

STUDENT HANDBOOK
2006 - 2007



Ottawa University – Kansas City Campus
Overland Park • Lee's Summit
admiss.kc@ottawa.edu
www.ottawa.edu

Introduction

Information contained in the Student Handbook is subject to change at the discretion of Ottawa University without prior notification. Should you have any questions regarding information contained in this handbook, contact your faculty advisor.

Ottawa University reserves the right to withdraw courses, change tuition and fees, alter the calendar, revise rules or regulations, or correct typographical errors found within this handbook. This handbook is explanatory in nature and is not a contract between the student and Ottawa University. Changes shall become effective whenever the proper authorities so determine and shall apply not only to prospective students but also to those who at the time are matriculated in the University.

Failure to read this handbook does not excuse students from the rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. It is understood that the ultimate responsibility for complying with degree requirements rests with the student.

The University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

Ottawa University has designated the following person as the one responsible for the University's compliance with the regulations implementing Title VI, Title IX or Section 504 insofar as those regulations have relevance to and implications for the University's academic program.

Persons having questions concerning the University's compliance with these regulations or seeking assistance regarding handicapped accessibility should contact:

Mary Johnson
Registrar
Ottawa University
4370 West 109th Street, Suite 200
Overland Park, KS 66211
mary.johnson@ottawa.edu
913-451-1431

Persons may also contact the Assistant Secretary for Civil Rights, the US Department of Education, regarding the institution's compliance with these regulations.

All educational records of students at Ottawa University are maintained in accordance with provisions 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 right 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 the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

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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 locations:

- 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.

Accreditation Statement

Ottawa University is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 312-263-0456, www.ncahigherlearningcommission.org.

Ottawa University
4370 West 109th Street, Suite 200
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913-451-1431
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OU acquired this accreditation in 1914 and has retained its accreditation continuously since that time. Ottawa University's adult campuses and the courses they offer are included in the accreditation of Ottawa University. Credits earned at the adult campuses appear on regular transcripts of the University on file in the Office of the Registrar at the respective campus and in the University Office of the Registrar at the Ottawa campus. These credits are transferable to any other university in accordance with the customary practices of accepting transfer credits. To maintain program quality and thus ensure continued accreditation in the future, students are asked to participate and assist in evaluation processes, which indicate learning accomplishments and effectiveness.

About Ottawa University

Approval Statement

In addition, Ottawa University's Kansas City campus education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE), www.ncate.org and approved by the Kansas State Board of Education (KSBE) www.ksbe.org.

History of Ottawa University

With a rich history tied to the Ottawa Indians and the American Baptist Churches USA, Ottawa University is proud of its heritage and committed to honoring those who are responsible for it. From 1837 to 1855, Reverend Jotham Meeker and his wife, Eleanor, were Baptist missionaries to the Ottawa Indian Tribe in the Midwest region, which is now Ottawa, Kansas. The Meekers devoted themselves to improving the lives of the Ottawa Indians and inspiring a hunger for education and religion. After the Meekers' deaths, the Ottawa Indians carried on the missionaries' Christian leadership with a strong desire to educate their children.

John Tecumseh (Tauy) Jones also carried on the Meekers' commitment to the tribe. Serving as an interpreter and Baptist minister, he was responsible for arranging a meeting between the Baptists and the Ottawa Indians, which led to the development of Ottawa University. The Ottawa Indians donated 20,000 acres for a university to ensure the education of their children. In exchange, the Baptists agreed to build and operate the school with a promise to provide free education to the Ottawa Indians. After delays due to the Civil War, Ottawa University was founded in 1865. Today, Ottawa University provides free undergraduate tuition at The College in Ottawa, Kansas, to recorded members of the tribe who are descendants of the Kansas Ottawa Indians.

The first building erected on campus, in the spring of 1869, was destroyed by fire in 1875; however, through generous support of the community, it was rebuilt in 1876. It stands today, appropriately named Tauy Jones Hall. The first commencement was held in 1886, with the graduation of one student. Throughout the 138-year history, The College has enjoyed many changes and additions to become the beautiful campus it is today.

In recognition of the growing demand for programs suited to the needs and learning styles of adults, the University

opened its first adult campus in Kansas City in 1974. Additional campuses were opened in Arizona in 1977, Wisconsin in 1992 and Indiana in 2002. International programs in Hong Kong, Singapore and Malaysia were added in 1986. Ottawa University began its first graduate program in 1987 with the addition of the Master of Arts in Human Resources, offered at the Kansas City campus. It is now also offered at the Arizona campuses along with business administration, counseling and education. The online Master of Business Administration program was initiated in 2001. Campuses in Arizona and Kansas also have Teacher Professional Education Programs, providing courses for certified teachers.

The Ottawa University Crest

The Crest of Ottawa University conveys the most important ingredients of its history and purpose.



The Dome of Tauy Jones Hall rises above the crest, just as it rises above the campus. John Tecumseh "Tauy" Jones came to the Marais des Cygnes Valley, in which the Ottawa

campus nestles, as an Indian interpreter, a leader among the area Indians who negotiated with the settlers for a "school." Through the years, the Dome frequently changed colors, as special occasions lent themselves to "expression" by various student groups, especially the seniors. Today, the Dome displays school spirit in black and gold.

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 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).

Ottawa University At-A-Glance

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. Ottawa's educational mission brings together a residential campus in Ottawa, Kansas, and adult campuses in Overland Park, Kansas; Lee's Summit, Missouri; Phoenix, Mesa and Tempe, Arizona; Milwaukee, Wisconsin; and Jeffersonville, Indiana, along with multiple international instructional sites. Ottawa University has more than 8,000 students worldwide.

Ottawa University's Kansas City Campus, Established 1974

Kansas City is a metropolitan area about 45 minutes from The College in Ottawa, Kansas. Ottawa University opened its Kansas City campus in 1974 to meet the educational needs of adults. The campus is conveniently located in Overland Park, just off Interstate 435 and Roe Avenue. The Kansas City campus offers a variety of bachelor of arts degree majors, a Master of Human Resources, a Master of Business Administration, a Certificate of Graduate Study in Human Resources, a post-baccalaureate Teacher Licensure program, and Professional Education Program for teachers. Courses are offered in eight-week undergraduate terms and 12-week graduate terms which meet once per week in the evening, weekends, or online programs.

Courses are also offered at Unity Village in Lee's Summit, Missouri. For additional information regarding Ottawa University's Kansas City campus, please contact the Office of Admissions, 913-451-1431, admiss.kc@ottawa.edu, 888-404-6852.

OTTAWA UNIVERSITY'S KANSAS CITY CAMPUS

Ottawa University is noted for its student-centered curriculum and its emphasis on students' goals and needs as the key factor in a college education. The University will help students to articulate academic goals and to meet those goals. The University anticipates student initiative and expects students to take a proactive role in their education.

This student handbook includes general rules of conduct, University policy and procedures and degree requirements. It is Ottawa University's objective that each student be treated fairly, equally, with dignity, and as an important part of the University. This handbook is designed to assist students to become fully aware of the University's policies in matters pertaining to them. Students are required to read this handbook and any revisions and are responsible for the knowledge of its contents. Students are free to contact their faculty advisor with any questions regarding these policies.

Policies and other information contained in this handbook are subject to change without prior notice.

Security

The building in which Ottawa University is located is called the Penn National Building. The building is managed by Colliers International. Our property manager is Michelle Petsenberger at 816-842-5711. Management may be reached at this number at any time.

There are roving security guards who patrol the parking lots as well as checking doors during the evening. They do try to be present in the parking lots around the time classes dismiss in the evening.

Each classroom displays a sheet giving faculty and students access to this information as well as it being available at the front desk, which is manned during classes. **In cases of emergency, please dial 911.** After that, contact building management if possible. Students, faculty and staff are encouraged to walk to their cars in the evenings in groups.

Ottawa University's Kansas City Campus

All criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the proper authorities and to the appropriate outside agencies immediately.

In addition, the City of Overland Park Police Department is located at 12400 Foster, Overland Park, Kansas, 66213. The phone number is 913-895-6000.

Majors Available

Undergraduate Program

Bachelor of Arts

- Business Administration
- Elementary Education
- Health Care Management
- Human Resources
- Individualized Majors
- Information Technology Systems
- Management
 - >Management with an Emphasis
- Psychology

Minors

- Accounting
- Adult Education
- Business Administration
- Communication
- Human Resources
- Marketing
- Management
- Human Services
- Psychology
- Women's Studies

Graduate Programs

Master of Arts in Human Resources

Master of Business Administration

Concentration Areas:

- Leadership and Management
- Finance – online format
- Human Resources
- Certificate of Graduate Study in Human Resources

Academic Support

Ottawa University's Kansas City campus has classrooms available at 4370 West 109th Street, Suite 200, Overland Park, Kansas, 66211, and also offers courses at Unity Village in Lee's Summit, Missouri.

Career Services

Ottawa University does not offer a traditional placement service; however, student's can contact their full-time faculty advisor to help the student think and plan career strategy.

Students have a unique opportunity to network with other students, who may have decision-making ability, as well as with adjuncts. Networking is the best way to hear about and apply for a new job. The campus does maintain a job posting bulletin board.

Curriculum/Program Assessment

Ottawa University has a systematic process in place for course and program evaluation. Students in each course are provided with an end-of-course evaluation.

This evaluation is used in assessing program effectiveness. All majors and programs are assessed once in a five-year cycle. This review cycle includes a closer look at curriculum to ensure courses contain information and critical thinking development that is in tune with today's community needs. The assessment teams are made up of Ottawa University's staff and faculty, as well as people from outside the University. Alumni and adjuncts are also interviewed as part of the process to make sure the curriculum does address needs in the community. The assessment report goes to the University Academic Council and to the appropriate vice-presidents; the appropriate vice-president or individual campuses then have to respond to the report. Curricular changes may be made as a result of the assessment report.

Library Services

Ottawa University's Kansas City campus has a Resource Center with computers, a printer and a copy machine available for student use. Although there is no physical library at the campus, students do have access to FREE wireless Internet connections, EBSCOhost, LexisNexis, and other online libraries, as well as the Internet for resource

information. Ottawa University's Kansas City campus students also have access to the campus computer lab.

Students should contact their faculty advisor regarding local and electronic resources and access.

Ottawa University Bookstore

Ottawa University merchandise is available for purchase at the reception desk. Merchandise is also available at the Ottawa University Bookstore through OU's website.

MBSDirect

Textbooks are available through MBSDirect. Purchases can be made via Internet, fax or phone.

MBSDirect houses over 900,000 titles. This is an easy and efficient way to purchase course materials online. Order books at <http://direct.mbsbooks.com/ott.htm>, fax 800-499-0143 or call 800-325-3252.

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 are required to declare their disabilities and request related classroom accommodations by submitting a completed Accommodations Request Form, as well as necessary documentation, to their campus disabilities services coordinator. The University requires reasonably recent documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required and allowed by state and federal law. Requests for accommodation and documentation of a disability must be received for evaluation at least one to two weeks prior to

implementation of accommodations. Additional time may be required for some accommodation requests. To assure timely provision of services, students should initiate their requests early. Ottawa University provides detailed information on the principles and practices governing disabilities-related accommodations in its ADA 504, Title III Policies and Procedures. This document is available in its entirety through the local Disabilities Services Coordinator, the University ADA Coordinator and the University website. All disabilities-related issues concerning students are overseen by the University's ADA Coordinator.

Nondiscrimination Statement – Students

Ottawa University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, color, religion, disability, national origin, or any other characteristic protected by law.

Nondiscrimination Policy

Ottawa University is committed to equal opportunities for all prospective and current students. The University does not unlawfully discriminate in student recruitment activities, admission policies, academic policies, scholarship and loan programs, athletic and extracurricular services and programs, or other school-administered programs on the basis of race, age, sex, color, religion, disability, national origin, or any other characteristic protected by law.

Compliance with regard to nondiscrimination policies is the responsibility of each campus director/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 director/provost or the University's director of human resources.

Student Responsibility

Ottawa University is noted for its student-centered curriculum and its emphasis upon the student's goals and needs as the key factor in a college education. The University will help students to articulate and meet academic goals. The reaching of goals is a partnership between the student and the University. The degree plan represents this partnership and once it is approved the

General Policies

student is responsible for meeting the agreed upon degree requirements.

Registration and enrollment imply an agreement on the part of the student to conform to the regulations and procedures of the University. Failure to meet current obligations to the University, financial or otherwise, may lead to a refusal to issue a diploma or transcript or withdrawal from the institution.

It is assumed that students of the University will behave in a manner respectful of the rights and welfare of students, faculty and staff of the University. Conduct contrary to responsible behavior includes such actions as:

- Academic dishonesty (see Appendix B on page 37 for more information on dishonesty);
- Theft of, damage to, the property of another person or of the University, or property being leased by OU;
- Physical, verbal, or sexual harassment, or abuse of another person-as well as threatening or attempting to inflict injury, or creating a substantial risk to another person;
- Disruption of the educational process including behavior which inhibits or prevents faculty and staff from carrying out their institutional functions and/or other students from learning; and
- Use of illegal drugs or alcohol, or under the influence of illegal drugs or alcohol, while on school property.

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

Family Education 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 director or administrative manager that identifies the record(s) to be inspected. The administrative manager will make arrangements for access and notify the student of the time and place where the records may be inspected.

- 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 administrative manager or director and clearly identify the part of the record 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 director 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.

Undergraduate Admissions

- 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
US Department of Education
600 Independence Avenue, SW
Washington, DC 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.

Please visit the Office of the Registrar or call 913-451-1431 to complete an authorization form to restrict any of the categories below and for renewal information if desired.

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.

UNDERGRADUATE ADMISSIONS

Kansas City Campus Admissions

Ottawa University maintains a flexible admission policy for adult learners based on adult learning theory and practice. The admission process begins with an interview between the prospective student and the academic faculty advisor. Consideration is given to career/work experience, academic experience and other life experiences.

Admissions are made without regard to race, age, gender, color, religion, disability, national or ethnic origin or any other characteristic protected by law.

In addition to the interview, each applicant must submit the following information for admission:

1. Completed application form.
2. Application fee.
3. Official transcripts from all previous colleges and universities attended.

Upon receipt of all required information, a letter is sent to the student confirming/denying acceptance into the bachelor's degree program.

To be considered degree seeking, a student will be required to enroll in LAS 30012. During this first course, if the instructor does not believe that a student will be able to complete a degree program with Ottawa University, the instructor will consult with another full-time OU faculty member before advising a student to withdraw or making the decision to give a grade below a "C." The student may withdraw from the course with a grade of W (See refund policy regarding withdrawal from LAS 30012). To continue in the program, a student will need to have earned a grade of "C" or better in LAS 30012.

Undergraduate Transfer Credit Policies

Ottawa University welcomes applicants for admission who have completed part of their education at other institutions. Applicants will need to have official transcripts of all work completed at other institutions sent directly to Ottawa University's Kansas City campus. Official transcripts of previous college study should be received by the University prior to the completion of Proseminar. All documents received by the University in connection with such

Undergraduate Admissions

applications for admission become the property of Ottawa University and will not be released to the student. Admission documents of applicants who do not enroll in the University may be destroyed after three years from the application term.

To officially transfer credits, all transcripts are to be mailed to the address below from the issuing institution:

Office of the Registrar
Ottawa University's Kansas City Campus
4370 West 109th Street, Suite 200
Overland Park, KS 66211

Regionally Accredited Institutions

The University is concerned that no student be penalized in the process of transferring. The following policy affects transfer students:

All college-level courses completed at regionally accredited institutions of higher education are transferred directly.

Grades of "D" are considered valid earned grades and are transcribed. For all students starting as of June 24, 2002, the grade of "F" is transcribed but will only show on unofficial transcripts, and will only affect the grade point average (GPA) when computing honors. An "F" grade transferring into Ottawa will not show on the official transcript at the time of application to the graduate program. A student who entered OU prior to June 24, 2002, may petition to have "F" grades removed from his/her transcript, but will then have to follow the degree requirements in place at time of petition. Credits earned as quarter or trimester hours are converted to semester credit hours when transcribed. Semester credit hours are not, however, transferred for participation in varsity sports, remedial, developmental, diploma, certificate, or apprenticeships.

Accreditation Pending

Coursework from an institution in the process of receiving accreditation may be accepted on the recommendation of the regional accrediting association with jurisdiction. Candidacy is an official status. If an institution is a candidate for regional accreditation, coursework transfers directly as if the institution were regionally accredited.

Recent Accreditation

If an institution is currently regionally accredited but was not accredited during the student's attendance, the coursework is evaluated and transferred at a grade of "P"

(pass) after successful completion of 20 semester credit hours of coursework at Ottawa University.

Correspondence Courses

Ottawa University does not accept credit from correspondence schools except in the following cases:

- Courses completed through and transcribed by a regionally accredited institution. Correspondence courses transfer directly with the earned grades.
- Correspondence courses completed through non-regionally accredited institutions that are endorsed by the Distance Education and Training Council (DETC) will be accepted after successful completion of 20 semester credit hours of coursework at Ottawa University. Courses will transfer with a grade of "P."

Transfer Credit by Assessment

If completed through and transcribed by a regionally accredited institution, credit by assessment will be accepted with a grade of "P" (pass) and transcribed as coursework from the regionally accredited institution.

Non-Regionally Accredited Institutions

Ottawa University accepts credits from non-regionally accredited institutions using the following guidelines:

- The institution is accredited by any organization formally recognized by The Council for Higher Education Accreditation (CHEA):
 - Association for Biblical Higher Education (ABHE) Commission on Accreditation
 - Accrediting Commission of the Distance Education and Training Council (DETC)
 - Accrediting Council for Independent Colleges and Schools (ACICS)
 - Association of Advanced Rabbinical and Talmudic Schools (AARTS)
 - Association of Theological Schools in the United States and Canada (ATS) Commission on Accrediting
 - Transnational Association of Christian Colleges and Schools (TRACS) Accreditation Commission
- The institution was accredited by one of the above organizations at the time the student attended. The burden of proof of accreditation at the time of attendance rests with the student. Documentation can be pursued by the student through the postsecondary

Undergraduate Admissions

education board (or equivalent) in the state where the institution in question is located. If the institution is now accredited, but was not accredited at the time of attendance by one of the above organizations, credit may be pursued through credit by assessment. If a transcript key does not accompany the transcript, the student is responsible for providing a catalog or other documentation concerning credit hours.

Evaluation of Credit from Non-Regionally Accredited Institutions

Credits from institutions that meet the previous criteria transfer only after successful completion of 20 semester credit hours of coursework at Ottawa. Grades do not transfer from these institutions. Credits are accepted as "P."

Unaccredited Institutions

Any coursework taken at a school that is not regionally accredited or accredited by one of the CHEA recognized organizations does not transfer. Students with coursework from unaccredited institutions should consult with their faculty advisors concerning the feasibility of attempting credit by assessment for such work.

Institutions Outside the United States

Ottawa University does not evaluate transcripts from institutions outside of the United States for students enrolled in its US programs. Students who have attended such institutions may arrange for transcript evaluation by a certified international credit evaluator. The student is responsible for any transcript fee. The student should request that the evaluation transcript be sent directly to Ottawa University's Kansas City campus. Ottawa University will accept the credit recommendations of such internationally certified transcript evaluators.

Schools No Longer in Operation

If a private institution of higher education is closed and is not listed in The Higher Education Directory or The Accredited Institutions of Postsecondary Education guide, it is the responsibility of the student to provide official documentation. Official transcripts may be available from the post-secondary education board in the state in which the school was located. In Kansas that agency is the:

Kansas Board of Regents
1000 Southwest Jackson, Suite 520
Topeka, KS 66612
785-296-3421

If the credit system of the institution is ambiguous, the student is also responsible for providing clarifying documentation (catalog or program description).

Other Sources of Credit

Ottawa University values the student's previous academic, professional and community experiences. In addition to direct transfer of semester credit hours earned from accredited institutions, students may earn semester credit hours through other options.

Credit by Examination

Semester credit hours are awarded for the successful completion of examinations from approved national testing programs, including Advanced Placement (AP), Berlitz, College-Level Examination Program (CLEP), Excelsior, DANTES, Regents, and International Baccalaureate (IB). Semester credit awards are based on recommendations of the American Council of Education (ACE) wherever applicable. Students who seek to transfer credit by examination must request that official score reports be sent directly to the Office of the Registrar at the Kansas City campus.

Course credit may be earned by examinations through the following:

- College Level Examination Program (CLEP) offered by the College Board;
- Proficiency Examination Program (PEP) offered by the American College Testing Program; and
- Defense Activity Non-Traditional Education Support (DANTES) sponsored by the Chauncey Group International, a subsidiary of the Educational Testing Service.

CLEP, DANTES and ACT-PEP credits do not transfer from transcripts of other institutions. The student must request that a transcript from the testing service be sent directly to Ottawa University's Kansas City campus for verification of acceptable scores and hours of credit to be awarded. Score reports delivered by students are not accepted. Passing scores are based on the American Council on Education (ACE) recommendations and are transcribed as "P" (pass).

In the event that a student does not achieve an acceptable passing grade on a CLEP, DANTES or ACT-PEP, the student must wait six months before re-testing. This policy is in

Undergraduate Admissions

accordance with the policies of the Educational Testing Service (ETS), which scores the examinations.

Credit by examination is not awarded for examinations that duplicate transcribed coursework. However, an examination may be taken to remove a transferred course (for example, to remove a "D" or "F" grade).

CLEP Examinations

No more than a total of six semester credit hours may be earned on any one test or combination of College Composition, Freshman English (subject examination) or English Composition (general examination). Ottawa University does not require the essay component for the English examinations. Credit is not awarded for the combined micro/macroeconomics if credit is received for either (or both) the separate examinations for micro and/or macroeconomics.

Credit for the following general examinations is not awarded if credit is received in a comparable subject examination:

- Literature (part 2 of Humanities general exam); and
- Biology (part 1 of Natural Science general exam).

For example, no credit is awarded for the Literature general examination if a student receives credit for the American Literature or the English Literature subject examinations.

Students may request that a CLEP transcript be sent directly to Office of the Registrar at the Kansas City campus by writing or calling:

CLEP Transcript Request Service
PO Box 6600
Princeton, NJ 08541-6600
609-771-7865

Please contact CLEP Transcript Request Service for applicable fees.

DANTES Examinations

The majority of DANTES examinations are lower-division; however, several upper-division examinations are currently available. These examinations are designated as "BU" (Bachelor Upper-Division) on the list of available DANTES examinations that students may obtain from their advisor. Ottawa University offers DANTES exams. See your advisor for details.

ACT-PEP Examinations

ACT-PEP is a national testing program consisting of 42 examinations in Arts and Sciences, Business, Education, and Nursing.

Credit by Evaluation

Credits recommended from the American Council of Education (ACE) for non-collegiate training programs transfer directly, provided that the student submits official documentation of completion to the registrar at the Ottawa University Kansas City campus.

Ottawa University has evaluated various instructional programs that are not currently evaluated by ACE but demonstrate the academic outcomes and rigor expected in college-level learning and are applicable to Ottawa University programs. (Examples include health care and other professional training programs.)

American Council on Education (ACE) Program on Non-collegiate Sponsored Instruction (PONSI)

The National Guide to Educational Credit for Training Programs provides listings of training programs which have been evaluated and approved for college level credit by the American Council on Education (ACE). The Directory of the National Program on Non-Collegiate Sponsored Instruction (PONSI) provides listings of training programs which have been evaluated by the Board of Regents, The University of the State of New York. Students completing training programs from institutions listed in these guides must have official documentation sent directly to the Office of the Registrar at the Kansas City campus for transfer credit evaluation. Ottawa University accepts ACE and PONSI recommendations as direct transfer without a 20 semester credit hour waiting period.

Credit by Evaluation Limitations

No upper limits on the number of credits earned through evaluation have been established. However, the following guidelines apply:

- Students are expected to meet all established graduation requirements set by the University. See graduation requirements on page 32.
- Credit by evaluation is not awarded for learning that duplicates transcribed coursework.

Military Credit by Evaluation/American Council on Education (ACE)

Ottawa University transfers directly all associate and baccalaureate credit evaluated by the ACE as defined in the Guide to Evaluation of Educational Experiences in the Armed Forces. Credits that are given a vocational designation by ACE transfer after the completion of 20 semester credit hours of Ottawa University coursework. Students requesting evaluation of military training must provide original documentation to the registrar. The documents are photocopied and validated with the registrar's initials and date of receipt. The original documents are returned to the student. The following are acceptable source documents for military credit evaluation:

- DD-214: Transfer or Discharge papers;
- DD-295: Military Evaluation of Educational Experiences (Military Evaluations Program Office, American Council on Education, One Dupont Circle NW, Washington, DC 20036-1193);
- AARTS: Army/American Council on Education Registry Transcript System (ARRTS Operations Center, Fort Leavenworth, KS 66027-5073). Transcripts are available for service on/after October 1, 1981. Students must request the transcript on form DD-5454;
- Certificate of Course Completion for a Military Occupational Specialty (MOS).

For more information on obtaining military transcripts, go to www.acenet.edu.

Evaluation of Credit from Non-Academic Institutions or Organizations

Health Care

To receive credit, a student must provide proof of certification by the national registry for the respective field. "Registry-eligible" candidates do not receive transfer credit. The credits from hospital-based or non-college programs transfer with grades of "P."

Registered Nurse (registered in the United States) receives 72 semester credit hours of transfer credit. All but nine hours will be transferred as lower-division. A transcript from the hospital-based program is required. If the transcript lists courses taken through an affiliated institution, that transcript must also be provided. Transcripts of affiliated institutions may reveal additional

college-level coursework or duplication of coursework. Credit hours transfer from the institution that originally granted the credit.

A registered nurse who holds an associate of arts or associate of science degree from a regionally accredited community college receives full transfer credit as transcribed by the original institution. A total of nine semester credit hours are considered upper-division. As with other coursework from community colleges, credits transfer with original grades.

Nurse Anesthetist (AANA registered)

Receives credit for nurses' training plus 32 semester credit hours of upper-division transfer credit for anesthetist training.

Nurse Midwife (registered in the United States)

Receives credit for nurses' training plus 32 semester credit hours for specialized midwife training. All of the hours will be considered upper-division.

Licensed Practical Nurse (state licensed)

Receives 24 semester credit hours of lower-division transfer credit. The student must provide an academic transcript from a state-approved post-secondary training institution.

Radiologic Technologist (AART registered)

Receives 64 semester credit hours of transfer credit, seven of which will be considered upper-division.

Radiation Therapist (AART registered)

Receives 64 semester credit hours of transfer credit, seven of which are considered as upper-division. If the student is also a registered radiologic technologist (64 semester credit hours), the radiation therapy training is an additional 32 semester credit hours of upper-division credit.

Diagnostic Medical Sonographer (ARDMS registered)

Receives 32 semester credit hours of upper-division credit.

Nuclear Medicine Technologist (AART registered)

Receives 32 semester credit hours of upper-division credit.

Advanced Imaging Technology (AART registered)

Receives 32 semester credit hours of upper-division credit.

Respiratory Therapist (NBRC registered)

52 semester credit hours of transfer credit, five of which are considered upper-division. Certified respiratory therapy technicians will not receive direct transfer credit.

Registration

The student does not receive both the college credit and the above equivalency for professional programs. College hours are applied to lower-division semester credit hours in the same way as professional training unless so stated.

Computer Certification Transfer Credit Hours

A+	5 lower division
CCNA (Cisco)	3 upper division
Microsoft MCSD–VB 5.0	15 upper division
Microsoft MCSE–Windows NT	13.5 upper division
Novell CNA NetWare 5	3 lower division
Novell CNA IntraNetWare 5	2 upper division
Novell CNA NetWare 3	2 lower division
Novell CNA GroupWise 5	1 lower division
Novell CNA GroupWise 4	1 lower division
Oracle	13 upper division

Credits are granted for successful completion of the entire certificate. The student can either mail the site registrar a certified copy of the certificate or physically bring the original to the office. If brought to the office, the site registrar photocopies the original, verifies receipt of the original document and retains the photocopy in the student file. These semester credit hours can count toward graduation and/or towards the ITS major. Due to the nature of the technology field, certifications and the credits granted are periodically updated. Please consult your faculty advisor for updated listings.

Credit by Assessment (Prior Experiential Learning)

Ottawa University is committed to recognizing the educational importance of learning accomplished outside traditional academic settings. Work, hobbies, leisure-time activities, civic participation, and personal study are examples of areas in which learning for development of personal and career competence can take place. Recognizing that what is learned is educationally more important than where or how, Ottawa University offers the possibility of formally granting academic credit toward the bachelor of arts degree for prior learning from adult life and work experience. Credit granted by assessment may be applied to the fulfillment of the University's program outcomes. To earn credit by assessment, students are required to take the course UNV32314 Experiential Learning in Adult Education, to learn how to develop a portfolio.

This is not an easy way to get credit. Evidence must be given that prior learning is comparable to the content of a standard course of study sponsored or recognized by an accredited college. Please consult your faculty advisor for additional information.

REGISTRATION

Student Email Account

All Ottawa University students are required to establish a OU student email account. Once a student has started their first course with Ottawa University, all University correspondence will be sent to students via their student email. To set up your student email account please visit www.ottawa.edu/index.php/content/view/743. You will need your student ID and zip code to complete the online registration process.

A course schedule announcing the courses offered for a given term will be mailed to students approximately six weeks prior to the beginning of a term. An annual schedule of likely courses is available upon request.

To be considered registered for a course, including an independent study, a student can fax, mail, drop off a signed registration form to the Kansas City campus, or enroll online at www.ottawa.edu/webportal. Early registration is encouraged as space availability is limited. It is important that the enrollment form be filled out in its entirety including method of payment, signature and date.

Independent Study

An independent study course is a one-on-one course where the instructor and student meet to fulfill the course objectives.

The instructor constructs a syllabus containing all of the required elements of an Ottawa University syllabus. The syllabus indicates how the student will meet the objectives in the course. Assignments for an independent study may be different than in a face-to-face course with other students, however it will still reflect four semester credit hours worth of work.

Directed Study

Directed Studies may be like independent studies in that the student works one-on-one with the instructor, however there can be up to five students enrolled at one time. In addition, unlike independent studies, directed studies:

- Require a minimum of four "class meetings" between the instructor and the student.
- The instructor provides a substantial degree of guidance to the student.
- The "class meetings" must be specified in the course syllabus.

In general, a "class meeting" in this context need not be a face-to-face meeting, but can take place online or via telephone. The primary concern is that, when the Directed Study involves only one student, the "class meeting" requires an exchange between the student and the instructor. The instructor's feedback on a paper, that is submitted by the student, is not considered a class meeting.

Independent/directed study courses have an additional cost per semester credit hour.

Independent Study/directed study instructions:

- Step 1: Contact your faculty advisor to discuss the proposed study. Once approved by the advisor, the advisor will recommend an appropriate instructor.
- Step 2: Contact the instructor intended to supervise the Independent or Directed Study to make arrangements for a copy of the syllabus, signature of the instructor and discussion of course requirements.
- Step 3: Complete the required independent/directed study application, obtain all required signatures and attach a copy of the course syllabus to the application.
- Step 4: Submit the completed application to the business office with payment.

All independent or directed studies must be received by the registration department before close of business on the completion of the second week of the term.

FINANCIAL INFORMATION

Charges, Payment Plan and Penalties

Ottawa University reserves the right to adjust any and all charges, including tuition and fees, at any time deemed necessary.

Guidelines for Payment of Tuition, Fees and Other Charges

Tuition payment, or appropriate documentation for payment, is due in full prior to the first class meeting but no later than the first week of the term, whichever comes first. Students who do not attend the first class meeting will need to make payment arrangements within the first week of the term.

Some courses will require additional book and material fee payments. Rates are subject to change. Prices on the next page do not reflect all fees that may occur. Please check with the University as to any additional costs for your specific classes.

Financial Aid and Payment Requirements

All financial aid and payment requirement questions should be directed to the Business office at 913-451-1431.

Special Enrollment Tuition Rates

Class Audit Fee

Class audit fee cost is \$50 per semester credit hour.

To audit a course the student needs to have the approval of the course instructor. Approval to audit any course is based upon availability in the course. Students register for the course utilizing the same registration form used for regular registration; however, the form should state AUDIT. The student will receive a grade of "AU" instead of a letter grade.

* Please note: Audit courses are not eligible for financial aid.

Additional Fees

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the courses being taken.

Financial Information

Tuition and Fees

Estimated Cost of Attending (2006-2007)

Undergraduate Program

Application Fee	\$50
Undergraduate	\$320 per semester credit hour
Independent/Directed Study	\$355 per semester credit hour
Online Management	\$325 per semester credit hour
Health Care Mgmt Online	\$325 per semester credit hour
Teacher Licensure	\$320 per semester credit hour

Graduate Program

Application Fee	\$60
Evening Programs: Human Resources and MBA	\$410 per semester credit hour
Online Programs: Human Resources and MBA	\$425 per semester credit hour

Other Costs:

LAS 30012 Proseminar Materials	\$100
LAS 39014 Individual in Society Materials	\$45
LAS 45012 Graduation Review Materials	\$40
Graduation Fee	\$100
Health Care Management 1st Meeting Materials	\$160
Class Audit Fee	\$50
Credit by Assessment:	\$75 per semester credit hour transcribed
Deferred Tuition:	\$45 per term
* Please contact the Business Office at 913-451-1431 for the specific requirements for deferred tuition.	
Student Teaching Fee:	\$175
Graduation Fee:	\$100

**The following costs are based on the 2006-2007 academic year (July 1, 2006 - June 30, 2007) and are subject to change annually.*

Some courses require a small additional materials fee. Additional fees are stated on the schedule of courses sent out six weeks prior to the start of each term.

Books are purchased by the student through MBS Direct at 800-325-3252 or online at <http://direct/mbsbooks.com/ott.htm> to order books for most courses. Books for courses in the Liberal Arts Studies sequence are provided by the university and are covered as part of the LAS course fees above.

Transcript Fee

An official transcript may be issued after receipt of written consent from the student and after assuring that the student has paid all financial obligations to the University. Official transcripts are issued without charge. There may be a fee assessed for "special handling" such as "rush" or fax requests for transcript.

Returned Check Charge

The University generally accepts a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University refuses to accept a check in payment of an obligation. No post-dated checks are accepted. Checks are not held for deferred deposit. A returned check fee of \$25 is assessed for all returned checks.

Student Account Balances

Students with outstanding balances are sent to collections if payment is not met in the agreed upon time frame. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

Financial Aid

Many students find it necessary to obtain financial assistance to attend higher learning educational institutions. Recognizing this need and desiring to see every qualified student attend, Ottawa University offers each applicant several financial options. 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.

For more information of Federal Financial Aid Programs, see the Ottawa University Catalog page 31 or visit www.ottawa.edu.

Military and Veterans' Benefits

Benefits are available to military personnel in a variety of eligibility circumstances. A staff member in the Office of Registrar is available to help students 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. Tuition or tuition vouchers are due the first week of the term. In some cases it is suggested that students utilize

financial aid until the employers educational reimbursement cycles in. Please contact a staff member in the Business Office for detailed information regarding reimbursement and voucher processing.

Many employers request specific information be included on the statement for the purpose of tuition reimbursement. If the computer system generated statement does not meet these needs, contact financial records for a manually generated statement. This can be done via phone or fax. Please allow 48 hours for processing and be specific as to the needs of your organization

Refund Policy

The refund policy is in effect when a student drops a course or withdraws from all courses during a period of enrollment. A refund is calculated based on the number of days of classes. Courses that do not have scheduled meetings are treated as those with standard schedules. See chart below.

Withdrawal Policy

Students unable to complete an Independent/Directed Study or regularly scheduled course after the add/drop period may officially withdraw from the course through week six of regularly scheduled courses. Students should consult with the instructor and their academic advisor before withdrawing.

Proseminar Refund Policy:

On or before 50% of class meetings	100% refund
After 50% of class meetings up to and including 60% of class meetings	40% refund
After 60% of class meetings	NO REFUND

Eight-Week Terms:

Zero up to and including 25% of class meetings	100% refund
After 25% of class meetings up to and including 37% of class meetings	75% refund
After 37% of class meetings up to and including 50% of class meetings	50% refund
After 50% of class meetings up to and including 60% of class meetings	40% refund
After 60% of class meetings	NO REFUND

12-Week Term Refund Policy

Zero up to and including 20% of class meetings	100% refund
After 20% of class meetings up to and including 35% of class meetings	75% refund
After 35% of class meetings up to and including 50% of class meetings	50% refund
After 50% of class meetings up to and including 60% of class meetings	40% refund
After 60% of class meetings	NO REFUND

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The grade of "W" will appear as the grade on the transcript. The "W" grade is not calculated into the student GPA. Refunds on withdrawals will be made in accordance with the established refund policy stated herein. If a "W" grade is received and the student wishes to re-enroll in this course, tuition rates at the time of re-enrollment will be charged.

Withdrawal action may be initiated by Ottawa University for failure to maintain academic progress in a course or for failure to meet financial obligations. Failure to maintain progress includes: excessive unexcused absences from a regularly scheduled course as determined by the instructor; failure to perform academic tasks specified in an independent study course without contact and arrangements with the instructor; and failure to respond to inquiries or notices from Ottawa University regarding academic progress or excessive absences. The date of such withdrawal action will be two weeks after the last day of the class attended in a regular course or in the case of a independent/directed study, the last date of attempted contact between instructor and student.

For a student to initiate the withdrawal action, he/she is required to complete and submit a withdrawal form to the Office of the Registrar. For withdrawal forms submitted by mail, the date of the postmark will be the date of official withdrawal for calculating refunds. The date of the postmark will be the date of official withdrawal for calculating refunds. With any option, the student must indicate the last date of attendance in the course.

Institutional charge policy for students withdrawing completely from the institution within a given term:

- Calculate the percentage of the term that has elapsed (including weekends) as of the withdrawal date.
- Multiply that percentage by the amount of tuition and fees to determine the amount Ottawa University will retain. The remainder will be refunded to the student.

Once the resulting percentage of the term that has elapsed is greater than 60 percent, no refund will occur.

ACADEMIC AFFAIRS

Official Transcripts

Official transcripts are issued only by the University's Office of the Registrar. They are printed on security paper and conform to guidelines established by the American

Association of College Registrars and Admissions 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's Office of the Registrar.

Students and former students must request a copy of their transcript in writing. Faxed requests are acceptable. The request must include the following:

- Name
- Social Security Number
- Number of Transcripts Requested
- Address to which the Transcripts are to be Mailed
- Daytime Telephone Number
- Student Signature

To request official transcripts, please send requests to:

Ottawa University
Office of the University Registrar
1001 South Cedar Street, #43
Ottawa, KS 66067-3399
800-755-5200, #7
Fax: 785-229-1007

Transcripts are normally processed within three to five working days of receipt and are mailed via first class mail. There is no charge for transcripts processed in this manner.

Students and former students may request that transcripts be processed the same day the request is received, i.e., faxed, mailed via Federal Express or mailed via the United Postal Service's Priority Mail. These requests are charged \$15 per transcript in addition to the fees levied by Federal Express or the United States Postal Service. These charges may be paid with cash, check or credit card.

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) who do not hold a bachelor's degree.

The graduate transcript reflects coursework taken by students (degree-seeking and non-degree-seeking) enrolled in graduate level courses.

The professional education transcript reflects graduate level professional development courses and re-certification 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+	Senior

Special Undergraduate 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. Please check for any special conditions regarding tuition rates, financial aid or semester credit limitations that may apply. All special students are required to complete an Undergraduate application and pay the current application fee.

Name/Address Changes

Name and address changes should be submitted to the Office of the Registrar or receptionist. Students requesting name changes on University records must provide a written request specifying both names and official documentation. Last name only changes must be supported by a court action document including marriage license, finalized divorce decree or legal name change. The Office of the Registrar accepts the following documentation:

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

Grading

The University uses the following grading system to evaluate student performance; see table on page 22.

Upon receipt of final grade rosters, grade reports are created by the campus Office of the Registrar and mailed to the student. Grade reports will not be sent to students who owe tuition or fees to the University. This report indicates the grading period, the student's statistics for that period, as well as the student's cumulative statistics. No grades will be given to a student over the phone. Students requiring official grade verification should request an official transcript from the University Registrar. Final papers, if returned by the instructor, are available for pickup one week after the end of the term. Papers are held for four weeks and then destroyed.

Calculation of Grade Point Average (GPA)

The GPA is determined by dividing the total number of graded hours a student has attempted into the total number of grade points earned. GPA is used as an indicator of academic progress and potential. An average that is less than 2.00 (a "C" average) is an indication of problems in skills, motivation, or an inability to devote enough time to learning tasks. Students will need an overall grade point average of 2.00 or better in order to graduate. Thus, an average of less than 2.00 is cause for a student to reflect on his/her academic future.

Attendance

Attendance in classes is required of all students. Absences due to emergencies or matters beyond a student's control are understandable, but the student is required to notify the instructor involved and make arrangements for missed assignments and class time. Instructors have the final right to determine how absences will affect student's grades. Frequent or repeated absences are detrimental to academic progress and may lead to a failing grade or to an academic withdrawal from the course(s). Withdrawal from a course or receiving an "F" grade may affect financial aid eligibility in the future. **Students are advised to check with their faculty advisor and the financial aid representative if they are withdrawn or receive a grade "F".**

The instructor is charged with the responsibility of notifying the University of any change in a student's status and the effective date the student ceased to make adequate academic progress. All appropriate offices and agencies, such as the Veterans Administration and Federal Stafford Loan lending agencies, will be promptly notified of any change in a student's status. Any refunds will be made in

Academic Affairs

accordance with the established refund policy noted on page 19.

Add/Drop

The official add/drop period lasts from the first day of each new term and ends at the completion of the second week of the course. Courses dropped during this official add/drop period will not appear on the transcript and all tuition charges for dropped courses will be refunded to the student (see refund section on page 19). When a student finds it necessary to drop a course, a withdrawal form must be completed and sent to the academic records office. See withdrawal policy on page 19.

Repeating Courses

Students may repeat courses in an effort to improve their grade point average, or as necessary, to meet degree requirements. The most recent attempt is calculated into the grade point average. All course entries remain on the transcript.

Incomplete Grade

If a student is unable to complete all assignments in a course by the end of the term due to extraordinary life/work situations, he/she may request an incomplete, or grade of "I" from the instructor. The awarding of an incomplete grade is completely at the discretion of the instructor. The instructor and student must complete and sign the incomplete request form. An incomplete cannot extend longer than six months;

however, the instructor can impose more restrictive time limits. The instructor will indicate on the form a deadline for completion of all work, as well as a grade the student will be given in the event the work is not completed by the deadline. If the work is not completed by the deadline, the grade notated on the form will be issued and will appear on the official transcript.

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. Students are requested to fill out the "Ottawa University Final Course Evaluation" questionnaire. 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 instruction, 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.

Academic Honesty

Academic integrity means, at the minimum, that work submitted by a student or the taking of examinations by the student is the work of that student.

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
I	Incomplete	0 grade points earned
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
WV	Waived	0 grade points earned (used for degree audit only)

Ottawa University does not condone any form of dishonesty. Academic dishonesty includes cheating on examinations, plagiarism and the supplying of false information pertaining to the student's academic program. The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the University by the provost. Penalties for supplying false information pertaining to the student's academic program may include the withdrawal of credits and dismissal from the University. The director will make decisions concerning such cases. Students may appeal decisions using the academic grievance procedure.

Please see Appendix B on page 37 for additional details.

Academic Probation and Suspension

An undergraduate student whose cumulative grade point average is below 2.00 and who has earned 49 or more semester credit hours 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 Reinstatement

A student who has been dismissed or withdrawn by action from the University may submit a petition for reinstatement to the provost/director of the Kansas City campus. After review, the student will be notified whether or not the petition has been approved. The petition should include:

- The factors that led to the action.
- The learning and personal development that has been experienced since the action, that would indicate the student's ability to resume successful study at the University.

Academic Forgiveness

The intent of this policy is to make graduation from Ottawa University possible for students whose previous academic performance would preclude this opportunity. If the coursework was completed seven or more years prior to

entry/re-entry to Ottawa University and the student has a cumulative GPA below a 1.80 at the time of entry/re-entry, he/she may petition for academic renewal. For transfer students, only passing grades will appear on the official transcript. Transfer credit accepted under this provision will be hours of credit only. All previous semester credit hours and grade points will be used in determining honors. This option applies only to coursework from regionally accredited institutions and to degree-seeking students.

Academic Grievance

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

Resolution of academic grievances will proceed according to the following policy:

Purpose/Definition

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

Informal Resolution

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

- » The student should be encouraged to take the initiative to meet with the instructor to resolve the issue. More than one meeting may be required to enable either the student or instructor to gather relevant data or materials. Every effort should be made to resolve any concerns at this level, as instructors have the ultimate responsibility for grades in the courses they teach.
- » If the student does not accept the outcome of the meeting(s) with the instructor, or if the student elects not to contact the instructor, the student should then

Academic Affairs

contact his/her faculty advisor for assistance. (If a campus or program does not assign an advisor to students, the campus grievance procedure as detailed in the Student Handbook must identify the position that will act on the student's behalf.)

- » The student shall take this step promptly, preferably within one week of the recognition of the grievance. Assistance by the advisor may take a number of forms, including additional clarification to remedy miscommunication or misunderstanding. The advisor may also act as an advocate or neutral intermediary with the instructor. If matters are still unresolved to the student's satisfaction, the Formal Resolution policy described below is in order.

Formal Resolution

Although each campus is a part of the overall Ottawa University system, this policy also recognizes that each campus has its own unique organization, size, needs, identity, and culture. In order to offer a consistent process as well as one that is truly responsive to all individuals, each campus is responsible for developing, following and maintaining its own formal grievance procedure according to the principles listed below. Formal campus grievance procedures must be consistent with all other Ottawa University policies are considered part of this policy and must be included herein as well as proactively being made available to all students.

- » The procedure will be "user-friendly."
- » The procedure will preserve and protect the confidentiality, integrity and the human dignity of all parties.
- » The procedure will guarantee due process to all involved parties.
- » The procedure will actively prevent any conflicts of interest.
- » The procedure will be designed to convey fairness and impartiality.
- » Formal grievances will be in writing.
- » The moving party must show at least a threshold burden of proof.
- » If a campus procedure elects to include panels, such panels will not make or develop University policy.
- » If a campus procedure elects to include panels, such panels will function only as a body and its members

will have no individual authority on the matter(s) before it.

- » A lack of timeliness on the part of a party will not interfere with the proper investigation of a concern or with appropriately "doing the right thing" even if it is outside of a campus' procedure.
- » If any employee or contractor of the University attempts, regardless of how subtly, to coerce, single out, threaten, or retaliate against a complaining party, or to discourage use of this or any other University policy or procedure, absent a question of fact, this will be interpreted as a negative response and immediately considered grounds for disciplinary action or termination.

Kansas City Campus Academic Grievance Procedure

Within 10 days after using the informal resolution procedure, the student should file a written formal grievance with the director of graduate studies (graduate students) or provost (undergraduate students). Upon receiving the formal grievance, the director or provost will appoint a faculty committee consisting of a chairperson and two other members. The committee will write to the involved parties explaining the process to be used in examining the grievance. Within a reasonable time period, after completion of the gathering of information (in writing or verbally), the committee will make a decision and communicate it, in writing, to the involved parties.

Either party may submit a written petition to the director or provost appealing the committee decision. This should be done as soon as possible after the committee decision is communicated to the involved parties. The director or provost will review the committee decision and gather any additional information found to be necessary for the review.

Within a reasonable time period after completing the review process, the director or provost will make a decision and communicate it, in writing, to the involved parties.

The decision of the director or provost may be appealed to the vice president for Academic Affairs. This should be done as soon as possible after receiving the written decision of the director or provost and the petition must be in writing. The decision of the vice president may be appealed to the University president. This should be done as soon as possible after receiving the written decision of

the vice president. The decision of the University president is final.

In the event that the director or provost is involved in the dispute, the process described above will be followed with the vice president appointing a University official to serve as the chair of the initial committee. The committee will inform the student and director or provost of their decision within a reasonable time period after completion of the gathering of information. Either party may submit a written petition to the vice president appealing the committee decision as soon as possible after the committee decision is communicated. The decision of the vice president may be appealed to the University president. This should be done as soon as possible after receiving the written decision of the vice president. The decision of the University president is final.

Complaints

In compliance with federal regulations as interpreted by the North Central Association accrediting agency, the University maintains a record of complaints sent by enrolled students to the University president, vice presidents, provosts, and directors of academic programs. The complaints recorded include academic grievances sent to any person designated by a vice president, provost or director to receive and act on grievances. The complaints recorded include only complaints submitted in writing and signed by a student. Enrolled students include students who registered for courses within the last two years from the date of receipt of the complaint unless the student has been dismissed from the University. 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 include academic grievances. The University registrar maintains the database of formal complaints and at least once a year issues a report summarizing the complaints and their status.

The following information is recorded in the complaint database:

- The date the complaint was formally submitted.
- The nature of the complaint.

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

UNDERGRADUATE ACADEMICS

The requirements for an Ottawa University bachelor of arts degree specify what the faculty believes to be essential for a lifelong pursuit of a liberal arts education. These requirements allow each student the freedom to select or design a course of study. At the same time, the requirements provide a common structure to promote the balance and coherence necessary for truly liberal arts study; thus, every student is called upon to select courses in such a way that work in one subject illuminates and is illuminated by the study of another.

Ottawa University's mission statement gives further clarity and focus to academics. The mission statement reads in part: "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." Faculty at Ottawa University foster an attitude of service that reflects the institution's mission. The mission is also reflected in the academic program-including liberal arts studies, major area coursework and electives-which is designed to help students acquire the knowledge, skills and values that prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

Components of an Ottawa University Education

Ottawa University's undergraduate program focuses on the development of the individual who thinks critically. To this end, the undergraduate program at Ottawa University is composed of three parts: liberal arts studies (LAS); the major; and electives.

Liberal Arts Studies

Ottawa University's mission and values are embodied in its Liberal Arts Sequence program. As that portion of a student's educational program required of all students, the LAS program at Ottawa University not only ensures all students fulfill basic institutional expectations but also

Undergraduate Academics

provides the learning community with a strong element of intellectual unity.

In the arena of academic growth, the program is, first of all, concerned with the breadth of the student's competencies and addresses knowledge from across a rich range of human knowledge and inquiry. The focus in this endeavor is not so much the accumulation of facts as it is the understanding and integration of different ways of understanding the world. In the pursuit of this broad-based knowledge, the program also seeks to help students acquire the competencies of effective communication and critical thinking. Finally, the program makes a particular effort to address the dimensions of value, both ethical and aesthetic, and their relationship to more objective ways of knowing.

Historically, the liberal arts tradition at Ottawa University has expressed itself through a strong LAS program. While there are minor variations in the particulars of the program from campus to campus, the LAS program is defined and unified by the University-wide Liberal Arts Studies Learning Outcomes.

Learning Outcomes in Liberal Arts Studies

To achieve the goals of the LAS program, students will be guided into a balanced program of LAS courses in which assignments and activities will foster intellectual growth and competence. Students will demonstrate academic achievement in the following LAS Learning Outcomes:

Knowledge

- **Breadth.** The student will articulate and discuss the goals, purposes and methods used to understand the world in scientific, aesthetic, cultural, historical, ethical, and religious ways.
- **Integration.** The student will identify the similarities and differences among these ways of knowing/ experiencing the world and will explore the relationships among them.

Skills

- **Communication.** The student will demonstrate his/her ability to engage in effective oral communication and to write clearly and coherently in a variety of forms.
- **Critical Thinking.** The student will analyze complex issues and arguments (i.e., identify assumptions, premises and conclusions) in various intellectual

contexts (scientific, technical, ethical, aesthetic, etc.) and will evaluate the validity and soundness of such arguments.

- **Problem Solving.** The student will gather relevant information and ideas and apply appropriate principles, concepts and theories to solve significant social and intellectual problems.

Values

- **Ethical Values.** The student will recognize ethical dilemmas and identify the values that inform various responses to such dilemmas. The student will also recognize and evaluate the differences in value judgments.
- **Aesthetic Values.** The student will recognize the nature of aesthetic judgments and the values that inform them, and will evaluate the differences in such responses.

The liberal arts studies program is also concerned with the student's achievement of personal growth and encourages reflection on one's personal identity in relation to the breadth of knowledge. Students will articulate their current sense of personal identity in relation to such factors as work, faith, values, community, and ideas, and will reflect on the development of this identity and their goals for further growth.

The LAS Program in Adult and Professional Studies

Liberal Arts Studies (LAS) at Ottawa University's adult campuses are centered around four breadth areas: Value/Meaning, Social/Civic, Science/Description, and Art/Expression. These are intended to represent the richness of the liberal arts tradition. In a sequence of interdisciplinary seminars, students will explore these areas in a variety of contexts, including the contemporary contexts of globalization and cross-cultural forces. Students will study selected readings from each of these areas and develop and exercise their critical abilities in discussions and reflective papers dealing with issues raised by the readings. In this way, the program not only addresses particular content areas, but is also self-consciously designed to encourage and guide both written and oral communication skills, including an introduction to basic research strategies and conventions.

Liberal Arts Sequence at Ottawa University's Kansas City Campus

LAS 30012 Proseminar (The Individual in Everyday Life)

Proseminar is the first course in Ottawa University's degree completion program. In addition to introducing students to the four breadth areas, this course will address the task of educational planning, but do so in the larger context of self-examination in the course of which students will develop a "learning autobiography" in which they reflect on the history of their learning experiences (formal and informal) in relation to the four breadth areas and assess the strengths and weaknesses of their preparation. Finally, the course will serve as an introduction to the Ottawa University program, allowing students to get a sense of the nature and level of the University's expectations and re-introducing students who have been away from formal education for some time to the character and rhythms of the academic enterprise.

LAS 39014 The Individual in Society

The Individual in Society is the second course in the sequence and students take it in the middle of their program. Here students address the Value/Meaning and Social/Civic breadth areas introduced in the Proseminar in more depth, reflecting on the nature and place of these concerns in society. Relationships between values and the ways one acts upon those values in society are explored. Questions are raised concerning the rights and responsibilities of the individual and how these may conflict with the necessary restraints of society, understood both locally and in the contemporary context of globalization

LAS 45012 Graduation Review (The Individual in Reality)

As the final course in the LAS sequence, the Individual in Reality is taken at the end of the student's program and asks students to revisit the Science/Description and Art/Expression breadth areas. Critical attention is given to the nature and method of the scientific enterprise and its adequacy as a way of knowing. Students will also be asked to examine the nature and function of art as a way of understanding their world, especially in relation to the scientific way of knowing. As a culminating experience of the student's program, students will also be asked to assess their entire Ottawa University experience in terms of both

the process of their education and their achievement of the Ottawa University LAS program outcomes.

Breadth Areas

In order to ensure significant exposure to the University's four breadth areas; Value/Meaning, Social/Civic, Science/Description, and Art/Expression, students are required to have the equivalent of six semester hours with a grade of "C" or better in each of these areas.

The Major

Building upon the foundation of the LAS program's common structure, students become critical thinkers in their chosen fields of study. The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student's educational goals. With faculty guidance and approval, students will complete their degree plans. The degree plan outlines the student's course of study. As part of every major the student takes and completes a capstone course that shows the student's ability to integrate knowledge and solve problems in their major.

Learning Outcomes for All Ottawa University Majors

To demonstrate intellectual growth and competence in the major, students will:

- Acquire, comprehend, organize, and apply knowledge within the major area.
- Analyze and evaluate knowledge within the major area.
- Solve problems presented by the major field.
- Demonstrate oral and written competence in the major field.

To demonstrate personal growth through the major, students will:

- Describe the significance and value of the major in meeting the needs of a global community.
- Exhibit behaviors indicative of continued learning in the field.

Choosing a Major

Students may select: (1) A major provided by Ottawa University's Kansas City campus. 2) An individualized major. During Proseminar, students work with their advisor to design their degree plan, which includes the major plan.

Undergraduate Graduation Information

The degree plan includes a list of courses students need for graduation.

All degree plans are approved by the faculty. Any changes made to a degree plan by the student require faculty approval. The University requires at least 28 semester credit hours in a major. However, most majors require more than the requisite minimum. All grades in the major must be "C" or better.

Minors/Concentrations/Certificates

A minor consists of at least 20 semester credit hours of which 12 must be upper division. In addition:

1. At least half of the credits in the minor must be taken at Ottawa University.
2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of "C" must be earned in all courses in a minor.

Concentrations are available in several majors. They consist of at least 12 upper-division semester credit hours beyond the core courses. At least half of the concentration is to be taken at Ottawa University.

Unique Aspects of an Ottawa University Education

Several aspects related to academics, such as a student's personal relationship with his/her faculty advisor, make education at Ottawa University a unique experience. Some of these qualities are described on this page.

Advising Process

Each student at Ottawa University has a unique and important relationship with his/her faculty advisor. At Ottawa University, the function of advising is seen as an inherent faculty role. Each student has a primary advisor who serves as a continuing source of counsel and support. Students have frequent opportunities to meet with their advisors, and the relationship between student and advisor becomes one in which learning takes place as the student clarifies goals, develops the skills of educational planning and seeks to evaluate progress toward those goals.

Faculty Advisor Responsibilities

- Teaches the LAS 30012, LAS 39014, and LAS 45012

- Advises student on:
 - Development of the degree completion plan (advisor must approve plan);
 - Problems encountered in carrying out the degree completion plan; and
 - Formulation of Credit by Assessment application (optional for students).

Communication with your Faculty Advisor

Your advisor is an essential part of your program. Your advisor is full-time faculty and can be contacted directly. If your advisor is not immediately available, you may request to speak to another advisor who is available.

UNDERGRADUATE GRADUATION INFORMATION

Graduation Requirements

Degree-seeking students must begin their degree programs with the Proseminar (LAS 30012). Students must complete the Proseminar with a minimum grade of "C" before enrolling in further courses or have written approval from their Proseminar instructor stating that they are making satisfactory progress in this course. The bachelor of arts degree is awarded when the following criteria are met:

1. Students have completed a minimum of 128 semester credit hours.
2. A minimum of 48 semester credit hours are upper—division credits.
3. A minimum of 24 semester credit hours are completed at Ottawa University.
4. Completed the 3 required LAS courses with a grade of "C" or better.
5. Completed all requirements within the major with a "C" or better.
6. Student has a cumulative GPA of 2.0 or better.

Graduation Honors

There are three honors categories and a separate category for "distinction" in the major. To receive honors, but not distinction, a student must complete a minimum of 40 semester credit hours with Ottawa University. Credits earned through CLEP, DANTES, ACT/PEP, or credit by assessment do not count as part of the 40 semester credit hours minimum.

In determining the grade point average for honors, all coursework, including non-OU coursework and coursework transferred as academic renewal, will be considered.

Honors are calculated on exact grade point.

- **Cum Laude**—This honor is granted to students who have achieved an overall grade point average at the time of graduation of 3.50 to 3.79.
- **Magna Cum Laude**—This honor is granted to students who have achieved an overall grade point average at the time of graduation of 3.80 - 3.89.
- **Summa Cum Laude**—This honor is granted to students who have achieved an overall grade point average at the time of graduation of at least 3.90.

Conferral/Commencement Dates

The University confers degrees six times per year – in July, August, December, January, February, and May. All degree requirements and financial obligations must be met by the appropriate deadline if a student is to participate in a graduation ceremony. The Kansas City campus has its commencement ceremony in May or early June each year. All Kansas City campus alumni are invited to attend. All Ottawa University graduates are invited to attend and participate in the commencement ceremony at The College in Ottawa, Kansas.

Contact the registrar for graduation deadline information.

GRADUATE PROGRAMS

Ottawa University's Master of Business Administration and Master of Arts in Human Resources have been developed to serve the needs of adult learners and organizations with a high quality professional preparation in the respective fields within which the importance of personal values and professional ethics are incorporated. Students have the option of completing courses in an evening classroom setting, online or a combination of both.

online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising. Both degrees consist of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business and human resources.

Admissions

All graduate business programs at Ottawa University have a rolling admissions process, therefore, applications may be submitted throughout the year. Individuals wishing to apply for admission to these graduate programs must submit the following:

- Graduate application with the \$60 application fee;
- Personal statement on career development;
- An earned bachelor's degree from a regionally accredited institution;
- Official transcripts from all undergraduate and graduate programs attended;
- Current resume of professional work experience; and
- Three letters of recommendation.

Official transcripts must be sent directly to the following address:

Director of Graduate Studies
Ottawa University's Kansas City Campus
4370 West 109th Street, Suite 200
Overland Park, KS 66211

The admissions committee evaluates all applications on the basis of the student's academic background, work experience, recommendation letters, and personal statement on career development. GMAT and GRE scores are not required.

Graduate Transfer Credit Policy

Ottawa University welcomes applicants for admission to the graduate program who have completed part of their education at other institutions. A maximum of nine semester credit hours of applicable graduate study, completed with a grade of "B" or better at a regionally or non-regionally accredited institution, may be accepted for transfer credit with the approval of your faculty advisor. The applicants must have official transcripts of all work completed at other institutions (including undergraduate work) sent directly to Ottawa University's Kansas City campus. All documents received by the University in connection with such applications for admission become the property of Ottawa University and will not be released to the student. Admission documents of applicants who do not enroll in the University may be destroyed three years after application term.

Graduate Programs

For more information about what constitutes a non-regionally accredited institution, please refer to page 12 of this handbook.

Special Graduate Students

Individuals with a bachelor's degree from a regionally accredited college or university may apply to take individual courses as a special student. A maximum of nine credits may be taken as a special graduate student before an application for formal admission is submitted.

Completion of course work as a special student does not guarantee admission to a graduate program or the transfer of the coursework into a graduate program. Individuals enrolled in a graduate program at another school may also apply to take courses as a special student with a written request from the school at which they are pursuing their degree. Please note that special graduate students are not eligible for financial aid programs.

Registration

Courses are offered on a rotating schedule. The course schedule announcing the courses offered will be mailed to students six weeks prior to the start of the term. To be considered registered for a course, a student can e-mail, fax, mail, drop off a signed registration form to the Kansas City campus, or enroll online.

The Enrollment and Payment form is included with the course schedule. Students registered by the date stated on the registration form will receive a confirmation in the mail prior to the start of the term.

Early registration is encouraged, as space availability is limited. It is important that this form be filled out in its entirety including method of payment, signature and date.

Note: Extra time is required for registration of online courses to insure the proper administrative set-up of students in the Blackboard courseware. If the registration form is not in by the specified date, we cannot ensure that the student will have access to the needed course(s) information prior to the interactive face-to-face meeting conducted the first weekend of the term.

Participation in the MBA Orientation is required for all new students at the start of their first term in the MBA program. During the orientation, students will become familiar with program policies and procedures including

accessing the Blackboard courseware and going over tips for effective E-Learning.

GPA Requirement

The GPA is determined by dividing the total number of quality points earned by the total quality hours earned. GPA is used as an indicator of academic progress and potential. A 3.0 ("B" average or better) minimum overall Grade Point Average (GPA) is required for graduation in all masters programs offered at Ottawa University. An average that is less than 3.0 is an indication of problems in skills, motivation or an inability to devote enough time to learning tasks. Students will need an overall grade point average of 3.0 or better in order to graduate. Thus, an average of less than 3.0 is cause for a student to reflect on his/her academic future.

Attendance

Students in both the online and classroom format are expected to participate on a weekly basis. Those online students unable to attend the face-to-face meeting must contact the instructor in advance for information on how to receive the necessary information. For more information on the general attendance policy see page 21 of this handbook. See pages 22 and 23 of this handbook for policies in the following areas: Add/Drop, Repeating Courses, Incomplete Grade, and Withdrawal.

Length of Program

Students are expected to complete the graduate programs within five years of beginning the program. Students may petition the director for approval to continue in the program if the five-year period is exceeded.

Academic Probation and Suspension

A graduate student whose cumulative grade point average is below 3.0 or who has earned a grade of "C" in two courses is considered not making satisfactory academic progress toward graduation and is placed on probation. The student will be required to contact his/her advisor and set up a meeting to discuss his/her academic position. The student should be prepared to identify the personal, professional or academic factors that are contributing to poor academic performance. Strategies for improving performance will be determined such as reducing course

load or taking some time off to clear obstacles before resuming classes. The student will not be permitted to register for another term until he/she has met with the advisor. The student will have one term to improve as indicated by the strategies discussed. 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. If a student earns a third "C" or the grade of "D" or "F" is earned for any course, the student will be immediately placed on academic suspension. A student on academic suspension will not be allowed to enroll for one term, and will be required to attend a remediation meeting with the graduate director. The purpose of this meeting will be to determine whether or not the student should be reinstated in the program.

Academic Reinstatement

A student who has been suspended by action of the University and wishes to return must attend a remediation meeting to determine if the student should be reinstated in the program. For the remediation meeting the student should be prepared to:

- Identify the factors that are contributing to poor academic performance;
- Consider how these factors can be addressed;
- Present a plan for improving academic performance to a satisfactory level;
- Decide whether or not additional time-off is required to resolve or ameliorate personal or work issues that negatively impact the student's academic performance;
- Identify the specific course to be re-taken and the term that it will be taken, based on the campus course schedule.

See your faculty advisor in regards to questions you may have regarding this process.

Academics

Our graduate programs are designed to accommodate the learning methods, goals and lifestyles of working adults who have a variety of obligations. Theory and research are followed by extensive discussion and application of the material studied. Evaluation of student achievement is

focused on reports, papers and application activities rather than solely on traditional examinations. Full-time faculty advisors are available to help you actively manage your educational progress.

Students have the option of completing courses in an evening classroom setting, online or a combination of both. The classroom format meets one night a week for 12 weeks. Online students attend a weekend session at the beginning of each 12-week term to meet their instructors and receive courseware training and academic advising.

During the following weeks students complete a variety of assignments online.

Graduate Program Goal Statement

Ottawa University graduate programs are based on the expectation that bachelor's degree holders are prepared through the liberal arts to be reflective inquirers. The reflective inquirer is prepared to succeed in graduate programs that are based on the model of the reflective practitioner. The reflective practitioner applies values, critical reasoning and inquiry in professional settings, utilizes knowledge and skills appropriately and is self-directed in continued professional learning and development. Ottawa University is committed through the reflective practitioner emphasis to prepare professionals who successfully adapt to changes in career demands and opportunities.

Ottawa University fills a need for graduate level education that is both practical in nature and accessible to a broader audience than a traditional model whose theoretical emphasis may be less suited to the working adult student and that requires considerable prerequisite preparation. Ottawa University graduate students are valued both as members of the learning team and the instruction team. Graduate faculty, who are reflective practitioners themselves, have significant academic and professional experience in the course areas they teach and value the varied backgrounds and insights of the adult learner. Ottawa University graduate programs include a concentrated foundation with emphasis placed on advanced concepts and applications. Programs require students to access research in the field, critically analyze relevant data and utilize a variety of sources for (value-based) practice, planning and ethical decision-making.

Graduate Programs

Graduate students are challenged through rigorous, research-based writing assignments, scholarly discourse and professional presentations and demonstrations, all of which are focused on reflective approaches to practice and application. Students are supported through individualized graduate faculty and advisors in a community of mutual respect and service.

Outcomes for Graduate Study

The University-wide outcomes for graduate programs were designed as an active expression of the Ottawa University mission and purposes. They were developed by faculty and formally adopted by the Graduate Council and University Academic Council.

The overall guiding purpose of graduate study is to provide adult-oriented, practical and professional programs:

- To prepare individuals for master's level professional positions in a given field;
- To improve opportunities for individuals seeking advancement within the field; and
- To prepare individuals to make parallel moves into related fields and specialties.

Program emphasis is on the reflective practitioner with course content designed to focus on real-life, values oriented practices within the field. Entrance requirements reflect the desire to accommodate working adults who make career choices later in life, have related work experience and are best served by a non-traditional graduate program in their field.

All Ottawa University graduate programs have in common five general outcomes that relate to intellectual and professional development.

To demonstrate cognitive development, graduate students will:

- Analyze, integrate and apply theories, research and techniques to plan and serve effectively within one's professional field of study;
- Acquire knowledge of laws, ethics and values and apply this knowledge to make decisions; and
- Communicate effectively as professionals.

To demonstrate affective development, graduate students will:

- Demonstrate an understanding of the value of continued personal and professional development; and
- Model Ottawa University values and culture by practicing mutual respect, encouragement and support within and beyond the learning community

Academic Advisement

An academic advisor is available to each student. The advisor is a full-time Ottawa University faculty member and works with the student on course selection, program content and design, and completion of the HRF 8501 Master's Research Project.

Graduate Graduation Requirements

The graduate degree is awarded when the following criteria are met:

- Completion of the prescribed required courses;
- Completion of a minimum of 36 semester credit hours with no more than two grades of "C;" and
- A cumulative grade point average of 3.0 or better.

All questions concerning degree completion requirements in preparation for graduation should be directed to the graduate advisor.

For information on commencement dates and ceremony, see page 34 and 35 of this handbook.

Online Programs

Ottawa University offers an online program at the master's level in business administration and human resources.

These programs require an intensive, face-to-face classroom meeting over a weekend with the instructor and other students at the beginning of each 12-week term. The remainder of the course is conducted online.

Contact Information

University-wide

Dr. Frederick R. Snow, President	785-229-1040
Dr. James Billick, Executive Vice President for Academic Affairs	785-229-1045
Dr. Terrel W. Haines, Vice President and Provost Adult and Professional Studies	913-266-8601
Anne Mills, Vice President for Administration and Finance (Interim)	785-229-1030
Susan Backofen, Vice President for Enrollment Management	785-229-1044
Tom Corley, Director of Business Operations	785-229-1081
Howard Fischer, Director of Financial Aid	602-749-5120
Brenda Guenther, Director of Finance and University Controller	785-229-1082
Charlotte Krebs, Director of Alumni Relations	785-229-1032
Joanna Walters, Director of Human Resources	785-229-1083
Jack D. Maxwell, Director of Information Technology	785-229-1090
Debra Smith, Director of Institutional Analysis	785-229-1047
Karen Adams, University Registrar	785-229-1046

Kansas City Campus

Faculty

Carol Adams; BA, MAEd, MA, Ph.D, Assistant Professor of History, Professor in charge of Health Care Management	913-266-8631
Mary Ann Benner; BA, MAT, MA, EdS, EdD, Director of Teacher Education, Associate Professor of Education	913-266-8635
William A. Breytspraak; BA, MA, MDiv, Ph.D, Director of Graduate Studies, Professor of Social Ethics	913-266-8633
Sybil McClary; BS, MPA, MA, Ph.D, Professor of Organizational Behavior and Psychology	913-266-8630
Karen Mitchell; BA, MA, PhD, Associate Professor of Political Science	913-266-8634
Michael Sancho; BS, Ph.D, Professor of Chemistry	913-266-8632
Peter G. Sandstrom; BA, BD, MA, Ph.D, Professor of Philosophy	913-266-8636

Staff

Admissions

Heather Reinhard; BA, Director of Admissions	913-266-8621
Grace Black; BA, Assistant Director of Admissions	913-266-8620
Jaclyn Ruybalid; BA, Admissions Associate	913-266-8623
Sharla Dancher, Admissions Counselor	913-266-8622

Blackboard Support/Adjunct Support

Keith Alkire; Ph.D, Academic Coordinator/Graduate Advisor	913-266-8640
Kathy Wayne; BS, Online Instruction Specialist	

Education

Denise Cook; MA, Program Assistant, Teacher Education	
Diana Greening; BS, Program Assistant, Teacher Education	
Pat Vossler; BA, Program Assistant, Professional Education Program	

Financial Services

Richard Brewington; MBA, Financial Records Coordinator	913-266-8612
Angela Tull, Financial Services Coordinator	913-266-8613

Front Desk

Debbie Bonebrake; BS, Senior Receptionist	913-451-1431
Gail Taylor Smith; MA, Support Representative	913-451-1431

Student Records

Mary Johnson; BA, Registrar	913-266-8605
Donna Sunderson; MA, Senior Academic Records Representative	

Academic Calendar 2006

Fall Terms

June 24, 2006	Graduate Summer Courses Begin
June 26, 2006	Undergraduate Summer Courses Begin
August 28, 2006	Undergraduate Fall I Courses Begin
August 31, 2006	Degree Conferral Date
September 4, 2006	Labor Day
September 16, 2006	Graduate Fall Courses Begin
October 22, 2006	Undergraduate Fall I Courses End
October 23, 2006	Undergraduate Fall II Courses Begin
November 23-26, 2006	Thanksgiving (All Ottawa University Administrative Offices Closed)
December 16, 2006	Undergraduate Fall II Courses End
December 8, 2006	Graduate Fall Courses End
December 25, 2006-January 1, 2007	All Ottawa University Administrative Offices Closed
December 31, 2006	Degree Conferral Date

Academic Calendar 2007

Spring Terms

January 1, 2007	New Year's Day (All Ottawa University Administrative Offices Closed)
January 6, 2007	Graduate Spring I Courses Begin
January 9, 2007	Undergraduate Spring I Courses Begin
January 15, 2007	Martin Luther King Day (Community Service Day)
January 31, 2007	Degree Conferral Date
February 21, 2007	Degree Conferral Date
March 3, 2007	Undergraduate Spring I Courses End
March 6, 2007	Undergraduate Spring II Courses Begin
March 30, 2007	Graduate Spring I Courses End
March 31, 2007	Graduate Spring II Courses Begin
April 6, 2007	Good Friday (All Ottawa University Administrative Offices Closed)
April 8, 2007	Easter
April 28, 2007	Undergraduate Spring II Courses End
April 30, 2007	Undergraduate Early Summer Courses Begin
May 12, 2007	Degree Conferral Date
June 22, 2007	Graduate Spring II Courses End
June 23, 2007	Undergraduate Early Summer Courses End

Note

Please see an advisor for academic calendar information regarding the Master of Arts in Human Resources, Master of Business Administration and online Bachelor of Arts in Health Care Management.

Appendix A

GRADING GUIDELINES

A = Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions and answers. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example: "A" work should be of such a nature that it could be put on reserve for all students to review and emulate. The "A" student is, in fact, an example for others to follow.

B = Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more requirements. Work in and out of class is of high quality.

Example: "B" work indicates a high quality of performance and is given in recognition for solid work; a "B" should be considered a high grade.

C = Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.

Example: "C" work represents average work for the student in a program or course. A student receiving a "C" has met the requirements, including deadlines, of the course.

D = Quality and quantity of work in and out of class is below average and barely acceptable.

Example: "D" work is passing by a slim margin.

F = Quality and quantity of work in and out of the course is unacceptable.

Example: "F" work does not qualify the student to progress to a more advanced level of work.

Note: Good grades are usually correlated with regular attendance and with assignments (written, reading, projects, presentations, and all other kinds) completed and on time. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments. Plus or minus grades on assignments indicate the high or low end of the grade assigned. Final course grades do not include plus or minus grades.

Additional Grade Information

"F", "W" and "NC" grades are applicable under the following circumstances:

F – Grade given for non-acceptable performance on assignments, tests, etc. and meeting of course expectation, including no submission of assignments and not attending class. Grade is used in calculation of GPA.

W – Grade reflecting enrollment status of a student when the student formally withdraws from the course or the University, informing unit personnel of withdrawal by specified time limit in the course. Time limit is defined as 75 percent of the course.

NC – Grade given when the student does not withdraw from the course, but ceases to participate or cannot withdraw from the course because of time limit for withdrawal and does not arrange for grade of Incomplete. Grade given only if performance is acceptable to point of non-participation, which includes class attendance and submission of acceptable assignments. Grade is non-punitive in that it is not calculated in GPA.

GUIDELINES FOR ACADEMIC HONESTY

Definitions of Cheating and Plagiarism Plus Elaborations and Illustrations for Student and Faculty Guidance

Cheating in Relation to Examinations

Any kind of cheating on examinations is academically dishonest and students participating in such activity will be subject to disciplinary action. Cheating in this context refers to any effort on the part of a student to seek or to give unauthorized assistance on an examination. The following kinds of behavior are generally considered to constitute cases of cheating on examinations:

- The possession and/or use of unauthorized books, articles or notes during an examination.
- Copying or attempting to copy another student's work during an examination, with or without the other student's consent.
- Requesting help from or offering help to another student during an examination whether or not the help is given or received.
- Any efforts (successful or not) to obtain unauthorized copies of an examination or of examination questions prior to their being administered by the professor.
- Any deliberate disobedience of the rules for a given examination as they are announced by the professor.

It is often difficult for a professor, in a given case, to determine decisively whether cheating has taken place or not. There are however, certain kinds of evidence which justify a professor's suspicion and these may, at the discretion of the professor, be considered an adequate basis for such a judgment. Should a student feel that he/she has been unjustly accused; he/she has the option of reviewing the professor's decision by means of the academic grievance procedure.

Cheating in Relation to Writing (Plagiarism)

Plagiarism is the dishonest use of the work of others. Few students plagiarize deliberately; that is, few copy with conscious dishonesty another student's theme, or a passage from a book or magazine. But a number of students, feeling the pressure of writing assignments and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas or to "get help" on

a theme, unless the whole concept of plagiarism is clarified for them.

Plagiarism means presenting as one's own, the words, the work, or the opinions of someone else. It is dishonest because plagiarists offer as their own for credit, the language, information or thought for which they deserve no credit. It is unintelligent because it defeats the purpose of the course improvement of the students' own powers of thinking and communication. It is also dangerous because penalties for plagiarism are severe; they commonly range from failure on a paper to failure in a course; and the penalty may lead to dismissal from college.

Plagiarism of one type occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and citing its source.

Exceptions are very well-known quotations, from the Bible or Shakespeare for example. In formal papers, the source is acknowledged in a citation using APA format; in informal papers, it may be put in parentheses, or made a part of the text: "Norman Cousins says . . ."; "Quotation," (p. -). This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when writers use the exact words of another writer or speaker, they must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when writers present as their own the sequence of ideas, the arrangement of material, and pattern of thought of someone else, even though they express it in their own words. The language may be theirs, but they are presenting (and taking credit for) as work of their own brain the work of another's brain. They are, therefore, guilty of plagiarism if they fail to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking that is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are re-formed and rearranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a

Appendix B

source to a paper without the process of digestion, integration and reordering in the writer's mind, and without acknowledgment in the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able to honestly answer "no" to the following questions:

1. Have I read anything in preparation for writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these questions is "no," writers need have no fear of using sources dishonestly. The material in their minds, material which they will transfer to the written page, is genuinely digested and their own. It is unusual to answer "no" to questions #1 and/or #2, however.

If the answer to any of these questions is "yes," students need to flash on a yellow light for caution and they need to clarify just what their indebtedness is. What have they read in preparation? What have they learned in the reading? What part of what they have learned is going into the paper? Any facts, opinions or general ideas should be credited. If students are unsure just what the indebtedness is, they should indicate in a citation that they have done general reading, and they should attach a bibliography of the general reading to their papers. There is never a problem with documenting too much. "Yes" answers to questions #2 and #3 are almost certainly signals that citation is required. We cannot easily recall specifics or use sources without indebtedness.

The writing of a research paper presents a somewhat different problem, for here the students are expected to gather and read material from books and articles for the purpose of writing the paper. In the careful research paper, (and this is true of term papers in all college courses), credit is given for every idea, conclusion or piece of information which is not the writers' own; and writers are careful not to follow closely the wording of the sources they have read. If they wish to quote, they put the passage in quotation marks (or indent and delete quotation marks from passages of 40 or more words) and give credit to the author in a citation; but they write the bulk of the paper in their own words and

their own style, while using citations to acknowledge the facts and ideas they have taken from their reading (Birk & Birk, 1972, p. 72).

To assist students and professors further in clarifying these matters, the following explanations and examples are included.

It is probably useful to distinguish between paraphrasing and quoting. To paraphrase means to put in your own words. Here is a paragraph quoted from *The Harbrace College Handbook* followed by a paraphrase of the information.

Quote

"You must acknowledge all material quoted, paraphrased or summarized from any work. Failing to cite a source, deliberately or accidentally, is plagiarizing-presenting as your own work the works or ideas of another" (Hodges & Whitten, 1986, p. 413).

Paraphrase

If you fail to give proper reference to a source, whether you do it by accident or on purpose, you are plagiarizing. It is wrong to present the words or ideas of others as your own (Hodges & Whitten, 1986).

References

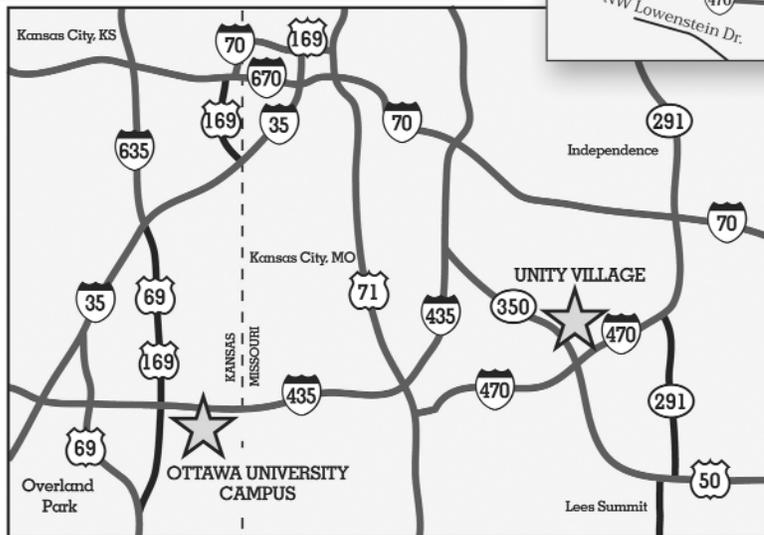
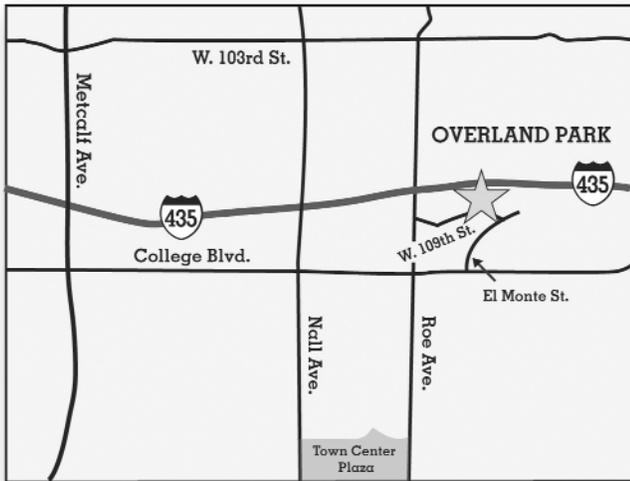
Sources

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Hodges, J.C., & Whitten, M.E. (1986). *The Harbrace college handbook*. San Diego: Harcourt Brace Jovanovich.

Haworth, B.S. (1957). *Ottawa University: Its history and its spirit*. Lawrence, Kansas: The Allen Press.

Campus Maps



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