  
[www.finaid.org](http://www.finaid.org)

U.S. Department of Education  
[www.ed.gov](http://www.ed.gov)  
Phone: 800-4-FED-AID

Student Guide  
[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

FAFSA on the Web  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

fastWEB (A free scholarship search)  
[www.fastweb.com](http://www.fastweb.com)

**Available Financial Assistance Programs**

Refer to the Ottawa University Catalog or contact the Department of Financial Aid for information pertaining to the following Financial Aid programs:

1. Federal Pell Grant
2. Academic Competitiveness Grant
3. National Smart Grant
4. Federal TEACH Grant
5. Outside Scholarships and Grants
6. Federal Subsidized Loans
7. Federal Unsubsidized Loans
8. Federal Parent Loan for Undergraduate Students (PLUS loan)
9. Private/Alternative Loans

***Military and Veterans' Benefits***

Benefits are available to military personnel in a variety of eligibility circumstances. Each Ottawa

University campus has a staff member in the Registrar's department or a general administrative staff member available to help the student apply for VA benefits.

### ***Employer Reimbursement***

Some organizations provide reimbursement for educational costs for employees seeking to continue their education. Students should consult with their employers as to the company policy concerning education reimbursement. Contact the Ottawa University Business Office for more information.

## **Application Procedure for Students Attending the Adult Campuses**

The following information and relevant links are available via the Ottawa University portal:

1. Submit Free Application for Federal Student Aid (via FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)).
2. First time loan applicants should electronically sign and submit Master Promissory Note using the instructions found on the cover of the Institutional Application.
3. Submit completed Financial Aid Institutional Application to the Department of Financial Aid.

## **Satisfactory Academic Progress**

Students must maintain an adequate rate of progress toward graduation, as defined below. All periods of the student's enrollment will be evaluated twice each year (e.g. December and June).

This rate of progress is measured using two criteria: grade point average (GPA) and maximum time frame (MTF). Students who fail to meet the satisfactory academic progress criteria will be given an opportunity to rectify the deficiency. If it is not corrected within the allotted amount of time, the student may lose his/her eligibility for federal financial aid.

Students will be placed on financial aid probation for failure to meet the minimum GPA requirement. Financial aid funding will continue during the probation. Progress measurements for the students GPA are based on a 4.0 scale and are reflective of all credits attempted by the student, including transfer credits.

Student enrolled in an undergraduate program must meet the following GPA criteria.

### ***Total Number of Semester Cumulative Credit Hours Attempted GPA***

0-24	1.60
25-48	1.80
49+	2.00

Students enrolled in a post-baccalaureate teacher certification program must maintain a 2.0 minimum cumulative GPA throughout the entire program length. Students enrolled in a master's program must maintain a 3.00 minimum cumulative GPA throughout the entire program length.

## **Maximum Time Frame**

Undergraduate maximum Time Frame (MTF) is defined as 150 percent of the program length measured in credit hours attempted. A student who needs 128 credits to graduate must do so within 192 credit attempts.

Undergraduate, teacher certification and graduate students will be placed on a financial aid probation if they fail to earn at least 66.67 percent of the cumulative credits attempted (including transfer credits). Financial aid eligibility will continue during the probationary period. Further federal financial aid funding will be denied if the student fails to resolve the MTF problem within the probationary period.

Example: If a student attempts 24 cumulative credits at the time of measurement, s/he must have earned at least 16 credits ( $24 \times 66.67 \text{ percent} = 16$ ) toward the program completion.

Incompletes, no credits, and withdrawals are considered credits attempted but not earned. Updates of incomplete and no credit grades would constitute re-evaluation and would be reflected in the new hours earned and/or hours graded total.

## **Transfer Credits**

For the purposes of measuring satisfactory academic progress, all credits transferred to Ottawa University from other institutions will be used in calculating the OU GPA and MTF.

## **Probationary and Denial Status**

If placed on probation, the student must improve his/her cumulative GPA and/or complete enough

hours to meet the minimum standards stated above, within the probationary period or risk being denied further federal financial aid funding. If a student is denied federal financial aid due to unsatisfactory academic progress, he or she may be reinstated upon request once the minimum standards are met, or if an appeal is approved.

## Appeals

Students have the opportunity to appeal the loss of federal financial aid eligibility by submitting a written appeal to the director of financial aid (or designee). Appeals should include any unusual circumstances which may have affected the student's academic performance. The student should also provide details of what steps will be taken to prevent further SAP issues. The director of financial aid (or designee) will review written appeals and may conduct personal interviews with the student. The decision will be communicated to the student in writing and is considered final.

Students who have changed programs may have their transcripts re-evaluated so that only courses applicable to their current program of study are considered.

If a student is denied federal financial aid because of unsatisfactory academic progress, s/he will be responsible for any resulting financial obligations to Ottawa University.

## Unofficial Withdrawals

Financial Aid students who fail to continue participating in an academically related activity before 60 percent or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F or NC.

The Federal R2T4 calculations will be processed as though the student has withdrawn and any required refunds will be returned to the appropriate Federal programs(s). Because the student did not officially withdraw, the institutional charges will not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made. (Please check with the appropriate representative at your campus, for more specific information).

## Refund Policy

The refund policy in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment varies depending on which location the student attends, which program they are enrolled in and whether they are a financial aid recipient. The examples are sample institutional policies. The percentages calculated are based on the number of days of classes.

Courses that do not meet are treated as those with standard schedules.

### REFUND POLICIES

#### 11-Week Terms

Zero up to and including 20% of class meetings . . . . .	100% refund
After 20% of class meetings up to and including 35% of class meetings . . . . .	75% refund
After 35% of class meetings up to and including 50% of class meetings . . . . .	50% refund
After 50% of class meetings . . . . .	NO REFUND

#### 8-Week Terms

Zero up to and including 25% of class meetings . . . . .	100% refund
After 25% of class meetings up to and including 37% of class meetings . . . . .	75% refund
After 37% of class meetings up to and including 50% of class meetings . . . . .	50% refund
After 50% of class time . . . . .	NO REFUND

#### Proseminar

On or before 50% of class meetings . . . . .	100% refund
After 50% of class meetings . . . . .	NO REFUND

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. Title IV financial aid is refunded in the following order as prescribed by law and regulation:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal PELL Grant
5. Other Title IV Aid Programs
6. Other federal, state, private, or institutional aid
7. The Student

Examples of the application of this policy are available upon request in the Department of Financial Aid. (Please check with the appropriate representative at your campus, for more specific information).

Ottawa University will consider a student actively enrolled for course(s) unless notified by the student that he/she has withdrawn. A student's withdrawal and refund determination are based on the date of withdrawal notification. Timely notification is required and written notification preferred. Withdrawal ("W") will appear on the transcript for any withdrawal initiated on or after the date of the third class meeting. Students who withdraw from a course (with or without attendance) after the course has started will be obligated for tuition as per the following schedule.

Please contact your local campus for further clarification of the refund policies. State regulations may result in variations from the standard policy above.

## **STUDENT SERVICES LIBRARY**

### **Library Services/Databases**

The Myers Library currently serves students, staff and faculty at Ottawa University. The library is housed at The College in Ottawa, Kansas. Students taking courses at other Ottawa University campuses contact the library via telephone or e-mail for library reference or database assistance. A list of library resources for each campus is located on the Web Resources list on the library website and is available to students through their Library Campus Liaison. Students may also contact the library to

check out books owned by Myers Library and obtain photocopies of articles in print journals owned by the library.

### **Interlibrary Loan Services**

Interlibrary loan services are available to students through the Myers Library, for periodical articles only. Students may contact the interlibrary loan librarian, Jan Lee, for additional information regarding these services at 785-242-5200, ext. 5447 or via her e-mail at [jan.lee@ottawa.edu](mailto:jan.lee@ottawa.edu). Students may also contact their campus liaison or local libraries to inquire about interlibrary loan services.

### **The Myers Library Website**

The Myers Library website provides students with access to the library catalog, hours of operation, databases, information literacy tutorials, the A-Z Periodical Search and a variety of Web research resources. The Myers Library website can be found at [www.ottawa.edu/main/content/view/330](http://www.ottawa.edu/main/content/view/330).

### **Ask-a-Librarian**

Library reference services are available to students via e-mail. Students can click on the Ask-a-Librarian link on the Myers Library website or e-mail the reference desk directly at [library@ottawa.edu](mailto:library@ottawa.edu) to request information. Librarians reply to e-mail reference requests within 48 hours.

### **Ottawa University E-book Collection**

Access to Ottawa University's e-book collection is available to students through the Myers Library catalog. The catalog links users to <http://www.netlibrary.com> where they can sign up as Netlibrary user and check out e-books, a collection shared with several U.S. universities and colleges. Students must be on the Ottawa University network at initial sign-up for the Netlibrary e-book service. Thereafter, students can login and use the e-book services from a home computer.

### **Campus Library Liaisons**

Each Ottawa University campus has a staff member who is designated as the campus library liaison, responsible to liaise with faculty and students at their location regarding library passwords and updates. Additionally, the liaison serves as a guide and mentor to aid students in navigating the library

databases as well as with answering any library and research-related questions. Campus liaisons also have information available regarding Ottawa University's collaborative agreements with the libraries in their campus areas.

Current campus liaison staff are:

Jessica Whiting: Arizona  
Patrice Fess: Indiana  
Judy Woelfel: Greater Kansas City  
Joyce Caldwell: Wisconsin

## OU Student Portal

Students may access all the library databases from home by accessing the OU Student Portal at <http://myottawa.ottawa.edu>. Students using the portal for the first time will need to activate their student e-mail account at <http://myottawa.ottawa.edu> before they can use the portal. The library databases can be accessed through the portal with a one-time sign-on. Only one database, BNA HR Library will require a password and id, which can be obtained from the Myers Library.

## A-To-Z Periodical Search

Students may access the A-to-Z Periodical Search tool from the library Web page at <http://atoz.ebsco.com/titles/asp?Id=DVOU&sid=132996545&TabID=2>. Periodical search indexes all the full-text periodicals available to students through the databases and allowing initial searches by periodical title and subject prior to searching the online databases. Students may call the Library front desk at 785-242-5200, ext. 5444 if they need help with this search tool.

## Online Databases

The Myers Library website [www.ottawa.edu/main/content/1188](http://www.ottawa.edu/main/content/1188) provides access to the 14 online databases as well to the Kansas Library Catalog, Kansas Virtual Library and Kansas State Library Databases. The databases may be accessed by OU students from home via the MyOttawa portal. Students should contact the library for additional information about library databases, MyOttawa Portal sign-up and current ID and password to connect to databases from home through the library website.

**Database offerings University-wide are subject to change due to pending changes that will be made to current databases offered by the Kansas State Library and Consortia this coming year.**

## Bookstore

Textbook purchases can be made via the Ottawa University website. Ottawa University merchandise is available for purchase at each campus or through OU's website. Please contact your local campus for more information.

## Academic Advisement

Ottawa University faculty and advisors provide academic advisement by telephone, e-mail or by office appointment. They assist students with course selection and academic program content and design issues.

## Security

The safety and security of our students, staff and visitors while at our adult and professional studies (APS) campuses is a top priority at Ottawa University. While reported crimes at our APS campuses have been historically quite low, we must remain vigilant regarding campus security in the wake of Virginia Tech and other school tragedies.

To that end, Ottawa University has instituted an alert message system (e2Campus) that can immediately send out text messages and/or e-mails to advise students and staff members if an emergency situation has developed on any of our APS campuses. All students are strongly encouraged to visit our Web portal at <http://myottawa.ottawa.edu> and sign up to receive the e2Campus alerts in the unlikely event of a campus emergency.

A variety of other security measures have been initiated at the various APS campuses. Details regarding the specific security measures at each campus may be obtained by contacting the campus executive officer at the respective adult campus. Any student who becomes aware of an emergency or potentially dangerous situation on campus should first notify the local public safety agency through the 911 system. Only after dialing 911 should a follow-up notice be made to an Ottawa University staff member.

Providing a safe environment, in which to learn, is a responsibility that we all share. Taking ownership and responsibility for the well being of all Ottawa University students and staff members, requires a collective commitment to be ever cognizant of our environmental surroundings, and the actions of others. All suggestions and recommendations regarding APS campus security issues should be directed to the campus executive officer at your campus.

# UNIVERSITY WIDE CONTACT INFORMATION

Dr. Kevin Eichner, <i>President</i> . . . . .	785-242-5200, ext. 5506
Dr. M. Donna Levene, <i>Vice President for Academic Affairs</i> . . . . .	602-371-1188
Dr. Terry Haines, <i>Campus Executive Officer and Vice President and Provost for Adult and Professional Studies</i> . . . . .	913-266-8600
Mr. J. Clark Ribordy, <i>Vice President for Administration and Finance</i> . . . . .	785-242-5200, ext. 1030
Ms. Susan Backofen, <i>Vice President for University Marketing and Online Programs</i> . . . . .	785-229-1044
Mr. Paul Bean, <i>Vice-President for University Advancement</i> . . . . .	785-229-1035
Dr. Debbie Smith, <i>Director of Institutional Analysis</i> . . . . .	785-229-1047
Mr. Howard Fischer, <i>Director of Financial Aid</i> . . . . .	602-749-5120
Ms. Brenda Guenther, <i>Director of Finance and University Controller</i> . . . . .	785-229-1082
Mr. Tom Corley, <i>Director of Business Operations</i> . . . . .	785-229-1081
Ms. Joanna Walters, <i>Director of Human Resources</i> . . . . .	785-229-1083
Dr. Jack D. Maxwell, <i>Director of Information Technology</i> . . . . .	785-229-1090
Ms. Karen Adams, <i>University Registrar</i> . . . . .	785-229-1046

# LOCAL CONTACT INFORMATION

## ARIZONA

Ottawa University  
10020 North 25th Avenue  
Phoenix, AZ 85021  
602-371-1188 • 800-235-9586  
Dr. Allan Hoffman, Campus Executive Officer  
Ms. Karina Downer, Associate Registrar  
Mr. Howard Fischer, Financial Aid  
Library Campus Liaison, Front Desk

## INDIANA

Ottawa University  
287 Quarter Master Court  
Jeffersonville, IN 47130  
812-280-7271  
Mr. Lonnie Cooper, Campus Executive Officer  
Ms. Patrice Fess, Registrar  
Ms. Patrice Fess, Financial Aid  
Library Campus Liaison, Dr. Kyle Keeney

## KANSAS

Ottawa University  
4370 West 109th, Suite 200  
Overland Park, KS 66211  
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Dr. Terry Haines, Campus Executive Officer  
Mr. Tom Edwards, Registrar  
Ms. Judy Woelfel, Financial aid  
Ms. Judy Woelfel, Library Campus Liaison

## ONLINE

Ottawa University  
1001 South Cedar Street, #83  
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Susan Backofen, Vice President  
Karen Adams, Registrar  
Howard Fischer, Financial aid

## WISCONSIN

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Dr. Robin Ware, Campus Executive Officer  
Ms. Kathy Traynor, Registrar  
Mr. Brian Patterson, Financial Aid  
Ms. Joyce Caldwell, Library Campus Liaison

