

Adult Student Handbook

**OTTAWA UNIVERSITY
ADULT STUDENT HANDBOOK
2014-2015**

The 2014-2015 University Adult Student Handbook is also available on Ottawa University's website at 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

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, and with many people who are devoted to helping you achieve your educational goals. Over our 149 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 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: "Students First, 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 terms slip by. Before you know it, you will be walking across the stage and I will be handing you your diploma.

Enjoy your journey on your way to forging a life of greater significance and personal impact.

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. Ottawa University education programs in Kansas are accredited by the National Council for the Accreditation of Teacher Education (NCATE), and the Kansas State Department of Education (KSDE).

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.
- The Arizona State Board for Private Post Secondary Education licenses Ottawa University to operate.
- The Indiana Commission on Proprietary Education accredits Ottawa University to do business.
- The Educational Approval Board of the State of Wisconsin accredits Ottawa University to do business.
- The Missouri Coordinating Board for Higher Education certifies Ottawa University to operate.

History of Ottawa University

Founded in 1865, Ottawa University has an especially rich heritage and fascinating history. Throughout its 149 years, the University has endeavored to educate its students (many from traditionally underserved student populations) for lifetimes of enlightened faith, exemplary service, inspired leadership and personal growth and significance.

This tradition began with the Ottawa Indian tribe. The University's roots can be found in the work of Baptist missionaries in collaboration with the Tribe then located on the banks of the Marais des Cygnes ("river of swans") in what would become the town of Ottawa, Kansas, located approximately 40 miles southwest of Kansas City. Reverend Jotham Meeker and his wife, Eleanor, labored ceaselessly to improve the lives of the Ottawas, serving as ministers, nurse and doctor, business agents, marriage counselors, teachers, and of course, as spiritual counselors. Their seminal work, the prophetic vision of tribal leaders, and the engagement of others such as John Tecumseh (Tauy) Jones led to an eventual agreement between the Kansas Baptist denomination and the Ottawa Tribe to form a school for the benefit of the children of the Ottawas.

The original intent was to charter a boarding school for "the children of the Tribe between the ages of six and eighteen who shall be entitled to be received at such institution, and to be subsisted, clothed, educated, and attended in sickness...to continue so long as any children of the tribe shall present themselves for their exercise." The Tribe endowed 20,000 acres of its land to be utilized in lieu of a cash endowment to support the fledgling institution, which had no other means of income. Operating funds were to be received through the sale of land subject to various terms and conditions. In exchange, the Baptists agreed to build and operate the school with a promise to provide the free education contemplated in the agreement. A board was formed, operations undertaken, and the idea of the initial school soon extended to the formation of a college motivated by the desire for higher education for tribal members, the Baptists, and the recognition by townspeople that a college could act as an economic growth engine in a still emerging community with great ambitions. Similar institutions were seeded all over America in the same general timeframe by many different church denominations.

This accounts for the relatively large number of smaller private colleges and universities which dot the landscape of our country to this day.

While the purposes and aspirations of the new college were noble, not all of the actions of those initially involved were equally so. Though instructed by a treaty personally signed by President Abraham Lincoln, governance of the new board was at times loose and there were intimations of self-dealing related to some of the land sales. The new school struggled in the general environment of a still settling frontier, the aftermath of the Civil War, ongoing aggrandizement of Indian lands by whites (including some of that of the Ottawas, who later moved to Miami, Oklahoma where tribal headquarters remains today), and roving bands of marauders and partisans (Quantrill's raiders had killed 150 Lawrence citizens just three years earlier in an infamous raid just 20 miles to the north of Ottawa). Poor oversight and accounting practices led to the diminishment of some of the lands originally intended to support the school, but these and other difficulties were eventually overcome as new leadership was interjected into the governance of the institution allowing the nascent college to persevere.

Despite many challenges, Ottawa's Christian heritage and relationship with the Ottawa Indians remain alive and powerful today. In October of 2008, newly installed University President, Kevin C. Eichner, signed a new agreement with Chief John Ballard of the Ottawa Tribe of Oklahoma through which the historical connection between the University and the Tribe was significantly refreshed and expanded. Under this agreement, any certified tribal member is eligible to attend the residential college in Ottawa free of tuition, board, and room charges and any of the University's adult on-ground or online programs tuition-free. This new agreement, fully and unanimously endorsed by the University's Board of Trustees and the Ottawa Tribal Council, is to be preserved "in perpetuity" and has resulted in a significant increase in the number of Ottawa Indian students enrolling throughout the University and to a re-kindling of an even stronger and more positive relationship with the Ottawa Tribe of Oklahoma. It has been widely celebrated by faculty, alumni and friends of the University and tribal members as emblematic of the institution's core mission and principles and as an enduring commitment to the mutual purposes of the Tribe and the University.

Since its founding in 1865, Ottawa University has been affiliated with Baptist churches and specifically the American Baptist Churches USA since 1905. The executive minister of the American Baptist Churches of the Central Region serves on the OU Board of Trustees and many churches include OU as part of their budgets and regular mission giving. In turn, OU has produced many graduates who have been called into the ministry as pastors and youth pastors and as lay leaders. The University is committed to educating all of its students in a “caring, Christ-centered community of grace” characterized by openness, inclusivity and collegiality. T

hroughout its long history, the University has met a long series of challenges and hardship. The first building, erected on the campus in the spring of 1869, was destroyed by fire in 1875. It was rebuilt in 1876 thanks to the generous support of many and stands today as Tauy Jones Hall, aptly named after Tauy Jones, one of the institution’s founders and the person most credited generally with helping to make the college a reality. In 1886, a commencement was held with the recognition of just one graduating student. By the mid-1920s, the school boasted 24 trustees, an endowment of \$600,000 in cash, and 500 students.

The World War II years posed some severe challenges for the institution as enrollments suffered dramatically due to the large numbers of male students serving in the military. Despite the circumstance, the University made great strides in expansion, cooperation with the City of Ottawa, faculty involvement, and curriculum enhancements. While the male student population was down during the war years, there were men on campus as part of the Civil Aeronautics Administration’s Civil Pilot Training unit housed on the OU campus. The University provided board, room and supervision, as well as instruction for men of the units. This was just one example of what would become a hallmark of the University-its innovative and entrepreneurial spirit.

The post-war period saw the University grow in stature and prominence. Enrollments grew steadily under the leadership of President Andrew B. Martin, the beloved and the longest-serving president in Ottawa University history (32 years). Programs were strengthened and new ones added, athletics and music became important OU traditions, the school developed a strong reputation in the liberal arts, sciences, and education, and some of the

institution’s most prominent alumni matriculated. By 1969, enrollment at the College reached 1066-the highwater mark for enrollment at the College’s residential campus in Ottawa.

By the early 1970s, Ottawa University was increasingly recognized as one of the most innovative institutions in higher education. Its “New Plan for Education” was widely hailed in academic and foundation circles and resulted in further expansion of the University’s reach. Ottawa University was one of the first to embrace a growing demand for programs specifically tailored to the needs and learning styles of adult students. One of the real pioneers in adult education in the United States, OU opened its first adult campus in Kansas City in 1974. Three years later, the University opened a campus in Phoenix, Arizona. Additional OU campuses in Wisconsin and Jeffersonville, Indiana, were opened in 1992 and 2002, respectively. Degree-completion programs were also developed internationally beginning in 1986. Ottawa University launched OU-Online in 2008, offering degree programs completely via the internet. In 2008, an additional site was opened in Chandler, Arizona and in 2009, OU was the first four-year institution to join forces with Maricopa Community College at their unique Communiversity in Surprise, Arizona.

From humble beginnings, Ottawa University has grown from a single building into a comprehensive educational institution serving more than 9,000 students at seven campuses and via the internet. Today, more than 22,000 OU graduates, including 5,000 in the Pacific Rim, have made and continue to make valuable contributions in their communities, places of employment, and churches.

Born of a special spirit, which permeates the University and its graduates to this day, Ottawa University is blessed by a rich heritage and an unquenchable commitment to educate increasing numbers of students for lifetimes of faith, service, leadership and significance.

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 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 campus in Ottawa, Kansas, and adult locations in

- Arizona (Phoenix, Chandler, Surprise)
- Indiana (Jeffersonville)
- Kansas (Overland Park)
- Wisconsin (Brookfield and Oak Creek)

along with Online programs available everywhere. (see Ottawa.edu for a list of current locations)
Ottawa University has more than 7,500 students worldwide.

Residential Campus

The campus in Ottawa, Kansas, is designed primarily for traditional 18-to-25-year-old students, although it attracts and serve 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 and Locations

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

Military Deployment Policy

Ottawa University is committed to providing quality education and support to members of the military community. We recognize that military life is often unpredictable and there may be times when military obligation interferes with a student's ability to complete courses.

The following options exist for students called to active duty or deployed from their normal duty stations during an academic term/semester. Routine trainings and field exercises are NOT considered deployments under this policy.

1. Course Drops

- Standard academic policy will be followed for students deployed during the published drop period for the term/semester.
- Students may drop courses during the stated periods without incurring any charges. Dropped courses will not appear on the student's transcript.
- Students are responsible for completing the Course Drop Form through the student portal, no additional documentation is required.
- Service members using Federal Tuition Assistance must also notify their branch's Education Office.

2. Withdrawal After Drop Period

- Note: The option to withdraw after 75% of the term/semester (Week 6 for 8-week terms and Week 11 for semesters) is only available to students under this policy.
- Transcripts will indicate the withdrawal was due to Military obligation as a transcript note.
- The standard refund policy for the term/semester, found in the University Catalog, will be followed. The institutional refund policy for drops/withdrawals from scheduled courses is based on the student's Last Date of Attendance in the given course.
- Students using Federal Financial Aid need to be aware that upon withdrawal of all credits in a given term, Federal and Institutional refund calculations will be completed and pending financial aid disbursements canceled. Students should contact the Director of Financial Aid at 602-749-5120 with any questions regarding the Federal Financial Aid refund process.
- Service members using Federal Tuition Assistance must also notify their branch's Education Office.
- Required Documentation: students must submit a copy of deployment/mobilization orders and a signed copy of the Ottawa University Military Deployment Policy within 5 business days to their Academic or Adawee Advisor, who will notify the VA Certifying Official and the Registrar.
- Documentation signed by student's Commanding Officer may be accepted if orders are unavailable.

3. No Credit (NC) Option:

- A grade of "NC" may be assigned by the instructor when a student has participated in at least 51% of a term/course.

- For a grade of “NC” to be changed to a letter grade, the student must successfully complete all course requirements as determined by the instructor of record.
- Sole responsibility for completing and submitting class requirements belongs to the student.
- If the grade of “NC” is not changed by the instructor within one calendar year from the end of the original course, the “NC” will become a permanent part of the student’s academic record.
- Students using Federal Tuition Assistance through the Military need to be aware of the policy for their Branch of Service regarding the replacement of incomplete (No Credit) grades.
- Army & Air Force: within 120 calendar days of course end date
- Navy, Marine Corps & Coast Guard: within 6 months of original course completion date
- Service members using Federal Tuition Assistance must also notify their branch’s Education Office.
- Required Documentation: students must submit a copy of deployment/mobilization orders and a signed copy of the Ottawa University Military Deployment Policy within 5 business days to their Academic or Adawee advisor, who will notify the VA Certifying Official and the Registrar.
- Documentation signed by student’s Commanding Officer may be accepted if orders are unavailable.

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 11 Ottawa University Student Handbook 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.

Student Standards of Behavior

Code-of-Conduct Policy

Education for individual development is the central focus of the University experience. The aims and objectives of the University permeate this general theme and provide the context for university regulations. The University maintains a "Code-of-Conduct Policy" to protect and support any member of the Ottawa community who believes he/she may have been compromised as described below:

Code of Conduct: All members of the Ottawa University Community 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; to advance the mission of the University; and to help preserve the highest standard of business dealings. (Conduct Hotline is available through the Office of Human Resources – 785-555-1212)

Student Behavior

Appropriate and orderly behavior is expected of all students. First, the University is a Christian liberal arts and professional studies institution. This definition particularizes the aims and expectations of the members of the University community and underlies the standards and policies of the institution. Second, the University regulations are designed to provide maximum opportunity for out-of-class learning and student development. Third, although the adult campuses are not residential in design, the University's aim is to sustain the kind of community life in which a student's total educational experience is deepened and enriched. The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community. In this context, the University has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific regulations, which are the minimum regulations necessary. These standards are:

1. To maintain order and not tolerate behavior that impinges upon the freedom, humanity, and privacy of other persons.
2. To maintain a way of student life that is physically and psychologically healthy.

3. To protect the University from behavior that threatens its ability to exercise its responsibility and to achieve its educational mission.
4. To preserve satisfactory relations with the larger University constituency so that The University can marshal the necessary resources to devote its attention to its primary mission and tasks.

With this in mind, The University assumes that students are responsible members of the University community. Students at the University must act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior is inconsistent with the Christian or academic traditions and standards of the institution are subject to disciplinary action. Students whose behavior is disruptive, threatening, or compromises the safety, integrity, or humanity of others will not be tolerated. The University reserves the right to impose sanctions up to, and including, expulsion from the institution in these instances. Unless otherwise specified, the following actions are prohibited at any time during which the person is a student at the University regardless of whether or not classes are in session, whether on University property or at other places:

1. All forms of dishonesty including cheating, plagiarism and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud.
2. Theft of or damage to the property of another person or of the University, as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University.
3. Unauthorized entry, use or occupation of University facilities, as well as the unauthorized possession, duplication or use of keys to any University facility.
4. Physical, verbal or written harassment or abuse of another person, including sexual harassment, as well as threatening or attempting to inflict personal injury, or creating a substantial risk of such injury, to another person, or any violation of the University's policy regarding prohibited discrimination, harassment and/or retaliation, found in
5. Misusing or tampering with fire alarms, firefighting equipment or safety equipment.
6. The unauthorized or illegal selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.
7. Engaging in illegal activity.
8. Possession, use or distribution of illicit drugs and/or drug paraphernalia. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drug use. Any other violation of the University's policy regarding prohibited drug and/or alcohol use, found in
9. Possession, consumption and being under the influence of or the providing of beverages containing alcohol on property owned or supervised by the University or at University functions. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of alcohol consumption. Funds collected by members of the University cannot be used to purchase such beverages.
10. Engaging in such conduct as public nudity, indecent exposure or other unlawful deviant behavior.
11. Engaging in or inciting others to engage in conduct that disturbs the peace of the University, involves a significant disruption of University activity, or impedes reasonable freedom of expression or movement of other members of the University community or its guests.
12. Failing to comply with the directions of authorized University personnel in the performance of their assigned duties.
13. Violating other regulations of the University including, but not limited to, those pertaining University facilities, motor vehicles and off campus University events.
14. Hazing that constitutes an invasion of rights, causing bodily harm, physical exhaustion, suffering or personal offense, or that interferes with the regular activities of the University.
15. Using access codes or other telephone software elements to create harassing, threatening, racial, or lewd message received by others and/or enable the calling party to have a call inappropriately billed to another party.
16. Tobacco use in any building on campus except where authorized.
- 15 Ottawa University Student Handbook
17. Solicitation except for student-, faculty- or staff-produced articles (such as paintings, pottery, cakes, jewelry, t-shirts, etc.) or with the consent of the appropriate campus Provost or Executive.

University Action and Student Due Process

If a student is believed to be in violation of any of these behavior policies, the student will be notified by the local Dean of Instruction or his/her designee of the alleged violations, the hearing date, and appointment details to review the circumstances of the incident. At the hearing or through documents presented in advance, the student is allowed to present information or evidence on his/her behalf. If the accused student should so desire, one additional person is allowed to attend the hearing for personal support; however, that additional person may not formally speak during the hearing. After the hearing, the University official will determine whether a sanction is warranted, which may include remedies, resolutions, or penalties; however, the University reserves the right to suspend or dismiss a student for a specific period of time, or permanently separate the student from the University as a result of the student behavior violation. Following the hearing, the student will be notified of the University's decision in a timely fashion, usually within 10 business days. The student is limited to one appeal - all student behavior-related disciplinary actions may be appealed one time to the local Campus Executive. The student's appeal must be submitted, in writing to the local Campus Executive, within 10 business days of notification of the hearing sanction decision. Decisions of the local Campus Executive are final in student behavior issues.

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 the decision and advise 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 non-institutional 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.

INSTITUTIONAL REVIEW BOARD (IRB)

The National Research Act was signed into law in July 1974. The act and resulting regulations (45 CFR 46) were developed to provide guidelines for human subject research and the use of human experimentation in medicine. The act was primarily a response to medical experimentation on human subjects such as that conducted by Nazi war criminals and by researchers associated with the Tuskegee syphilis project. Since its passage, the act has focused upon research conducted by or in conjunction with federal departments or agencies

such as drug testing by the Federal Food & Drug Administration. The Ottawa University Institutional Review Board (IRB) has oversight of university research projects sponsored by or completed within the university structure that involve human subjects. These include faculty, student and non-academic research. Examples of non-academic research are data analysis of alumni or of university employees by outside or institutional researcher. Generally, the applications considered by the Ottawa University IRB will not require review beyond that of the Coordinator. The review will be focused upon the psychological and physical welfare and safety of human subjects. It is not a review of research or methodology. The university’s Institutional Animal Care and Use Committee (IACUC) will review applications for research related to vertebrate and invertebrate animals.

Structure of the IRB Membership

The Vice President for Regulatory & Governmental Affairs will serve as the Coordinator of the IRB (Coordinator). The Coordinator will normally hold faculty rank within the university. The Coordinator is the first contact for researcher, board members, and other university staff, students and faculty. The Coordinator is responsible for the initial education of IRB members concerning the law and regulations as well as any updates which control the operations of the IRB.

The Director of Institutional Effectiveness (Director) will serve as a member of the IRB. The Director will be responsible for the secure maintenance of the records of the IRB. These records include all research application documents, the minutes of IRB meetings, and correspondence with the members of the IRB or researchers. The Director will also manage the logistics of meetings involving the full IRB membership. Four faculty members (with preference for faculty members holding terminal degrees) will serve on the IRB. They will be nominated by the Coordinator and approved by the University Academic Council. One faculty member from each of the three academic schools (Arts & Sciences, Business, and Education) and a faculty member specifically representing “traditional” scientific disciplines will be nominated. Additionally, the IRB membership will always include faculty representation of the social and behavioral sciences. IRB members will represent multiple campus locations.

Terms

The members representing each of the academic schools and the member representing the scientific disciplines will each serve a term of three years. Any IRB faculty member may serve a second three-year term with the approval of the school which he represents.

Meeting

A meeting of the IRB may be called by any of its members at any time to discuss a specific research application or any other matters pertinent to the IRB. A quorum of five must participated in any IRB meeting. The Director will keep the minutes of all IRB meetings.

Security of Documentation

All filed documentation will be kept in a secure electronic form by the Director. IRB documentation will be available to the project's original researchers, current members of the IRRN, any administrator at the associate vice president level or higher, or any person given permission to review specific materials through a vote of the current IRB.

The IRB Review Process

All researchers gathering data on human subjects must complete an application seeking IRB approval. The application documents will include the application form, an appropriate consent form and any data-gathering instruments such as questionnaires. The full application will be submitted to the Coordinator. Normally, a researcher can expect to hear from the Coordinator within two weeks of submitting the application. The response will be to (1) approve the application; (2) request additional information; or (3) reject the application. If approved, a research project may be reconsidered by the IRB if it deviates from the original proposal or from the time allotted for its completion. The IRB may suspend and/or cancel research it deems to require further investigation. A researcher may not appeal an adverse IRB decision if the proposed project was rejected due to inappropriate or unacceptable harm to human subjects. Any question of a conflict of interest presented by an IRB member's review of a specific application will be addressed by the Coordinator at her own discretion or at the request of any IRB members.

The review process is designed to meet the requirements of all pertinent statutory and regulatory law while best accommodating the general nature of research submitted to the Ottawa University IRB. Upon receipt of the application documents, the

Coordinator will determine if the proposed research project is (1) exempt from IRB oversight, (2) can receive an expedited review, or (3) will require a standard review.

Exempt

Following the guidelines of 45 CFR 46.101, some projects may be designated as exempt from IRB review. In the determination of exempt status –

1. All documents related to the exempt application will be electronically filed by the Director who will notify all IRB members of the availability of the files.
2. Any IRB member may challenge the determination of exempt status within three days of receipt of access to the application files.
3. If challenged, the Coordinator will schedule a teleconference of the IRB membership.
4. If unchallenged, the Coordinator will notify the researcher of the project's exempt status.

Expedited

Following the guidelines of 45 CFR 46.110, some projects may receive expedited review. In the determination of an expedited review –

1. All documents related to the application will be electronically filed by the Director who will notify all IRRB members of the availability of the files.
2. The Coordinator will approve the application, return it to the researcher for revision, or reject it.
3. Any IRB member may challenge the Coordinator's designation of expedited review or the Coordinator's approval, request for revision or rejection of the application within three days of receipt of access to the application files.
4. If challenged, the Coordinator will schedule a teleconference of the IRB membership.
5. If the project is deemed to require revision or if it is rejected by the Coordinator, the researcher may appeal to the full IRBN for review and a teleconference will be scheduled.
6. If unchallenged, the Coordinator will notify the researcher of the application's approval or rejection with or without revisions.

Standard Review

(45 CFR 46. 103, 108, 109, 11)

If the project is determined to require a standard review –

1. All documents related to the application will be electronically filed by the Director who will notify all IRB members of the availability of the files.

2. The Coordinator, along with the IRB faculty member representing the academic school most closely related to the subject of the project, will approve the application, return it to the researcher for revision, or reject it.
3. Within three days of receipt of access to the application files, any IRB member may challenge the Coordinator and IRB member's designation of standard review or their approval, request for revision or rejection of the application.
4. If challenged, the Coordinator will schedule a teleconference of all IRB members.
5. If the project is designated to require revision or if it is rejected by the Coordinator and the IRB faculty member, the researcher may appeal to the full IRN for review and a teleconference will be scheduled.
6. If unchallenged the Coordinator will notify the researcher of the application's approval or rejection with or without revisions.

Notification to the University Community of the IRB

The Coordinator and Director will communicate the role of the IRB to the university each year. These communications will also include the responsibilities of anyone wishing to conduct human subject research. Documentation of these Communications will be electronically filed by the Director.

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.

ACADEMIC POLICIES

Degree Requirements

Students are subject to the degree requirements listed in the course catalog for the year in which they enter the program. Students who leave Ottawa and subsequently return within 5 years will adhere to the requirements as of the year they entered the program. After 3 years have passed, the student will be subject to the degree requirements listed in the course catalog for the current academic year. See online Course Catalog for details.

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 online via the National Student Clearinghouse. See Transcript Ordering site for details.

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 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

Address changes are processed via the MyOttawa portal.

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

Ottawa University believes that students who are actively engaged in their class(es) do better than those who are not. Because of this, attendance is taken and recorded for each enrolled student. Point deductions may be given at the instructor's discretion based on lack of participation and/or student absence(s). Attendance at an Academically Related Activity is defined by the Department of Education as:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and student;
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Just as important as defining what DOES qualify, is what does NOT:

- Living in institutional housing;
- Participating in the institutions meal plan;
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

Note – a student’s certification of attendance that is not supported by institutional documentation is not acceptable to establish a last date of attendance.

In order to gain the most benefit from the attendance information and to help identify and retain students who may be experiencing difficulties, the following action(s) will be taken by Ottawa University in the event that a student ceases to participate:

- 1) Any student who has no attendance recorded during the first two weeks of a term will be administratively withdrawn as a no-show. All charges will be reversed and no record of the enrollment will appear on the transcript.
 - a) Students who are enrolled in class(es) that start beyond the first two weeks will be administratively withdrawn if they fail to participate on the first night of class.
- 2) Ottawa University will attempt to contact any student who begins attendance in a course but has no attendance recorded for 14 calendar days in order to determine the student’s intentions.
 - a) An email will be sent to the students reminding them of the attendance policy and encouraging them to re-engage in class.
 - i) Students who are not going to continue participating in their course(s) are encouraged to withdraw themselves at the earliest opportunity.
- 3) Ottawa University will administratively withdraw any student who has no attendance recorded for 21 consecutive calendar days.
 - a) An email will be sent to the students notifying them of their withdrawal from the course(s).
 - b) Students whose last date of attendance is in the 5th week (or later) of an 8 week term will not be administratively withdrawn for lack of participation.
 - c) Students whose last date of attendance is in the 12th week (or later) of a 15 week Semester will not be administratively withdrawn for lack of participation.
- 4) The tuition charges assessed to the student will be determined using the students reported last date of attendance in accordance with the Ottawa University refund policy.
 - a) Additional refund calculations may be necessary for any students receiving Federal Financial Aid.

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. To initiate the drop process, students should use the online drop form, available via the MyOttawa portal. Students may drop courses during the first 5 business days without a notation appearing on the official transcript. After the first 5 business days, a grade of “W” will be posted with the dropped course and will appear on the official transcript. Assessment of charges and/ or determination of refund is based on the student’s last date of attendance. 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, their academic advisor. Note that students are subject to the degree requirements listed in the course catalog for the year in which they enter the program. Students who leave Ottawa and subsequently return within 3 years will adhere to the requirements as of the year they entered the program. After 3 years have passed, the student will be subject to the degree requirements listed in the course catalog for the current academic year. See online Course Catalog for details.

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).

Academic Honesty

Academic Honesty means, at the minimum, that work submitted by a student or the taking of examinations by the student is the original work of that student. Ottawa University does not condone any form of dishonesty. Academic dishonesty includes cheating on examinations or assignments (including any attempt to give or obtain assistance in a formal academic exercise without prior authorization and due acknowledgment), using student's original work for more than one course without prior approval from the instructor; representing the work of another as one's own; plagiarism; the falsification of data, information, or citations in any formal academic exercise; providing false information to an instructor concerning a formal academic exercise, and/or supplying false information pertaining to the student's academic program. Penalties for cheating on examinations and plagiarism can be failure in the course in which the dishonesty has occurred and/ or dismissal from the University.

If academic dishonesty is suspected, the instructor of the course will make recommendation to the local Dean of Instruction for action. The local Dean of Instruction will work with the instructor to seek resolution of the incident, including conference with the student to review evidence and related materials. The local Dean of Instruction will make the decision concerning penalties for the student accused of academic dishonest, which may include failure in the course, withdrawal of semester credits, and/or dismissal from the University.

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

Purpose and Philosophy

Ottawa University's academic grievance policy is established to create an atmosphere wherein concerns about whether or not students have been treated fairly in the academic environment can be resolved. The University endeavors to address both the letter and spirit of academic policies and procedures.

Ottawa University's philosophy concerning the academic grievance process advocates 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. If a student believes that an instructor has been unfair in grading, assessing student performance, or any area affecting academic performance, the matter should be resolved either informally or formally. Initially, when and wherever possible, parties should demonstrate a full and honest effort to resolve concerns informally, with minimal intervention by the University. Historically, at Ottawa University, most problems have and can be resolved through the two sequential steps described below through "informal resolution."

Informal Resolution

Students who believe their academic success has been compromised by a faculty member or other University instructor are encouraged to take the initiative to meet with the instructor to resolve the issue in question. The student should inform his/her CAPS Advisor of this step. More than one meeting may be required to enable either the student or instructor to gather appropriate related data or materials. Every effort should be made to resolve any concerns at this level, as instructors have 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 should the student elect not to 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 identifying the grievance. Assistance by the advisor may take a number of forms, including additional clarification to remedy miscommunication or misunderstandings. 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

Only after significant effort has been pursued to resolve the issue through the informal process, will a formal resolution be initiated. 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 will follow this grievance policy, as appropriately determined by the University and circumstances allow. Small campuses may need to modify the review process in order to serve the student effectively and in a timely fashion. The organization of the formal grievance procedure will proceed according to the general principles below:

- The procedure will be “user friendly.”
- The procedure will preserve and protect the confidentiality, integrity and human dignity of all parties.
- The procedure will endeavor to ensure due process for all involved parties.
- The procedure will seek to prevent any conflicts of interest.
- The procedure will be designed to support fairness and impartiality.
- Formal grievances should be submitted in writing.
- The student should describe the circumstances surrounding the issue or incident and provide any evidence in support of the concern that the student has available.
- At the discretion of the local Dean of Instruction (DOI) or his/her superior, a committee or panel of at least three University personnel will hear the case. The committee will not be authorized to make or develop University policy. The panel will typically include (1) the Dean of Instruction (or designee), (2) a member of the faculty and (3) a non-related student advisor. The DOI will identify a committee

Chair out of the three committee members.

- At the discretion of the DOI, faculty members may be full-time faculty and/or adjunct faculty. As part of the process, the committee chair must ensure that members of the grievance review committee will review all aspects of the grievance in an impartial manner to allow fairness for all parties.
- The Grievance panel will function only as a body and its members will have no individual authority on the matter before the panel.
- A lack of timeliness on the part of a party will not interfere with the proper investigation of a concern or with appropriately resolving the matter in question.
- Any employee or contractor of the University who 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 may be subject to disciplinary action or termination.

Procedure

A student who wishes to pursue a formal grievance should submit a written formal grievance with the local Dean of Instruction or the local Campus Executive (CE), (if the Dean of Instruction was involved in the informal resolution process) within ten (10) days of exhausting the informal resolution process. Upon receiving the formal grievance, the DOI or CE will appoint a grievance review committee as described above. The committee will contact (in writing) the involved parties explaining the process to be used in examining the grievance. In a timely fashion, after gathering the necessary information, the committee will begin its review of the issue. The student and faculty member will be provided an opportunity to present their individual perspectives of the circumstance either in person or in writing, and the committee will endeavor to make a decision in a timely fashion. The committee Chair will communicate the decision (in writing), to the involved parties. The chair will be responsible to maintain a log of all activities of the grievance review committee. This log will include minutes of meetings and all actions taken.

Appeal: Either party may submit a written petition to the Dean of Instruction or Campus Executive (if DOI served on the review committee) appealing the committee decision. This should be done as soon as possible, typically within no more than ten (10) business days after the committee decision is made and communicated to the involved parties.

The Dean of Instruction (or CE) will review the committee decision and gather any additional information found to be necessary for the appeal review.

Within 10 working days after completing the appeal review process, the Dean of Instruction (or CE) will make a final decision concerning the appeal and communicate it, in writing, to the involved parties.

The decision on appeal is final. In the event that the Dean of Instruction is involved in the dispute, the process described above will be followed with the University Provost appointing a university official to serve as the chair of the initial grievance review committee.

NOTE: Within 10 days of the final resolution of the grievance, the Dean of Instruction (or CE) must report the details of the grievance to the University Registrar. The University Registrar will maintain an official record of all grievances filed with the University.

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 a report summarizing the complaints and their status is available upon request. 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.

- If the complaint can not be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the appropriate state board. See Approvals for complete board listings.

Graduation Requirements

Undergraduate

Graduation requirements at the adult campuses are largely consistent with those at the residential campus 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 30 semester credit hours in residence with Ottawa University, including minimum of 8 semester credit hours in the Liberal Arts Studies (LAS) sequence, namely Critical Thinking in the Liberal Arts and Global Issues in the Liberal Arts, and including at least 28 semester credit hours in the major (does not include semester credit hours earned through Credit by Assessment).
- A minimum of 44 semester credit hours of upper-division coursework (300- and 400-level).
- A minimum of 28 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 124 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.

Conferral Dates

The University confers degrees up to seven times per year – in January, April, May, July, September, November, and December. 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 via the MyOttawa portal. An official registration form is sometimes used for students new to the University. Contact your Enrollment or Academic Advisor for more details.

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.

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).

Financial Clearance

The Ottawa University Financial Clearance Policy is defined below:

All tuition and fees have been paid in full by 5 p.m. CST on the second Monday of the term or the statements below have been satisfactorily completed:

- If a third party pays tuition and/or fees, verification of agreement with invoicing instructions must have been submitted to unit business office;
- If deferring tuition according to the University's defined deferred tuition plan, a deferred tuition form, \$60 deferred payment fee, and employer reimbursement policy and approval must have been submitted to unit business office;
- If receiving federal financial aid, the FAFSA data, Institutional Application for Financial Aid, loan application and entrance counseling must have been received at the University by the 5 p.m. Monday deadline.
- Tuition Management System Plan has been received by College business office (Ottawa KS residential campus students only).

A student will be dropped on the second Tuesday of the term if the student is not financially cleared by the 5 p.m. Monday deadline. There will be no reinstatements for students that have been dropped due to financial clearance.

Course Audit

Audit tuition rate is \$50 per credit. Students must have the consent of the instructor and/or advisor.

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

Consumer information regarding Financial Aid and other topics is available online in the Student Consumer Information section of the MyOttawa portal. Examples of financial information found here include:

- Notice of availability of institutional and financial aid information
- Contact information for assistance in obtaining institutional or financial aid information
- Assistance available from federal, state, local and institutional programs
- Satisfactory progress policy
- Federal student financial aid penalties for drug law violations
- Student loan information:
 - Initial loan counseling for student borrowers
 - Exit counseling for student borrowers.
 - Institutional code of conduct for education loans
 - Preferred lender lists & preferred lender arrangements

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

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 Ottawa.edu:

1. Submit Free Application for Federal Student Aid (via FAFSA on the web).
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 after the Spring II enrollment period (e.g. May).

This rate of progress is measured using two criteria: Grade Point Average (G.P.A.) and Maximum Time Frame (MTF). Students who fail to meet the Satisfactory Academic Progress will not be eligible to receive Title IV Federal Financial Aid until the minimum eligibility criterion are met or until the student has had an appeal approved by the Director of Financial Aid (see below for more information on appeals).

Grade Point Average (G.P.A.)

Students must meet the following G.P.A. criteria. Progress measurements for the students G.P.A. are based on a 4.0 scale and are reflective of all credits attempted by the student, including credits that are accepted for transfer toward the students Ottawa University program of study.

Total # Undergrad.	Cumulative G.P.A.	Total # Grad. Credits Attempted	Cumulative G.P.A.
0-23.99	1.60	0-6	2.0
24-53.99	1.80	7-12	2.50
54+	2.0	13+	3.0

Total Number of Undergrad Semester Cumulative Credit Hours Attempted GPA

0-23.99	1.60
24-53.99	1.80
54+	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

Maximum Time Frame (MTF) is defined as 150% of the program length measured in credit hours attempted. An undergraduate student who needs 128 credits to graduate must do so within 192 credit attempts. Likewise, a Graduate student who needs 36 credits to graduate must do so within 54 credit attempts. A student will lose eligibility for financial aid once it is determined that s/he is mathematically incapable of completing their program of study within the defined maximum time frame.

Undergraduate, Teacher Certification and Graduate Students will be placed on a Financial Aid suspension if they fail to meet the minimum time frame requirement as shown below.

Calculation example: If an Undergraduate student attempts 40 cumulative credits at the time of measurement, s/he must have earned at least 24 credits (40 X 60% = 24) toward the program completion.

Incompletes, F's, NC's (no credits), and withdrawals are considered credits attempted but not earned. Grade changes and 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.

Total # Undergrad. Credits Attempted	Minimum MTF	Total # Grad. Credits Attempted	Cumulative G.P.A.
0-29.99	50%	0-12	50%
30-53.99	60%	13+	66.7%
54+	66.7%		

Transfer Credits

For the purposes of measuring Satisfactory Academic Progress, all transfer credits accepted toward the students Ottawa University program of study will be used in calculating the Ottawa G.P.A. and MTF.

Programs that are less than an academic year in length

Students who are enrolled in a program of study that is less than an academic year in length (24 Undergraduate credits or 18 Graduate credits) will be evaluated at the end of each term. Failure to meet the minimum requirements will result in the immediate suspension of financial aid eligibility.

Appeals

Students have the opportunity to appeal the loss of federal financial aid eligibility by submitting a written appeal with supporting documentation to the Director of Financial Aid (or designee). Appeals should include information and supporting documentation regarding why the student failed to make SAP (e.g. death of a relative, injury or illness of the student or some other special circumstance) and what has changed in the student's situation that would allow the student to successfully complete the program of study.

The student should also provide details of what steps will be taken to prevent further SAP issues. The decision by the Director of Financial Aid (or designee) will be communicated to the student in writing and is considered final.

Students whose appeal is approved will be monitored after each term. Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained.

REFUND POLICIES

3 Weeks & Under Course:

If the student attends any portion of the course (LDA recorded) NO Refund
 If the student does NOT attend the course (no LDA recorded) 100% Refund

4 to 8 Weeks Course:

The refund will be calculated based on the LDA with the following WEEKLY schedule:
 Through Drop Period (Monday of Week 2) 100% Refund
 Week 2 of Course (Tue -Sun) 75% Refund
 Week 3 of Course (Mon-Sun) 50% refund
 Remainder of term (Mon-through end of course) NO refund

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

Academic Plans, Probation, and Denial Status

In some cases, an appeal will be approved and an academic plan may be developed that, if followed, will enable the student to meet the minimum SAP criterion and be removed from Financial Aid suspension. The student's academic performance will be monitored after grades are posted each term to ensure compliance with the plan. Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained. Failure to comply with the terms of the academic plan can/will result in the student losing Title IV eligibility at Ottawa University.

If an appeal is approved, the student will be placed on Financial Aid Probation. The student must improve his/her Cumulative G.P.A. and/or complete enough hours to meet the minimum standards stated above within the terms of the probation 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 another appeal is approved.

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. (rev 3/14)

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 program(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 institutional refund policy in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment is based on a combination of the student's last date of attendance (LDA) in the given course and the length of that course.

'No Show' Refund policy:

Students who have never attended any sessions of a pre-registered class or submit a withdrawal form constitutes a No-Show withdrawal and 100% tuition will be refunded.

Federal Return of Title IV funds

All fees, unless noted in official Ottawa publications, are NON-REFUNDABLE.

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 Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant
5. Other Title IV Aid Programs
6. Other Federal, state, private or inst aid
7. The Student

Any outstanding balances owed to Ottawa University will be deducted prior to issuance of any credit balance refund to the student.

STUDENT SERVICES

Library Services

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 may contact the library via telephone, email, live chat (as part of Ask-a-Librarian), and Twitter. for library reference or database assistance. A list of library resources is located on the “Library” tab in Blackboard, the Myers Library website (www.ottawa.edu/Academics/Library), and on the OU Student Portal. Students may contact the Myers Library to check out books owned by Library, obtain photocopies of articles in print journals owned by the Library or ask reference questions.

Interlibrary Loan Services

Interlibrary loan services are available to students through the Myers Library, “Ask-a-Librarian” for periodical articles only.

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 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 in the Ebscohost Database. Students must create a personal login in Ebscohost in order to check out any of the e-books in Ottawa University’s collection. Once an e-book is checked out in Ebscohost, the e-book can then be downloaded offline to any iPad or e-reader device. Students with questions about e-book checkout should contact the library desk or Ask-a-Librarian.

A-To-Z Periodical Search

Students may access the A-to-Z Periodical Search tool from the library Web page. Periodical search indexes all the full-text periodicals available to students through the databases, allowing initial searches by periodical title and subject prior to searching the online databases. Students may call the Library front desk at 785-248-2538 if they need help with this search tool.

Online Databases

The Myers Library Online Library Databases are available to all students via the “Library” tab in Blackboard, as well as via the OU student portal. The database list on the Myers Library website is only a list. In order to login to the Myers Library’s online databases, students must login to the MyOttawa portal. The Library also features EBSCO Discovery Service, a unified search tool for all online databases. Students should contact the library for additional information about library databases. The MyOttawa Portal sign-up requires a current OUID and password in order to connect to the databases from home through the library website.

OU Research Guides

Students may access the new OU Research Guides pages at <http://ottawa.libguides.com>. The librarians have created guides to assist students with common research and writing tasks. The guides cover subjects such as database searching and APA citations. Links to the OU Research Guides are on the Myers Library Portal page.

Bookstore

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

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. Though reported crimes at our APS campuses have been historically quite low, we remain vigilant regarding campus security and have established Security Committees at each of our adult campus locations dedicated to the safety and security of all Ottawa University students, staff, faculty and visitors. Each adult campus conducts an annual safety and security assessment in coordination with local law enforcement. Please contact your campus directly to obtain information on the annual Campus Crime Report. In addition, the University has a dedicated committee serving all of our Adult, Professional and Online Studies divisions who meet regularly to address safety and security items at both our physical locations as well as in our online environment.

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. 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 an emergency.

Any student who becomes aware of an emergency or potentially dangerous situation on campus should dial 911. 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 student safety and security issues should be directed to the Safety and Security Committee leader.

UNIVERSITY WIDE CONTACT INFORMATION

Dr. Kevin Eichner, <i>President</i>	785-248-2320
Dr. Terry Haines, <i>University Provost and Chief Academic Officer</i>	913-266-8601
Mr. J. Clark Ribordy, <i>Vice President for Administration and Finance</i>	785-248-2380
Mr. Paul Bean, <i>Vice-President for University Advancement</i>	785-248-2330
Ms. Lisa Johnson, <i>Director of Governmental, Regulatory and Legal Affairs</i>	785-248-2326
Mr. Howard Fischer, <i>Director of Financial Aid</i>	602-749-5120
Ms. Noelle Testa, <i>Director of Finance and University Controller</i>	785-248-2382
Mr. Tom Corley, <i>Director of Business Operations</i>	785-248-2381
Ms. Joanna Walters, <i>Director of Human Resources</i>	785-248-2350
Mr. Shaun Ferguson, <i>Director of Software Solutions</i>	785-248-2505
Ms. Karen Adams, <i>University Registrar</i>	785-248-2360

LOCAL CONTACT INFORMATION

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