

# Student Handbook 2018-19

OUKS • Ottawa, Kansas

# Contact Information

## OUKS

Ottawa University  
1001 South Cedar Street  
Ottawa, KS 66067-3399  
785-242-5200  
800-755-5200

## ACADEMIC MATTERS

*Executive Vice President and  
University Provost,  
Dr. Terry Haines*

*Academic Dean,  
Teresa Kelley*

## ATHLETICS

*Athletic Director,  
Arabie Conner*

## FINANCIAL AID

*Associate Director of  
Financial Aid,  
Gary Bateman*

## INTERNATIONAL STUDENTS

*International Student Advisor,  
Dr. Murle Mordy*

## LIBRARY

*Director of Library Studies,  
Gloria Creed-Dikeogu*

## RELIGIOUS PROGRAMS

*Interim Director of Campus Ministries,  
Wendell Smith*

## STUDENT AFFAIRS

*Dean of Student Affairs and Enrollment,  
Tom Taldo*

*Associate Dean of Student Affairs,  
Donna Washington*

*Director of Student Life,  
Libby Bettin*

*Director of Student Activities,  
Jeina Stoumbaugh*

*Multicultural Programming Coordinator,  
Donald Anderson*

*Counselor and Disability  
Services Coordinator,  
Kelsey Foss*

*Area Residence Hall and  
Greek Life Coordinator,  
Jillian Stoumbaugh*

## IMPORTANT AREA TELEPHONE NUMBERS

Emergency	911	
Campus Security	785-229-1075	
Facilities and Plant Operations	12400	
Office of Student Affairs	12313	
Ottawa Police Department	785-242-2561	911
Ottawa Fire Department	785-229-3700	911
Franklin County Ambulance	785-229-7300	
Franklin County Sheriff	785-229-1200	
Poison Control Center	800-222-1222	
Law Enforcement Drug Tip Hotline	785-242-6900	
Ransom Memorial Hospital	785-229-8200	
Campus Conduct Hotline	844-719-2846	

## OU ADMINISTRATION TELEPHONE NUMBERS

<u>Academic Departments</u>	<u>Office</u>	<u>Ext.</u>	<u>Box</u>
Art	MAC	12534	1004
Biology	WSH 201	12580	1024
Business Administration	AD 112	12550	1037
Chemistry	WSH 303	12580	1024
Communication Studies Division	AT 203	12526	1027
Education	AD 110	12555	1023
Education: Elementary	AD 110	12555	1023
Education: Secondary	AD 110	12555	1023
Education: Teacher Education	AD 110	12555	1023
Engineering	WS 305	12587	1024
English	AD 308	12566	1033
Foreign Languages	AD 101	12316	1028
History/Political Science	WS 103	12577	1013
Human Services/Sociology	AD 304	12563	1033
Information Technology	BEH 14	12500	1019
Mathematics	WSH 106	12584	1024
Music	AT 204	12521	1008
Physical Education	WC	12625	1007
Psychology	AD 304	12560	1033
Religion	-	-	-

<u>Administration (University-wide)</u>	<u>Office</u>	<u>Ext.</u>	<u>Box</u>
Alumni Relations	TJ	12333	1016
Gifts/Estate Planning	TJ	12337	1016
Human Resources	TJ	12351	1015
Information Technology OU Help	BEH	12500	1019
Marketing	TJ	12366	1009
Payroll Department	TJ	12354	1020
Registrar	AD 209	12360	1043
Registrar: Transcript Requests	AD 209	12365	1043
University Advancement	TJ	12330	1016
Vice President and University Provost	-	12570	1018

<u>Administration (OUKS)</u>	<u>Office</u>	<u>Ext.</u>	<u>Box</u>
Academic Dean	AD 200	12540	1018
Admissions Office	AD 214	12371	1017
Counselors/Visits	AD 214	12371	1017
Accounts Payable/Cashier	TJ	12384	1020
Accounts Receivable	AD 114	11010	1003
Financial Aid Office	AD 114	12347	1003
President	AD 200	12353	1018
Registrar	AD 209	12360	1043
Dean of Student Affairs and Enrollment	AD 201	12310	1002

<b>Athletics</b>	<b>Office</b>	<b>Ext.</b>	<b>Box</b>
Athletic Director	HC	12600	1007
Athletic Department Coordinator	HC	12601	1007
Baseball	HC	12608	1007
Basketball, Men's	HC	12606	1007
Basketball, Women's	HC	12603	1007
Bowling	WFH	12642	1007
Cross Country/Track	WFH	12638	1007
Football	C	12630	1007
Golf	WFH	12632	1007
Lacrosse	C	12348	1007
Powerlifting	BAC	12588	1007
Soccer, Men's	WFH	12617	1007
Soccer, Women's	WFH	12615	1007
Softball	HC	12622	1007
Spirit Team (Cheer / Dance)	C	12315	1002
Volleyball	WFH	12612	1007
Wrestling	C	12646	1007
Braves Athletic Performance Center	BAC	-	1007
Mabee Center	MC	-	1007
Sports Information	WFH	12610	1007
Training Room	HC	12627	1007
Hull Center for Athletics (Wellness)	HC	-	1007
Wilson Field House	WFH	-	1007
<b>Audio/Visual-Equipment/Reservations</b>	<b>Office</b>	<b>Ext.</b>	<b>Box</b>
General Information	GSC	0	-
Conference / Event Reservations Information	GSC	12312	-
Library Information Desk	GL	12539	1004
<b>Residence Halls</b>	<b>Office</b>	<b>Ext.</b>	<b>Box</b>
Bennett Hall: Front Desk	-	12670	-
Brown Hall: Front Desk	-	12680	-
Martin Hall: Front Desk	-	12660	-
<b>Student Services</b>	<b>Office</b>	<b>Ext.</b>	<b>Box</b>
Dean of Student Affairs	AD 201	12310	1002
Campus Ministries	CA 107	12397	1002
Career Services	AD 103	12562	1014
Chapel Offices	CA 107	12575	1002
Computer Lab: Front Desk	BEH	12519	-
Counseling	WSH	12582	1002
Health Center	WSH	12318	1002
International Student Advisor	AD 101	12316	1028
Mammel Art Center	ML	-	-
Gangwish Library	GL	12539	1004
Security	WC	11075	1026
Student Affairs Assistant	AD 201	12313	1002
Student Employment	TJ 201	12352	1015
Hull Center for Athletics	HC	-	1007
<b>Auxiliary Services</b>	<b>Office</b>	<b>Ext.</b>	<b>Box</b>
Braves Fan Shop / Bookstore	GSC	12413	-
Manager	GSC	12312	-
Copy Center	GSC	12412	-
Food Service	GSC	12305	1021
Switchboard/Operator	-	0	-

## UNIVERSITY ADMINISTRATION

*Chancellor,*  
Dr. Kevin C. Eichner  
Ext. 12321

*President, OUKS,*  
Dr. Reggie Wenika  
Ext. 12353

*Executive Vice President and  
University Provost,*  
Dr. Terry Haines  
Ext. 18601

*Director of University  
Compliance/Title IX Coordinator*  
Carrie Stevens  
Ext. 12326

*Executive Vice President and  
Chief Financial Officer,*  
Clark Ribordy  
Ext. 12380

*Vice President for University  
Advancement,*  
Paul Bean  
Ext. 12330

*Director of Financial Aid,*  
Howard Fischer  
Ext. 25120

*Director of Fiscal Operations and  
University Controller,*  
Tom Corley  
Ext. 12381

*Chief Information  
Software Solutions,*  
Brandi Servaes  
Ext. 12500

*University Registrar,*  
Margaret Herron  
Ext. 12360

*Director of Human Resources,*  
Joanna Walters  
Ext. 12350

# Building and Service Hours

## BUILDING MANAGER INFORMATION

Computer Lab Front Desk,  
Extension 12519

Information Technology,  
OU Help  
Extension 12500

Food Service Manager,  
Extension 12305

Bookstore and University  
Facilities Scheduling Manager,  
Sydnee Krueger  
Extension 12312

Mail Room/Copy Center,  
Noah Huske  
Extension 12412

Myers Library,  
Gloria Creed-Dikeogu  
Extension 12536

Information Desk,  
Extension 12539

Hull Center for Athletics and  
Mabee Athletic Center,  
Levi Meyer  
Extension 12609

Student Senate Office,  
Extension 12432

## BUILDING AND SERVICE HOURS

### Behan Hall: Academic Computing Lab

Monday – Thursday	8:00 a.m.	to	11:00 p.m.
Friday	8:00 a.m.	to	11:00 p.m.
Saturday	Noon	to	11:00 p.m.
Sunday	5:00 p.m.	to	11:00 p.m.
Unless otherwise posted.			

### Gibson Student Center: Hetrick Bistro

Monday – Thursday (2 - 5 p.m., Only Island, Grill and Salad Bar Open)	7:30 a.m.	to	10:00 p.m.
Unless otherwise posted.			
Friday (2 - 5 p.m., Only Island, Grill and Salad Bar Open)	7:30 a.m.	to	9:00 p.m.
Unless otherwise posted.			
Saturday and Sunday	11:00 a.m.	to	8:00 p.m.
Unless otherwise posted.			

Holiday meal schedules will be posted by the Office of Student Affairs

### Ward Science Hall: Health Center

Monday – Friday	8:00 a.m.	to	10:00 p.m.
Unless otherwise posted.			

### Gibson Student Center/Gangwish Library: Mail Room

Monday – Friday	8:00 a.m.	to	4:00 p.m.
Saturday – Sunday	Closed		
Unless otherwise posted.			

### Gibson Student Center/Gangwish Library: Ottawa University Bookstore/Braves Fan Shop

Monday – Friday	8:00 a.m.	to	4:00 p.m.
Unless otherwise posted.			

### Gibson Student Center/Gangwish Library: Copy Center

Monday – Friday	8:00 a.m.	to	4:00 p.m.
Unless otherwise posted			

### Gangwish Library

#### School Year Hours

Monday – Thursday	7:45 a.m.	to	Midnight
Friday	7:45 a.m.	to	6:00 p.m.
Saturday	Closed		
Sunday	1:00 p.m.	to	Midnight
Unless otherwise posted.			

#### Summer Hours

Monday – Friday	9:00 a.m.	to	5:00 p.m.
Saturday – Sunday	Closed		
Unless otherwise posted.			

### Hull Center for Athletics and Mabee Athletic Center

Monday – Thursday	7:00 a.m.	to	9:00 p.m.
Friday	7:00 a.m.	to	7:00 p.m.
Unless otherwise posted.			

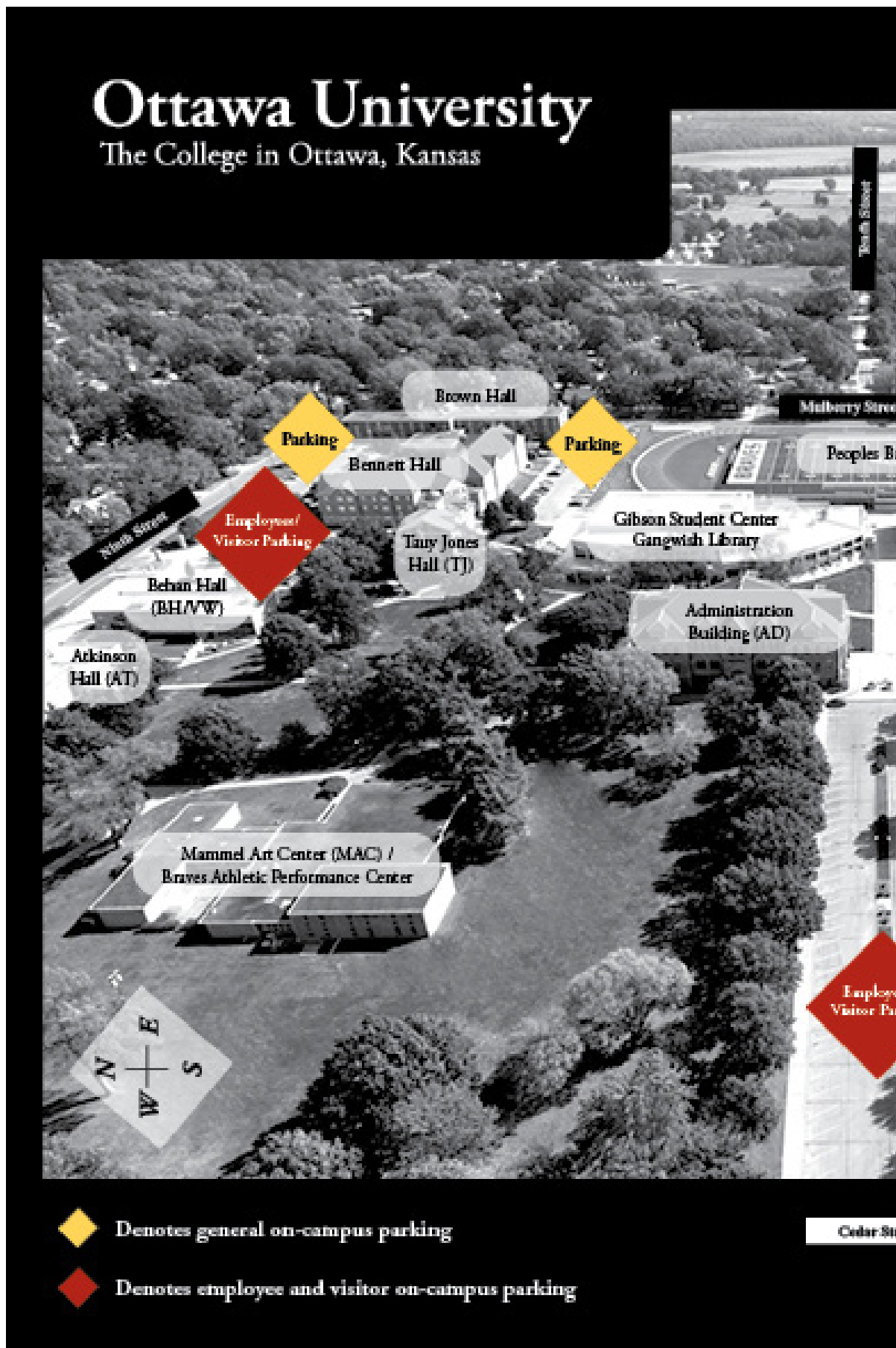
## DISCLAIMER

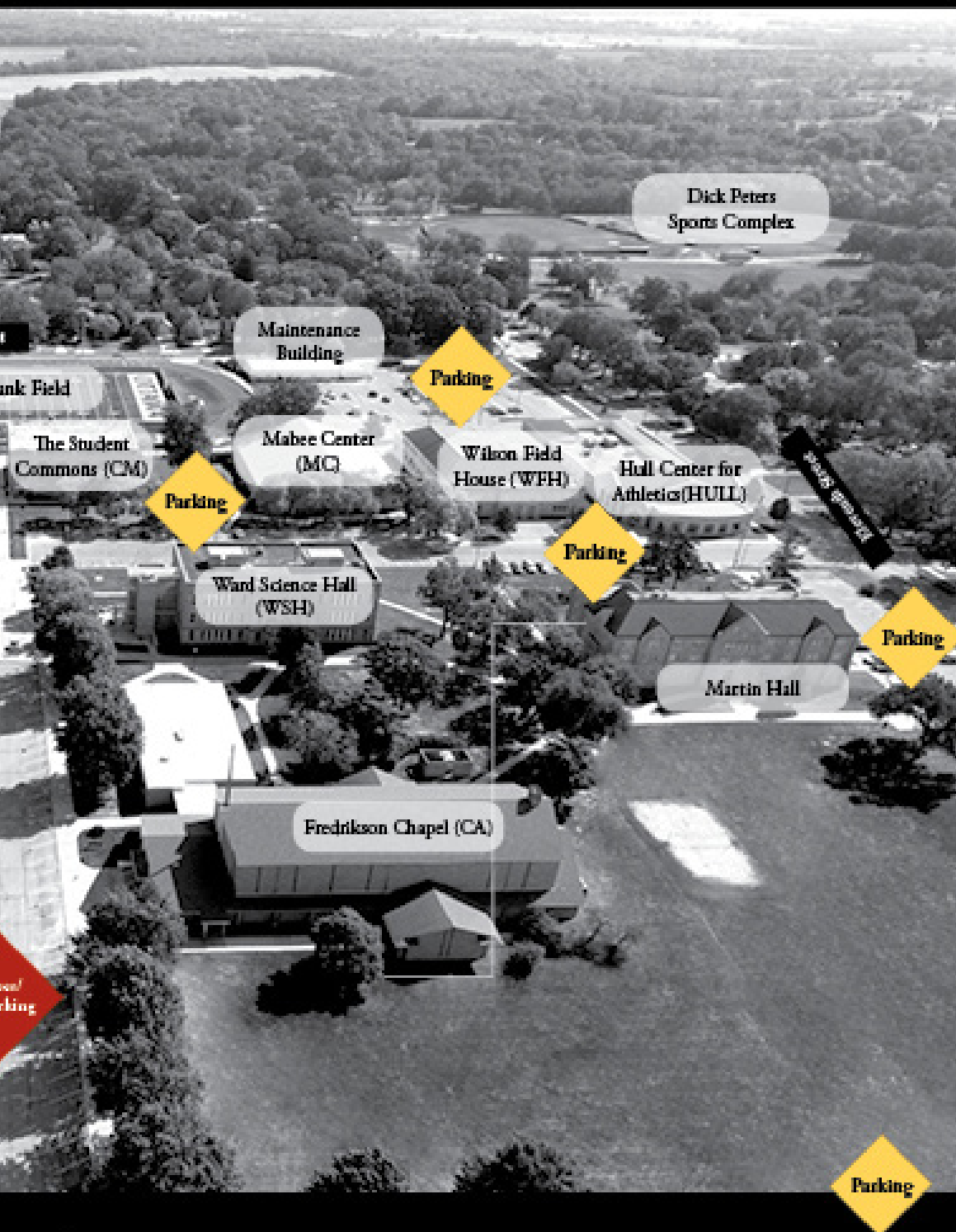
Ottawa University reserves the right to change any policies included in the OUKS campus student handbook as University policy-making bodies determine necessary. For the latest version of the student handbook, visit [www.myottawa.ottawa.edu](http://www.myottawa.ottawa.edu).





# Campus Map





*Not Pictured: Granger House – the President's residence.  
Located just south of Martin Hall.*

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# Student Handbook

Arizona, Indiana, Kansas,  
Wisconsin, Online, International

# 2018-19

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# ABOUT OTTAWA UNIVERSITY

# University-wide: About Ottawa University

## ABOUT OTTAWA UNIVERSITY

Ottawa University is made up of people — students, faculty, administrators, staff, roommates, friends, and family, as well as buildings, classes, books, programs and services. Each aspect of the University offers something special to life on campus and provides experiences from which students can learn during their years here.

Attendance at Ottawa University is a privilege with assumed responsibilities. All members of the community share responsibility for maintaining its standards. Since we seek to live and work in a Christ-inspired community of grace and open inquiry as called for within our University mission statement, each student is responsible for contributing to and maintaining that very special community through their personal behavior, activities, and interactions with others. Such a community is only possible when students, faculty and staff are caring, respectful and honest with each other, where each is supported by others in good times and bad, and in which all of its members are prized and valued in thought, word and deed. Over the decades, the term “OU Spirit” has come to symbolize the best of this community. Behaviors and language, verbal or written, which are inconsistent with these values diminish the OU Spirit and will not be tolerated.

Every community takes upon itself certain standards and policies for its own guidance; a college community is no exception. As a co-educational, Christian liberal arts college, Ottawa University seeks to establish a campus climate that provides growth for the total person. That environment, in which total growth becomes possible, is a cooperative venture. When achieved, it is referred to as “The OU Spirit.” May its reality be yours.

Ottawa University has two residential campuses, OUKS in Ottawa, Kansas, and OUAZ in Surprise, Arizona. In addition, the University offers adult programs in Overland Park, Kansas; Phoenix, Queen Creek and Surprise, Arizona; Milwaukee, Wisconsin; and Indiana; multiple international instructional sites; as well as fully-online courses through Ottawa University Online.

The purpose of this handbook is to provide resources and informational facts to make life easier at OU. It includes general information about the programs, policies, procedures, facilities, and services at OU. The following pages identify the OU community standards as developed by those who actively participate in the community: the Board of Trustees, supporting churches, students, staff, faculty, and administration.

These are standards designed to encourage and facilitate individual and community growth. For the community to contribute to growth and life, its standards must be defined.

### THE COMMITMENT TO CHRISTIAN VALUES

Ottawa University is a church-related college that believes the combination of Christian faith and liberal education is best able to promote full individual development of each student. Although the University affirms our relationship with American Baptist Churches USA, we welcome students of all faiths and denominations to the University.

OU seeks to present the Christian faith in a setting where students are free to accept or reject it, but not ignore it. Confident in the belief that all truth is of God, OU promotes an atmosphere of free and open inquiry into all aspects of knowledge.

OU seeks to help each student develop moral clarity and seriousness. The total educational program is designed to assist students in clarifying their beliefs, in determining the relationships among them, and in learning to act responsibly on the basis of these convictions.

The phrase “education for service” is a mandate for OU. The University seeks to prepare students for lives of service, and the servant ministry of Jesus Christ is upheld as the example most worthy of emulation.

### THE COMMITMENT TO COMMUNITY

There is diversity among Ottawa University students. Students come from major metropolitan centers, large cities and small towns from throughout the

US and around the globe. The cosmopolitan nature of the University enriches the total learning experience as students learn from each other.

Despite the great diversity of background, interests and abilities represented in the OU student body and faculty, there is a sense of community based on shared objectives and concerns. Each person finds acceptance and is valued as one who can contribute to the welfare of the total community through common academic interests and student interaction, as well as experiences enhanced and deepened by participation in lectures, common worship experiences, concerts, residence hall life, student activities, athletics, community service and activities, and more.

Opportunities for enriched learning experiences are enhanced by formal and informal programs both inside and outside of the classrooms. Programs are designed to complement the curriculum in contributing to the total development of students.

### THE COMMITMENT TO THE UNITY AND INTEGRATION OF KNOWLEDGE

The academic programs at Ottawa University are designed to foster the development of the unique potential of each student. The faculty seeks to equip the students with the knowledge, abilities, appreciations, and motivations that liberate. Likewise, each academic program demonstrates a concern for the unity and integration of knowledge.

Encouraging students to assume greater responsibility for their own learning is the central focus of Ottawa University’s faculty. The faculty member’s role is that of guiding, questioning, clarifying issues, and of identifying resource materials, rather than the mere transmission of information.

Each student will experience the dimension of breadth in learning through a general education program taught in interdisciplinary seminars and in courses chosen from all three divisions of study. The major program provides each student with an intensive experience in an area particularly suited to his/her abilities and interests, as well as adding the dimension of depth to learning.

### THE COMMITMENT TO STUDENTS

The unique size of Ottawa University results in many opportunities for close personal relationships between students and faculty. Special attention is devoted to the advising process. Most classes are small. Emphasis is placed upon excellence in teaching and each faculty member is committed to the importance of teaching.

### HISTORICAL SKETCH 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 (Tayu) 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 tuition to recorded members of the tribe who are descendants of the Kansas Ottawa Indians.

The first building erected on the OUKS 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 Tayu Jones Hall. The first commencement was held in 1886, with the graduation of one

student. Throughout the 153-year history, OUKS has enjoyed many changes and additions to become the beautiful campus it is today.

Buildings increased very slowly. The first residence hall was a wooden Victorian frame constructed dormitory known as Charlton Cottage, which housed female students. Two other private residences in Ottawa were purchased and converted to house male students.

The next major construction project was the stone building, now known as the Administration Building, which began in 1892 but was burned in 1902. John D. Rockefeller was one of those who pledged money for a gift, if Kansas residents would meet the challenge to construct and rebuild the Administration Building. By 1904, the Administration Building was completed and the University was in healthy financial shape, temporarily free of debt and had a modest endowment.

By 1914, construction on the Commons Building had begun. In 1922, Ward Science Hall was constructed with the help of contributed labor by students, staff and community. The post-World War II era saw the rapid expansion of the campus with the construction of Martin Hall as a women's residence center in 1947, the Wilson Field House in 1948, Atkinson and Behan Halls for men's residence halls in 1955, Myers Library and the Mammel Art Center in 1957, Price Hall for a men's residence hall in 1961, the University Union in 1963 (later known as the Mowbray Union), Centennial Hall for women in 1965, the University Chapel (presently known as Fredrikson Chapel) complex built in 1966 as a result of an anonymous challenge gift, Brown Hall for men's residence hall in 1968, and the Mabee Athletic Center in 1979. Behan Hall was completely renovated as a computer center in 1990, Ward Science Hall was renovated in 1992, and Atkinson Hall was renovated in 1995 to house the music and theatre departments. The Mabee Athletic Center, Martin Hall and Wilson Field House were renovated in 1999. In 2000, Bennett Hall was opened to co-ed students for residential housing. The most recent building added to the physical plant in Ottawa, Kansas, is Gibson Student Center/Gangwish Library, which opened in the fall of 2015. Myers Library was renovated into the Braves Athletic Performance Center for athletic team training and weights in fall of 2016. In 2017, renovations were finalized to the Dick Peters Sports Complex to include upgrades to the baseball and softball fields, as well as the addition of regulation tennis courts.

Athletic competition began modestly with rivals who later became nationally prominent. Ottawa University played football with both the University of Kansas and the University of Missouri during the period of 1901 and 1902 and defeated both state institutions in those years. In recent years, Ottawa's athletic participation has been with other small colleges in Kansas, Missouri and Iowa.

OU's academic quality has been stressed from the time of its founding. The University joined voluntary accreditation associations and has been a member of the regional accrediting body of the HLC continuously from its beginning. As more electives and departments were credited nationally for students, OU retained its Christian and liberal arts emphases and adapted to changing curricular needs over the years. By the end of World War II, OU began a time of curricular examinations and restructuring that placed it ahead of most similar institutions. Under the leadership of Dr. Andrew Martin, the University established a competency based set of general education requirements which stressed ability rather than simply taking courses.

In recognition of the growing demand for programs suited to the needs and learning styles of adults, the University opened its first adult campus in Kansas City in 1974. Additional campuses were opened in Arizona in 1977, Wisconsin in 1992 and Indiana in 2002.

International programs were added in 1986. Ottawa University began its first graduate program in 1987 with the addition of the Master of Arts in Human Resources. It is now also offered at the all adult campuses along with graduate programs in business administration. In Arizona, a Master of Arts in Counseling is also offered. The online Master of Business Administration program was initiated in 2001. The Master in Accountancy and the Master of Arts in Leadership were added in 2017. Campuses in Arizona and Kansas City also have Teacher Professional Education Programs, providing courses

for certified teachers. In 2008, OU took programs fully-online. In 2013, the RN-to-BSN nursing program was added. Expanding the nursing program, a Master of Science in Nursing was added in 2017. An additional residential campus opened in the fall of 2017 in Surprise, Arizona, referred to as OUAZ.

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

## OU PRESIDENTS

Isaac Kalloch	(1866-1868)
Milan L. Ward	(1869-1873)
E. C. Andrews	(1873-1875)
Philo Jesse Williams	(1876-1881)
T. M. Stewart	(1881-1883)
Milan L. Ward	(1883-1887)
George L. Sutherland	(1887-1890)
Franklin O. Johnson	(1890-1891)
F. W. Colegrove	(1891-1895)
J. D. S. Riggs	(1895-1905)
R.A. Schwegler Acting President	(1905-1906)
Silas Eber Price	(1906-1924)
Erdmann Smith	(1924-1931)
W.P. Behan Acting President	(1931-1935)
Andrew B. Martin	(1935-1967)
Peter H. Armacost	(1967-1977)
Milton Froyd Interim President	(1977-1978)
Robert E. Shaw	(1978-1983)
Wilbur D. Wheaton	(1983-1992)
Harold D. Germer	(1992-2000)
John E. Neal	(2000-2005)
James C. Billick Interim President	(2005-2006)
Fred R. Snow	(2006-2007)
Fredrick B. Zook Interim President	(2007-2008)
Kevin C. Eichner	(2008-2018)

## OU CHANCELLORS

In January of 2018, the Board of Trustees voted to transition the position of President into Chancellor to serve the growing needs of the University.

Kevin C. Eichner	(2018-present)
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## MISSION STATEMENT

Building on its foundation as a Christ-inspired community of grace and open inquiry, Ottawa University prepares professional and liberal arts graduates for lifetimes of personal significance, vocational fulfillment, and service to God and humanity.

## STATEMENT OF EDUCATIONAL PURPOSE

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



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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:

1. 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;
2. 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
3. programs, teaching, and learning will continuously improve through assessment and sensitive responses to community needs.

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

1. diverse faculty who support the mission, purposes, and general welfare of the University;
2. 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;
3. faculty who bring the same sensitivities and dedication to educating graduate and post-graduate students;
4. multiple approaches to teaching which assure comprehensive and varied responses to students' learning patterns;
5. appropriate academic support, environment, and technology to enhance teaching, learning, research, and communication;
6. sensitivity to different ethnicities and political configurations of the global community; and
7. commitment to social responsibility which asserts that the University's education is of the heart and hand as well as the intellect.

## UNIVERSITY FACILITIES

The University rents or owns facilities at each campus location. Those facilities are outlined below:

### Adult, Graduate and Professional Studies Campuses

The University offers classes at facilities in Phoenix, Queen Creek and Surprise, Arizona; Jeffersonville, Indiana; Overland Park, Kansas; and Brookfield, Wisconsin. Courses are also offered online.

### Residential Campuses

The University operates two residential campuses. One is located in Ottawa, Kansas, and the second is located in Surprise, Arizona.

### Ottawa University Kansas Facilities (Ottawa, Kansas)

#### Administration Building

The Administration Building houses several classrooms, academic departments, the Larry D. Peters Auditorium, and the following administrative offices: Admissions, Business, Career Services Center, International Program office, International Student Advisor, OUKS President, Registrar, Student Affairs, Adawee Advising Center, and Student Financial Services. The following academic departments are also housed in the Administration Building: accounting, business administration, business economics, education, English, finance, foreign language, history/political science, human services, information technology systems, psychology, and sociology.

#### Athletic Facilities

Numerous facilities for recreational use are available to students, faculty and staff free of charge. The facilities are available during scheduled times with the exception of times when they are reserved for athletic practices or special functions. The following facilities are available for student use:

- Mabee Athletic Center—basketball courts, racquetball courts, walking, running, etc.
- Sand Volleyball Pit—located south of the Fredrikson Chapel and west of Martin Hall in the lawn.
- Braves Field and Bill "Bo" Boucek Track—home of the football, soccer, lacrosse, and track and field teams.
- Dick Peters Sports Complex—home of the Braves baseball and softball teams, as well as tennis teams; it also consists of a regulation size grass soccer field, football practice field, batting cages and an in-field practice facility.
- Hull Center for Athletics—houses the Wellness Center which includes free weights, universal weights, stair machines, rowing machines, treadmills, stationary bikes, step machines, step aerobic courses, fitness testing, and locker rooms.
- Wilson Field House—home of the Braves men's and women's basketball, volleyball and wrestling teams.
- Commons—home of the Braves men's and women's wrestling teams practice facility; Braves cheer and dance teams.

#### Atkinson Hall

Atkinson Hall is the home for the theatre and communications departments, as well as "The Campus" newspaper office. Located in the lower level, is the TAU Institute/Fredrikson Center administrative offices.

#### Behan Hall

Behan Hall houses the Vera Wise Technology Center, which includes the Information Technology Systems office and the Academic Computing Lab.

#### Braves Athletic Performance Center

Dedicated, state-of-the-art workout area for Braves athletic teams usage. This facility is not open to the public and is reserved by OU coaching staff through the athletic offices.

#### Fredrikson Chapel

The Fredrikson Chapel houses the Campus Ministries office, church relations and religion departments, music faculty offices, and various classrooms in the east wing. Many music department programs, convocations, guest speakers and other programs are held in the Fredrikson Chapel.

#### Gangwish Library

This state-of-the-art building opened in the fall of 2015 and includes the Schendel Conference Center, Braves Fan Shop (University Bookstore), as well as the Copy Center. This space is available for rental through the University Event and Conference Services team. [www.ottawa.edu/ReserveNow](http://www.ottawa.edu/ReserveNow)

#### Gibson Student Center

Opened in the fall of 2014, the Center houses the Hetrick Bistro that proudly serves Starbucks drinks, as well as features a food court-style dining experience. The facility is open to the community, as well as OU students, faculty and staff.

#### Hull Center for Athletics

Physical fitness and physical education are important parts of a student's experience at Ottawa University. The Hull Center for Athletics provides a safe, comfortable environment for students, faculty, staff and community members to exercise. Students (as well as faculty and staff) may use the Hull Center for Athletics free of charge; community members may use the facilities for a fee. The Center offers a wide variety of equipment, and University personnel are readily available to answer questions or to handle emergencies.

The Hull Center for Athletics provides locker rooms for OU and visiting teams, athletic training facilities, exercise physiology/rehabilitation rooms, coaches' and athletic administrative offices, classrooms, and a wellness/fitness center.

#### Membership

Memberships to the Hull Center for Athletics are available to community members for six-month and twelve-month periods. The membership allows the user(s) to enter the Hull Center for Athletics and the Mabee Center and

use the facilities in accordance with University policies. Members receive a photo ID from the Office of Student Affairs (during normal business hours) that must be presented upon entrance to the Center. Memberships can be purchased in the Braves Fan Shop.

#### Facilities

The Hull Center for Athletics provides the finest in fitness equipment and programs, including weight lifting, tennis, basketball, stair stepper machines, treadmills, elliptical machines, and much more. Because the Hull Center for Athletics serves a variety of people, it is important to prioritize its usage. The priorities for the Center are:

1. Instructional Courses
2. OU Athletic Teams
3. Intramurals
4. Ottawa Recreation Commission/Special Groups
5. Community

To ensure the safety of everyone using the Hull Center for Athletics, no one under age twelve (12) is permitted to use equipment in the Center. A parent or guardian must accompany anyone under age seventeen (17). Family members or community members age seventeen (17) and older must purchase an individual membership. No one under age seventeen (17) may purchase an individual membership.

#### Hours of Operation during Fall and Spring Semesters

The Hull Center for Athletics hours are stated in the front of the Student Handbook under Building and Service Hours.

Facilities are available during supervised hours only (see schedule). Hours are subject to change during University vacation periods, for group reservations, priority usage or illness. The Hull Center for Athletics attempts to maintain regular hours and to post any changes 24-hours in advance.

#### Pomona Lodge

Ottawa University maintains a recreation building at Pomona Lake, a 4,000 acre lake built by the Army Corps of Engineers, 16 miles northwest of the campus. The facility has a kitchen, meeting room, rest rooms, showers and sufficient chairs and tables for small groups. The site has electricity and rural water supply.

The area is used first and foremost for University related functions, departmental dinners, class parties, athletic department events, training sessions, retreats and conferences. In addition, the area serves as a field research station for the science department. At times when the area is not being utilized for University related events it is available to other non-profit and civic organizations at a reasonable charge.

The Lodge is available from April through November. To check availability or reserve this facility, contact the facilities reservation coordinator at 785-248-2312 or [facilityreservations@ottawa.edu](mailto:facilityreservations@ottawa.edu).

#### Residence Halls

##### Bennett Hall

Opened in 2000, this suite-style on-campus housing option has the capacity to house 158 men and women. It also features meeting rooms and lobbies on each floor, as well as apartments on the main level.

##### Blue Mountain Apartments

The latest expansion for apartment-style housing added four opportunities in the fall of 2015. The multi-person apartments are located one block north of campus (on the west side of the street) and each includes a full kitchen, two bedrooms, two bathrooms, living room, and laundry room.

##### Brown Hall

Opened in 1968, Brown Hall is features the traditional housing option with community bathrooms on each wing of each floor. It has capacity to house 180 men and women. It also features a kitchen and large lobby on the main floor.

##### Gillette House

In the fall of 2018, Gillette House was opened and renovated for student housing. Located two blocks north of campus (on the west side of Cedar Street), this new facility offers a unique housing option for students.

##### Martin Hall

Martin Hall has been a featured building on campus since it opened in 1947. It was renovated in 1999 to offer suite-style housing options for up to 84 men and women.

##### University Apartments

Housing options expanded to offer apartment-style opportunities in the fall of 2014 with the addition of University Apartments. The apartments are located one block north of campus and include a full kitchen, four-single bedrooms, full bath, living room, and laundry room. A designated parking lot is available for use by tenants.

##### Commons

This facility now houses the offices and practice space for the Cheer and Dance programs, men's and women's wrestling, football, and Student Senate.

##### Tauy Jones Hall

The oldest building on campus, Tauy Jones houses the office of the President, University Advancement (including the alumni office), University Finance and Payroll, University Academic Affairs, University Human Resources, and University Communications and Marketing.

##### Ward Science Hall

The Ward Science Hall houses the math and science departments, science laboratories and classrooms for all disciplines. Student health services, including a campus nurse and campus counselor are located on the first floor.

#### Ottawa University Arizona Facilities (Surprise, Arizona)

##### Administration Building

The Administration Building houses classrooms, academic departments, administrative offices, as well as Spirit Fan Shop.

##### Residence Halls

OUAZ offers two distinct apartment-style living options. Both offer a unique experience within the communities, while also allowing for students to interact as classmates and friends. The apartment options are located within walking distance (approximately 1/2 mile) of the campus.

##### Communities on Greenway

The Communities on Greenway offer a single-level housing option for students. The housing units are strategically grouped together in clusters, which creates a close-knit community. Dedicated OUAZ staff members also reside here for guidance and support.

##### Harmony Apartments

The Harmony Apartments offer a traditional, multi-level housing option for students. They provide independent living with the guidance of dedicated OUAZ staff within the same facility.

##### Athletic Facilities

Always expanding, the OUAZ athletic facilities are ever-changing with as the University builds out the campus offerings. The following facilities are currently regularly associated with OUAZ athletics:

- Spirit Field—home of the football, soccer, and track and field teams.
- Surprise Stadium—home of the Spirit baseball team, Surprise Stadium is also the spring training home for the Kansas City Royals and the Texas Rangers.

The OUAZ Spirit Department of Athletics can be found at their offices located in Stadium Village a short drive northwest of campus.

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## CODE OF CONDUCT & ETHICS

# University-wide: Code of Conduct and Ethics

## CODE OF CONDUCT AND ETHICS

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

### GENERAL EXPECTATIONS

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

The Code applies to administration, faculty, staff and students; vendors, contractors, and subcontractors of the University; and to volunteers elected or selected to serve in University positions. It shall apply to conduct that occurs on University premises, off-campus teaching locations, University sponsored activities, and to off-campus conduct, ostensibly performed under University auspices, that affects the Ottawa University Community and/or the person's fitness to perform his/her responsibilities. All persons, regardless of their position, or status within the University or the community, shall be responsible for their conduct throughout their relationship with the University.

### RIGHTS AND RESPONSIBILITIES

#### Standards of Conduct

As you experience life at Ottawa University, your conduct should reflect a sense of personal integrity and discretion while on and off campus. Enrollment in the University will be interpreted by the University as the student's acceptance of the University's rules and regulations. Therefore, all students have a responsibility to be familiar with the documents containing standards and regulations. Actions or behaviors inconsistent with the Christian or academic traditions of the institution or unacceptable to established community standards will result in referral to a student conduct administrator.

All members of the campus community not only have the right, but also the duty and obligation to act appropriately to prevent or abate others' violations of community regulations. This duty may require those witnessing a violation to refer the information to an appropriate staff member for action.

Education for individual development is the central focus of the OU experience. The aims and objectives of the University permeate this general theme and provide the context for college regulations.

First, OU is a Christian liberal arts university. This definition particularizes the aims and expectations of the members of the University community and underlies the standards and policies of the institution. Second, there is convincing evidence that a major portion of student social and value development occurs outside the classroom. Campus regulations are designed to provide maximum opportunity for out-of-class learning and student development. Third, Ottawa University aims to sustain the kind of community life in which a student's total educational experience is deepened and enriched. The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community.

In this context, Ottawa University has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific college regulations which are the minimum regulations necessary:

1. To maintain order and control behavior that infringes upon the freedom and privacy of other persons;
2. To maintain a way of student life that is physically and psychologically healthy;
3. To protect the University from behavior which threatens its ability to exercise its responsibility and to achieve its educational mission; and

4. To preserve satisfactory relations with the larger University constituency, so Ottawa University can marshal the necessary resources to devote attention to its primary tasks.

With this in mind, the University assumes that students are responsible members of the University community and will act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior, on or off campus, is inconsistent with the Christian or academic traditions and standards of the institution will be subject to disciplinary action. Each incident will be evaluated individually and the sanction will be appropriate for that case. The University reserves the right to impose sanctions up to, and including, dismissal from the institution.

### REPORTING IMPROPER CONDUCT

The policies and procedures included in this Handbook and relevant portions of the Employee/Student Handbooks that are applicable are essential for establishing a caring, Christ-inspired community and open inquiry, which integrates faith, learning, and life. Any questions related to policy should be referred to the University Compliance Officer.

Any person having reason to believe or who reasonably suspects that any member of the Ottawa University community is engaged in a conduct contrary to any established University policy and/or procedures set forth herein, should report such conduct as quickly as possible after becoming aware of such conduct to their manager, a local unit Officer, the University Compliance Officer, or if preferred, to a source outside the University by contacting the Compliance Hotline service at 844-719-2846 or on the internet at [www.ottawa.ethicspoint.com](http://www.ottawa.ethicspoint.com), both of which operate 24 hours/day, 7 days a week. (Emergency situations which are an urgent safety or security issue must be made directly to 911.)

If the reported conduct potentially involves management for your location, the disclosure should be made to the University Compliance Officer.

The University Compliance Officer will oversee the prompt and thorough investigation of all reports and will make every effort to protect the identity of the person reporting the improper conduct. However, the University cannot guarantee confidentiality if identification of the person is necessary to institutional or law enforcement officials for the purposes of investigating the incident. In accordance with the nature of the complaint and the findings of the investigation, the University will take appropriate, corrective action.

Infractions of any policy or procedure set forth in this Handbook can result in discipline, at the sole discretion of Ottawa University, up to and including unpaid suspension, termination of employment and dismissal from the University. In addition, any omission or misrepresentation during the course of an individual's employment (including but not limited to the application process, information regarding time worked, information associated with paid or unpaid time off, etc.) or enrollment may result in discipline.

#### University Compliance Officer/Title IX Coordinator

The University Compliance Officer is responsible for overseeing the process by which complaints are investigated within the University. The University Compliance Officer also serves as the Title IX Coordinator and regularly reports to the President and the Chair of the Board of Trustees the categories of complaints brought forth and makes any recommendations for change. This position is appointed by the President. The current appointment is:

Carrie Stevens  
Director of University Compliance/Title IX Coordinator  
[carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu) • 785-248-2326

### COMPLIANCE HOTLINE

The Compliance Hotline is an externally managed call center independent of the University, staffed by intake specialist professionals. Individuals calling the hotline are not required to disclose who they are. This information is welcomed, however, only if a person wishes to do so. Calls are not recorded.



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A person may contact the Compliance Hotline service at 844-719-2846 or on the internet at [www.ottawa.ethicspoint.com](http://www.ottawa.ethicspoint.com).

The Intake Specialist takes notes of the conversation, summarizes the call, and forwards it to the University Compliance Officer for investigation.

The goal of the hotline, for non-emergency situations, is to have an initial response back from the University in five (5) business days, so that the caller may call the hotline back for an update to the original call. The caller is able to do this anonymously, if they choose, using the case number assigned when he/she first called the hotline. At that time the caller may be asked to provide additional information or to call back at a later date for an update.

Emergency situations are expedited and will be addressed as quickly as possible.

#### **Student Complaint Policy**

Students may submit complaints in writing to campus administration (including the president/provost) or to University level personnel including the University provost, vice presidents and the chancellor. In compliance with federal regulations as interpreted by the Higher Learning Commission (accrediting agency), the University maintains a record of complaints sent by enrolled students to the chancellor, president, vice presidents, provosts, and deans or directors of academic programs. The complaints recorded include only complaints submitted in writing and signed by a student.

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.

#### **RETALIATION**

Ottawa University prohibits retaliation in any manner against anyone who, acting in good faith, has reported a suspected violation. A person feeling retaliated against may file a written complaint with the University Compliance Officer or contact the Compliance Hotline service at 844-719-2846 or on the internet at [www.ottawa.ethicspoint.com](http://www.ottawa.ethicspoint.com). A retaliation complaint that the University, after investigation, reasonably determines to be true will result in disciplinary action, including the possible termination of employment, contractual relationship or other relationship of the offending party with the University, as it deems appropriate under the circumstances.

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# **UNIVERSITY POLICIES**

# University-wide: University Policies

## UNIVERSITY POLICIES

The Code of Conduct and Ethics is implemented in the policies that follow. Faculty members or students may be subject to additional information regarding appropriate, or inappropriate, conduct included in the Employee and/or Student Handbooks. To the extent a conflict exists, or is perceived to exist, between the expectations set forth in these policies and the expectations set forth in the Employee and/or Student Handbooks, the higher standard of conduct shall control.

When an individual believes there has been any improper or questionable conduct relative to any of these policies by a person subject to this Code, regardless of the participant(s) in such conduct, the reporting procedures described in the Code of Conduct and Ethics apply.

### ABUSE

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

### ACADEMIC INTEGRITY

An academic community of integrity:

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

### ACCESSIBILITY

Students seeking assistance regarding accessibility or students who need reasonable accommodations and services due to a disability, should contact the campus' Disability Services Coordinator.

At the OUKS campus in Ottawa, Kansas, please contact Kelsey Foss at 785-248-2582. At the OUAZ campus in Surprise, Arizona, please contact Dr. Leslie Sherlin at 623-233-7583. All other students should contact Fred Romero at 602-749-5150. Information regarding disability services is also available on the MyOttawa portal at [www.ottawa.edu/DisabilityServices](http://www.ottawa.edu/DisabilityServices).

### ALCOHOL AND OTHER DRUGS POLICY

Possession, consumption, being under the influence of, or the providing of beverages containing alcohol or the possession of alcoholic beverage containers, either full or empty, on property owned or supervised by the University or at University functions is prohibited. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of alcohol consumption is also prohibited. Funds collected by members of the University cannot be used to purchase such beverages. Any person, regardless of age, found in violation of the alcohol policy is subject to University disciplinary action that may include sanctions, fines, mandatory counseling, suspension or dismissal and possible legal action for those who do not meet the legal age for alcohol consumption and/or who cause damages, harm or distress to persons or property (both personal and University). For the full policy and sanctions for alcohol and other drug violations, please refer to Appendix B.

The possession, use, sale, manufacturing, or distribution of illicit drugs and/or drug paraphernalia is a violation of the law and is prohibited. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drugs or controlled substances is strictly prohibited. Any person found in violation of this policy will be subject to University disciplinary action which could include suspension or dismissal and may be reported to the appropriate local, state and Federal authorities. Ottawa University,

historically, has attempted to influence positively, the whole person-mind, body, and spirit. Consistent with that goal, the University has resolved to support definitive actions designed to assist students and employees striving to cope with problems related to the use of alcohol and drugs.

### ANTI-HAZING STATEMENT

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an educational institution.

The term includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. A person commits an offense if the person:
  - Engages in hazing.
  - Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing.
  - Intentionally, knowingly or recklessly permits hazing to occur.
  - Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the Office of Student Affairs or other appropriate official of the institution.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commits or assists in the commission of hazing.

The act of "hazing" is not consistent with the mission or philosophy of Ottawa University and will not be accepted as appropriate behavior. Students and/or student organizations who commit a "hazing" incident will face disciplinary action ranging from a fine to suspension or dismissal from the University.

### BULLYING/CYBER-BULLYING

Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment).

Use of social media to intimidate, harass, and/or threaten another individual is prohibited. Examples of social media include but are not limited to Facebook, Twitter, Instagram, SnapChat, texting, etc. Use of social media that negatively impacts Ottawa University is prohibited.

## CHILDREN ON OU CAMPUSES

Ottawa University values the role of families in the lives of the employees and students of the University and has worked to develop policies, activities, and benefits that are supportive of balancing work, education and family life. It is recognized that there are times when it is necessary and appropriate for an employee/student of the University to occasionally have a child on an OU campus during work/class hours, for a period of time, as an exception to normal policy. It is expressly understood that the employee/student whose child is present is completely responsible for the safety, care and conduct of such child.

The intent of this policy is to provide guidelines related to the regular presence of a child on our campuses with the purpose of providing safe campus environments, maintaining a positive learning environment for students, and a disruption free workplace for our employees.

This policy applies to all units of the University.

For the purposes of this policy, a child is defined as a son/daughter of an employee/student (whether biological, adopted, step-child, or a child of a domestic partner), age 14 and under.

### Guidelines:

1. It is the policy of the University that the regular presence of a child on a University campus, while the employee is working or the student is in class, is inappropriate. Consequently, employees and students shall not regularly bring a child with them when scheduled to work or learn.
2. An employee should not ask another employee, during scheduled working hours, to take responsibility for a child in the workplace as a part of a regular pattern or schedule.
3. A child of an employee, student, or visitor shall not be left unattended (out of the care of the parent) on University property at any time.
4. A University student providing regular childcare (as a part of an established pattern) for a child of an employee of the University shall not do so while on University property as a part of a regular pattern or schedule.
5. When an employee or student's child is participating in a special activity or University program scheduled for them, it is expected that a professional and productive work environment will be maintained. It is also expected that consideration of and safety for the child, co-workers and other campus residents will be maintained. If a child becomes disruptive, the situation must be handled immediately by the parent.
6. Any child who accompanies an employee to the University shall not be asked or permitted to perform any work on or behalf of the University or otherwise assist the employee with his/her work.
7. To prevent injury to a child and to protect equipment from damage, a child is not allowed in designated areas of our campuses where there are special risks or value (e.g., computer labs, employee computers, science laboratories, shops, studios, power plant, food service areas, mechanical rooms, any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant garage, or any area where air quality may be compromised). Local University leaders have responsibility for defining such designated areas and should enforce these expectations.

It is the responsibility of all members of the community to implement this policy. Campus leadership is responsible for its enforcement. "Regular" presence or "pattern" will mean that the child is present frequently, or on a routine basis. The University reserves the right, at its sole discretion, to determine if a child's presence is considered a "regular" presence for purposes of this policy.

## DISCRIMINATION

Ottawa University is committed to equal opportunity and does not unlawfully discriminate in the recruitment or treatment of applicants, employment opportunities, or general employment practices on the basis of race, age, sex,

color, religion, ability or disability, national origin, sexual orientation, gender, ethnicity, family or marital status, or any other characteristic protected by law. This commitment applies to all members of the Ottawa University Community including faculty members, staff members, and students.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carrie Stevens  
Director of Compliance/Title IX Coordinator  
1001 S. Cedar Street  
Ottawa, Kansas 66067  
Phone: 785-248-2326  
Email: [carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu)

For further information on notice of non-discrimination, please contact:

The Office for Civil Rights  
1010 Walnut Street, Ste. 320  
Kansas City, Missouri 64106  
Phone: 816-268-0550 or 877-521-2172 (TTY)  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## DISHONEST BEHAVIOR

All forms of dishonesty, including cheating, plagiarism, and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud, is prohibited.

## DISRUPTIVE BEHAVIOR

Engaging in, or inciting others to engage in, conduct which disturbs the peace of the University, involves a significant disruption of University activity, or impedes reasonable freedom of expression or movement of other members of the University community or its guests is prohibited.

## DRIVING

Driving or parking on campus sidewalks or grass is prohibited.

## FIRE ALARMS

Fire drills will be conducted regularly. When the fire alarms sound, occupants must immediately exit the building. Cooperation in exiting the building when a fire alarm sounds is expected. Those remaining in the building or trying to enter the building while the alarm is sounding may face disciplinary actions.

## FIRE EXTINGUISHERS

Misusing or tampering with fire-fighting equipment or safety equipment is prohibited. Fire extinguishers on campus contain a chemical dry powder. If they are discharged, cleaning is expensive and if a person is sprayed, it can be very dangerous; the powder can cause blindness and burn the skin. Anyone who carelessly injures another person by playing with or is discharging a fire extinguisher shall be held directly responsible for any material damages and/or personal injuries (self or other).

## FIREWORKS

Possession or use of fireworks is prohibited on any University-owned or leased property.

## GAMBLING

Engaging in illegal gambling is prohibited.

## HARASSMENT AND SEXUAL MISCONDUCT

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

Racial, religious, sex, disability, sexual orientation, gender (identity and expression) age or national origin harassment are expressly prohibited. This includes any verbal, written, or physical act used or implied in a manner



# University-wide: University Policies

that may interfere with another person's ability to perform his/her job. For example, inappropriate jokes, offensive language or the display or use of objects or pictures that adversely reflect on a person's race, religion, sex or national origin.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to the conduct is made either explicitly or implicitly a condition of employment; or
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- Such conduct has the purpose or effect of substantially interfering with the person's performance or creates an intimidating, hostile or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. Examples of conduct that may constitute sexual harassment include:

- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favor;
- Repeated verbal abuse of a sexual nature;
- Graphic verbal comments about a person's body;
- Sexually degrading words used to describe a person;
- The display of sexually suggestive objects, pictures or videos;
- Unwelcome questions or comments about private sexual matters;
- Slurs, "off color" jokes, or degrading comments related to gender;
- Demeaning, discourteous conduct, or negative stereotyping; or
- A nonconsensual sexual relationship with a subordinate or a student.

For any act of dating or domestic violence, please refer to the Sexual Misconduct Policy.

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

## INTIMIDATION

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

## SOCIAL CONDUCT

Students are required to engage in responsible social conduct that reflects Ottawa University in a positive light and to model good citizenship in any community.

## SOLICITATION OR SELLING OF GOODS

Solicitation or selling of goods is prohibited (such as paintings, pottery, cakes, jewelry, etc.) without the consent of the Dean of Student Affairs, Dean of Student Experience, or Campus Executive.

## STALKING

Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family members of the community.

## STANDARDS OF CONDUCT

All members of the Ottawa University community are expected to use good judgment and avoid even the appearance of impropriety in all their dealings with others. The University also prohibits, though not required by law,

unprofessional conduct and comments that may not amount to unlawful harassment.

Failure to comply with the directions of University official or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. Interfering with, obstructing or disrupting police, fire, or emergency responses. This prohibition includes, but is not limited to resisting arrest, failing to abide by the directions of a peace officer, tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, or alarms, failing to evacuate during a fire alarm, and setting fires (arson).

## STUDENT CONDUCT SYSTEM-ABUSE

Abuse of the Student Conduct System, including, but not limited to:

- Failure to obey the notice from a Student Conduct Administrator, and/or University official to appear for a conference meeting as part of the Student Conduct System.
- Failure to abide by or complete a University sanction in a satisfactory manner.
- Falsification, distortion, or misrepresentation of information before the Student Conduct Administrator.
- Disruption or interference with the orderly conduct of a Student Conduct proceeding.
- Institution of a student conduct code proceeding in bad faith.
- Retaliating against or discouraging an individual from participating in a College process, acting to improperly influence a College conduct body, or the unauthorized release of confidential student or College information/records. Direct contact with an individual or conduct body or contact through a third party may constitute a violation of this provision.

## SUPPORTIVE WORKPLACE AND LEARNING ENVIRONMENT

The University's intent to provide a drug-free, healthy, and safe workplace for its employees and a safe learning environment for its students. Each member of the Ottawa University Community must comply with local, state and federal laws concerning alcohol, illegal drug use, and physical harm whether on University property or otherwise.

Acts of violence or aggression will not be tolerated. Examples of improper behavior include, but are not limited to, incidents of pushing, hitting, inappropriate forms of physical contact, threats of physical harm, vandalism, sabotage, and arson. The possession or use of fire arms, explosives, knives, or any object that may be of threat to others are prohibited while on University property or at University sponsored events. Violations will be reported to the appropriate law enforcement officials and violators are also subject to University disciplinary action.

In keeping with the University's intent to provide a safe and healthy work environment, smoking is prohibited throughout the University. This policy applies equally to all employees, students, and visitors, and it applies to all University locations, including administrative offices and residence halls unless otherwise posted by the University. Additional restrictions may apply at specific University locations and/or buildings.

## THEFT

Attempted or actual theft of, or damage to, the property of another person of the University; as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University is prohibited.

## TOBACCO

Tobacco use is discouraged as a basic principle of good health. The University will not tolerate smoking to the extent of inconvenience to the non-smoker. Smoking, including e-cigarettes and vaping, or use of smokeless tobacco and hookahs will not be permitted in any of the buildings owned or used by Ottawa University, including University housing.

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Smoking outside University buildings is also restricted as follows:

1. No smoking in the bleachers/stands at athletic facilities. Designated smoking areas will be marked.
2. No smoking within 20 feet of any University housing entrance.
3. No smoking within 20 feet of any entrance to all Ottawa University buildings, owned and operated.

#### **UNAUTHORIZED ENTRY**

Unauthorized entry, use or occupation of University facilities; as well as the unauthorized possession, duplication or use of keys to any University facility is prohibited.

#### **NON-RESIDENCE HALL VIOLATIONS**

Incidents and violations that occur outside the residence halls, including off campus, are referred directly to the Dean of Student Affairs.

#### **USE OF UNIVERSITY RESOURCES AND INFORMATION**

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain except in a manner that is incidental, and reasonable in light of the person's duties. University resources include, but are not limited to, the use of University systems, such as telephone systems, data communication and networking systems, and the domain for electronic communication forums; the use of University equipment; the use of procurement tools such as purchasing cards, credit cards, and petty cash; and the time and effort of other staff, students, and others at the University.

Appropriate use of University property and information requires that persons not use a password, access a file, or retrieve any stored communication without authorization. This includes concealing, falsifying, altering, misusing, or removing records, including electronic records. In addition, information

such as mailing lists of students, employees, or alumni must not be given to anyone without authorization from the Unit Executive.

Many employees, as part of their job responsibilities, have access to confidential and/or unpublished information. Any employee who has access to such information is expected to use it solely for its intended purpose as well as with consideration and ethical regard for others. In addition, employees are expected to safeguard the integrity, accuracy, and confidentiality of this information. Circumventing or attempting to circumvent restrictions on the use and dissemination of confidential information is prohibited.

Certain student related data is protected under the Federal Family Educational Rights and Privacy Act and may not be disclosed except as provided for by federal regulations. In addition, the Social Security number and private information of students, faculty, staff, alumni, and donors is confidential and the unauthorized use or disclosure of it is prohibited.

University computers (including data stored on computers), telephone message systems, etc. are and remain at all times University property, and all information (including email messages and voice mail messages composed or sent) are subject to review by University management. Privacy in these items and this information is not and cannot be guaranteed. Accordingly, individuals should create and/or send only messages that they would not mind others reading. In addition, all users should bear in mind that erased and deleted materials can sometimes be recreated.

Any member of the Ottawa University Community using University resources may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-University matters.

The University complies with all laws regulating intellectual property rights, including copyright infringement, confidential information and software privacy. Each member of the Ottawa University Community is prohibited from using University facilities, computer systems, communication and electronic



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## **ACADEMIC POLICIES & PROCEDURES**

# University-wide: Academic Policies and Procedures

systems, and/or the information contained within them in a manner contrary to law.

## ACADEMIC POLICIES AND PROCEDURES

### STANDARDS OF STUDENT CONDUCT

#### Standards of Student Behavior

#### Student Conduct, Academic Honesty, and Academic Grievances

##### I. Academic Honesty

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

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

##### II. Academic Grievance Policy & Procedure:

###### Purpose and Philosophy

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

Ottawa University's philosophy concerning the academic grievance process advocates multiple and frequent interactions between students and the University. No student should hesitate to contact a faculty member or administrator to discuss any issue or concern. If a student believes that an instructor has been unfair in grading, assessing student performance, or any area affecting academic performance, the matter should be resolved either informally or formally. Initially, when and wherever possible, parties should demonstrate a full and honest effort to resolve concerns informally, with minimal intervention by the University. Historically, at Ottawa University, most problems have and can be resolved through the two sequential steps described below through "informal resolution."

###### Informal Resolution

Students who believe their academic success has been compromised by a faculty member or other University instructor are encouraged to take the initiative to meet with the instructor to resolve the issue in question. The student should inform his/her Advisor/Mentor of this step. More than one meeting may be required to enable either the student or instructor to gather appropriate related data or materials. Every effort should be made to resolve any concerns at this level, as instructors have ultimate responsibility for grades in the courses they teach. If the student does not accept the outcome of the meeting(s) with the instructor or should the student elect not to contact the instructor, the student should then contact his/her advisor for assistance. The student shall take this step promptly, preferably within one week of identifying the grievance. Assistance by the advisor may take a num-

ber of forms, including additional clarification to remedy miscommunication or misunderstandings. The advisor may also act as an advocate or neutral intermediary with the instructor. If matters are still unresolved to the student's satisfaction, the formal resolution policy described below is in order.

###### Formal Resolution

Only after significant effort has been pursued to resolve the issue through the informal process, will a formal resolution be initiated. Although each campus is a part of the overall Ottawa University system, this policy also recognizes that each campus has its own unique organization, size, needs, identity, and culture. In order to offer a consistent process as well as one that is truly responsive to all individuals, each campus will follow this grievance policy, as appropriately determined by the University and circumstances allow. Small campuses may need to modify the review process in order to serve the student effectively and in a timely fashion. The organization of the formal grievance procedure will proceed according to the general principles below:

- The procedure will be "user friendly."
- The procedure will preserve and protect the confidentiality, integrity and human dignity of all parties.
- The procedure will endeavor to ensure due process for all involved parties.
- The procedure will seek to prevent any conflicts of interest.
- The procedure will be designed to support fairness and impartiality.
- Formal grievances should be submitted in writing. The student should describe the circumstances surrounding the issue or incident and provide any evidence in support of the concern that the student has available.
- At the discretion of the local Academic Dean or his/her superior, a committee or panel of at least three University personnel will hear the case. The committee will not be authorized to make or develop University policy. The panel will typically include (1) the Academic Dean (or designee), (2) a member of the faculty and (3) a non-related student advisor. The Academic Dean will identify a committee Chair out of the three committee members.
- At the discretion of the Academic Dean, faculty members may be full-time faculty and/or adjunct faculty. As part of the process, the committee chair must ensure that members of the grievance review committee will review all aspects of the grievance in an impartial manner to allow fairness for all parties.
- The Grievance panel will function only as a body and its members will have no individual authority on the matter before the panel.
- A lack of timeliness on the part of a party will not interfere with the proper investigation of a concern or with appropriately resolving the matter in question.
- Any employee or contractor of the University who attempts, regardless of how subtly, to coerce, single out, threaten, or retaliate against a complaining party, or to discourage use of this or any other University policy or procedure may be subject to disciplinary action or termination.

###### Procedure

A student who wishes to pursue a formal grievance should submit a written formal grievance with the local Academic Dean or the local Campus Executive (CE), (if the Academic Dean was involved in the informal resolution process) within ten (10) days of exhausting the informal resolution process.

Upon receiving the formal grievance, the Academic Dean or CE will appoint a grievance review committee as described above. The committee will contact (in writing) the involved parties explaining the process to be used in examining the grievance. In a timely fashion, after gathering the necessary information, the committee will begin its review of the issue. The student and faculty member will be provided an opportunity to present their individual perspectives of the circumstance either in person or in writing, and the committee will endeavor to make a decision in a timely fashion. The committee Chair will communicate the decision (in writing), to the involved parties. The chair



will be responsible to maintain a log of all activities of the grievance review committee. This log will include minutes of meetings and all actions taken.

**Appeal:** Either party may submit a written petition to the Academic Dean or Campus Executive (if Academic Dean served on the review committee) appealing the committee decision. This should be done as soon as possible, typically within no more than ten (10) business days after the committee decision is made and communicated to the involved parties. The Academic Dean (or CE) will review the committee decision and gather any additional information found to be necessary for the appeal review.

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

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

## COMPLAINTS

In compliance with federal regulations as interpreted by the Higher Learning Commission, the University maintains a record of complaints sent by enrolled students to the president, vice presidents and campus executive officers 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 includes academic grievances. The University registrar maintains the database of formal complaints and at least once a year issues a report summarizing the complaints and their status. The following information is recorded in the complaint database:

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

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

If the student complaint cannot be resolved after exhausting the University's grievance procedure, the student may contact their respective state agency:

### State of Arizona Complaints

Arizona State Board for Private Post-Secondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Phone: 602-542-5709  
Website: [www.azppse.gov](http://www.azppse.gov)

### State of Indiana Complaints

<http://www.in.gov/che/2744.htm>

### State of Kansas Complaints

- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate

State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Kansas State Government and shall be reviewed and handled by that licensing board ([www.kansas.gov/agencies/](http://www.kansas.gov/agencies/) and then search for the appropriate division);

- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Consumer Protection Division in the office of the Kansas Attorney General and shall be reviewed and handled by that Unit (<http://ag.ks.gov/consumer-protection/>).

### State of Wisconsin Complaints

<http://eab.state.wi.us/resources/complaint.asp>

### Higher Learning Commission (HLC)

Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to HLC, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. (The Commission's complaint policy, procedure and the Complaint form may be found on their website, <https://www.hlcommission.org/Student-Resources/complaints.html>).

### Military Students

Military students have an additional option, as follows:

The Department of Defense provides the Postsecondary Education Complaint System which provides a centralized online reporting system for service members and their families to use in reporting problems with education institutions. Agency partners including the Departments of Veterans Affairs and Education are also launching online feedback tools providing a centralized system for veterans, service members and eligible family members to file student complaints.

Students can submit a complaint if they believe their school is failing to follow the Principles of Excellence through the centralized online reporting system accessed via the Department of Defense website. Examples of education-related issues may include, but are not limited to, misrepresentation or deceptive actions with regards to private or institutional loans, high-pressure recruitment tactics, false representations about degree programs, and misleading statements regarding accreditation.

The complaint system is part of the President's Executive Order establishing Principles of Excellence for educational institutions serving Service Members, Veterans, Spouses, and other Family Members; designed to empower beneficiaries to report experiences related to misleading or unfair acts or practices by educational institutions serving veterans, service members and their families.

Military-connected students using Tuition Assistance (TA) or Military Spouse Career Advancement Accounts (MyCAA) Scholarships can submit feedback at: [www.militaryonesource.mil/voluntary-education/complaint](http://www.militaryonesource.mil/voluntary-education/complaint). Once a complaint is received, agency staff will contact both the student submitting the complaint as well as the referenced school, working with both parties to fully understand the issue raised and seek resolution.

All verified cases will be submitted to the Federal Trade Commission's Consumer Sentinel Network accessible by over 650 federal, state and local law enforcement agencies for use in enhancing and coordinating law enforcement investigations. Appropriate cases will be referred to the Department of Justice and/or Consumer Financial Protection Bureau.

## ACADEMIC WARNING, PROBATION AND DISMISSAL

A student's academic performance is monitored to assure he/she is making satisfactory progress towards graduation. Students must meet the following criteria in order to be considered to be making satisfactory progress:

Semester Credit Hours	Earned Cumulative GPA
0 - 23.99	1.60
24 - 53.99	1.80

# University-wide: Academic Policies and Procedures

54+

2.00

## RESIDENTIAL CAMPUSES

Students who fall below the cumulative GPA criteria noted above or fail to earn 75 percent of the semester credits for which they have enrolled, will be placed on academic probation.

Students who meet the cumulative GPA criteria noted above, but whose session GPA is below a 2.00, will be placed on academic warning. Two consecutive semesters of academic warning will result in intensive advising requirements.

Students whose cumulative GPA falls below a 1.00 will be academically dismissed. Students who have been on probation and have failed to make the necessary improvements in their academic performance will be dismissed. Students may appeal dismissal decisions by petitioning the Academic Dean.

## ADULT, PROFESSIONAL AND GRADUATE STUDIES CAMPUSES

Students who do not meet the criteria noted above will be placed on academic warning. Two consecutive semesters of academic warning will result in intensive advising requirements.

Students who have been on probation and have failed to make the necessary improvements in their academic performance will be dismissed. Students may appeal dismissal decisions by petitioning the Academic Dean.

Students who attempt LAS 30012 or LAS 20010 two times and do not successfully complete this initial class within those attempts, will be dismissed from the program. If the student drops the course within the add/drop period, it is not considered an attempt. Withdrawals are considered valid attempts. Students may appeal their dismissal in writing to the Academic Dean.

Students who withdraw or fail all other course enrollments in any two consecutive terms will be placed on academic probation. Failure to earn any credit in the third term for which the student enrolls will result in dismissal from the University for a period of one year. Students wishing to return must appeal in writing to the Academic Dean.

Students whose cumulative GPA falls below a 1.00 will be academically dismissed if circumstances are other than those noted in the two preceding paragraphs.

## ACADEMIC REINSTATEMENT

### Residential Campuses — Ottawa, Kansas; Surprise, Arizona

Depending on the original reason for the probationary status, probation may be removed as follows:

- The student may enroll in no more than 16 semester credit hours for the semester following his/her being placed on probation and must improve his/her cumulative GPA to meet the standard appropriate to the student's total semester credit hours earned. (A student on probation should consult with his/her advisor to formulate the best strategy for removing probation.)
- For two consecutive semesters, the student must earn no less than 75 percent in the semester credit hours for which he/she is enrolled.

A student who has been dismissed for academic reasons may submit a petition for reinstatement to the Office of the Registrar for submission to the Academic Dean.

A petition for reinstatement should include the following:

- A critical and thorough appraisal of the factors that were decisive in the student's academic performance.
- A presentation of evidence that the student is capable of successful college-level academic performance.
- A detailed plan indicating how the student intends to pursue his/her academic career in such a way as to avoid the situation that caused the original suspension.

- Failure to remove probation in the time allotted may result in academic suspension from the University.

### Adult, Professional and Graduate Studies Campuses

A student who has been dismissed or withdrawn by action from the University may submit a petition for reinstatement to the Academic Dean. After review with the School Dean, 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 ability to resume successful study in the University.

### Academic Renewal

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 (7) 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. This petition must be made and approved prior to entry/re-entry. For transfer students, only grades of A, B, and C will appear on the official transcript. Transfer credit accepted under this provision will be hours of credit only, with no calculation into the GPA. For students re-entering Ottawa University, all grades will remain on the transcript but grades of D and F will count in attempted and earned hours, as applicable, with no calculation for these grades into the GPA. This policy applies only to coursework from regionally accredited institutions and to degree-seeking students. Students should note that application of this policy may result in less earned hours towards graduation but will generally improve the overall GPA. However, all previous credits and grade points will be used in determining eligibility for honors.

### Attendance Policy

Ottawa University believes that students who are actively engaged in their class(es) do better than those who are not (attendance is expected). Because of this, instructors record attendance for all enrolled students and student grades may be negatively impacted due to lack of attendance. This is also done for financial aid purposes, since the institution is required to verify student attendance. If it is unavoidable that a class session or coursework is missed, students are expected to do the following:

1. Contact the instructor prior to or immediately after the absence to discuss missed assignments and subsequent expectations.
2. Make-up work is at the discretion of the instructor. If make-up work is allowed, it must be turned in as stipulated by the instructor.

Attendance at an Academically Related Activity is defined by the Department of Education as:

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

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

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

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

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

- Any student who has no attendance recorded during the first two weeks of a term will be administratively withdrawn as a no-show. All charges will be reversed and no record of the enrollment will appear on the transcript.
- Students who are enrolled in class(es) that start beyond the first two weeks will be administratively withdrawn if they fail to participate on the first night of class.
- Ottawa University will attempt to contact any student who begins attendance in a course but has no attendance recorded for 14 calendar days in order to determine the student's intentions.
- An email will be sent to the students reminding them of the attendance policy and encouraging them to re-engage in class.

Students who are not going to continue participating in their course(s) are encouraged to withdraw themselves at the earliest opportunity.

- Ottawa University will administratively withdraw any student who has no attendance recorded for 21 consecutive calendar days.
- An email will be sent to the students notifying them of their withdrawal from the course(s).
- Students whose last date of attendance is in the 5th week (or later) of an 8 week term will not be administratively withdrawn for lack of participation.
- Students whose last date of attendance is in the 12th week (or later) of a 15 week Semester will not be administratively withdrawn for lack of participation.
- The tuition charges assessed to the student will be determined using the students reported last date of attendance in accordance with the Ottawa University refund policy.
- Additional refund calculations may be necessary for any students receiving Federal Financial Aid.

### Cheating and Plagiarism

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

- Plagiarism occurs when writers use the exact language of someone else without putting the quoted material in quotation marks and citing its source.
- Plagiarism occurs when writers present, as their own, the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else, even though they express it in their own words. The language may be theirs, but they are presenting work as their own which is the work of another. Cheating on examinations refers to any effort on the part of a student to seek or to give unauthorized assistance on an examination. The following kinds of behavior are generally considered to constitute cheating on examinations:
  - 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 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 alter answers to examination questions after the examination has been concluded, if done in an attempt to receive credit for the altered answers;

- 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 course, to determine decisively whether cheating has taken place or not. There are, however, certain kinds of evidence which justify a professor's suspicion, and these may, at the discretion of the professor, be considered an adequate basis for such a judgment. The penalty for plagiarism or any other form of academic dishonesty will be failure in the course which the academic dishonesty occurred.

Students who commit academic dishonesty can be dismissed from the University by the Academic Dean. Plagiarism/Cheating may lead to dismissal from Ottawa University. Should a student feel that s/he has been unjustly accused, s/he has the option of reviewing the professor's decision by means of the Academic Grievance Procedure.

### Course Policies, Add/Drop

Students should consult the academic calendar for add/drop/withdrawal deadlines for any given academic year.

### Final Examinations Policy

A three-day final examination period is conducted after the conclusion of each semester. During this time faculty must give the last examination of a course, whether that is a final examination, a last unit examination, or some other type of culminating or summary experience.

- Final/last examinations are not to be given during the last week of classes. All finals should be given during the final examination period.
- No regular class sessions may be held during the final examination period.

There will be no required student activities during the examination period (including study day and through the scheduled final exams).

### Grading

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

Grade	Quality Points
A	Excellent – 4 grade points per semester credit hour earned
B	Good – 3 grade points per semester credit hour earned
C	Average – 2 grade points per semester credit hour earned
D	Below Average – 1 grade point per semester credit hour earned
F	Failure – 0 grade points earned
P	Pass – Considered to be work at C level or better; semester credit hours count toward hours earned only
IP	In Progress – 0 grade points earned
NR	Not Reported – 0 grade points earned
NC	No Credit – 0 grade points earned
AU	Audited – 0 grade points earned
W	Withdrawal – 0 grade points earned
WV	Waived – 0 grade points earned

### Graduation Policy

Students must satisfactorily complete the following:

- Interdisciplinary Seminars
- Religion Course Requirements
- A minimum of 124 credit hours
- Major Requirements
- Breadth Area Requirements

# University-wide: Academic Policies and Procedures

6. Skills Competency Requirements
7. Academic Performance Requirements
8. 40 semester credit hours of upper level coursework

A student may participate in a commencement ceremony if they are within 8 semester credit hours of meeting all academic degree requirements at the time of the ceremony and verified by the University Registrar. No degrees will be conferred until all requirements (including financial, etc.) have been met. Students allowed to participate in the ceremony who have not met all degree requirements will not be recognized for honors, either in the program or with an honor cord, until such recognition has been officially achieved.

Students wanting to wear other regalia beyond what is approved and issued by the university must seek approval from their local Academic Dean.

For more detailed information, please refer to the University Catalog.

## Graduation Honors

The Latin designation for honors refers to the medieval origins of academic ceremony: cum laude indicates distinction; magna cum laude, great distinction; and summa cum laude, highest distinction. At Ottawa University, students achieve a 3.50 to 3.799 grade point average (on a 4.00 scale) to graduate cum laude. Magna cum laude honors require a 3.80 to 3.899 grade point average. For the highest honors, summa cum laude, students must achieve a 3.90 or higher grade point average. Distinction in the comprehensive examination or project may be earned by students at the OUKS campus as judged by faculty.

## Name/Address Changes

Name and address changes should be submitted to the campus registrar or their designees. Students requesting name changes on university records must provide official documentation. The campus registrar accepts the following documentation:

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

## Repeating Courses

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

## 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 or grades are posted by faculty via MyOttawa.

Students and former students must request at:

[www.ottawa.edu/transcript](http://www.ottawa.edu/transcript)

A \$10 charge is assessed for electronic transcripts; \$15 for mailed transcripts. Additional fees are charged for rush orders. Transcripts are normally processed within three to five business days after receipt.

## Withdrawal from the University

In the event a student withdraws from or drops hours enrolled at the University, a refund of charges paid may be due subject to the current campus refund policy. There is a specific procedure to follow in order to withdraw from the University. The student must initiate the request to withdraw by contacting their Adave Advisor/Mentor who will then work to determine if an intervention team is needed to evaluate the reason for the withdrawal. In the event the withdrawal is completed, the Adave Advisor/Mentor will facilitate the process by ensuring that all necessary student service departments are notified in order to provide guidance to the exiting student as needed.

Refund calculations will be determined by following the residential campus refund policy. Refunds are based on the amount of time elapsed in the term. Please check with the Office of Financial Aid or Chief Operating Officer/Business Office for further information.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT PURPOSE

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 academic dean, associate dean, registrar, or other designated official that identifies the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall refer the student to the correct official to whom the request should be addressed.
- The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the 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 University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). An official is also a person or company with whom the University has contracted (such as an attorney, auditor or collection agent). A school official is a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility.
- The right to file a complaint with the United States Department of Education concerning alleged failures by Ottawa University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:



Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901  
800-872-5327

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. A school official is defined as:

- A person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff and coaches).
- A person or company with whom the University has entered into a contract or agreement to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agency, National Student Clearinghouse) to perform said service.
- A member of the Board of Trustees.
- A student serving on an official committee or assisting another school official in performing his/her tasks (including student tutors).

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

#### **Category I:**

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

#### **Category II:**

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

#### **Category III:**

Past and present participation in officially recognized athletics and activities; physical factors (height, weight of athletes); date and place of birth. Additional information on policy and procedures may be found in the student handbook and/or in the Office of the Registrar.

### **MILITARY DEPLOYMENT**

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

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

### **COURSE DROPS**

- Standard academic policy will be followed for students deployed during the published drop period for the term/semester.

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

### **WITHDRAWAL AFTER DROP PERIOD**

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

### **NO CREDIT (NC) OPTION**

- A grade of "NC" may be assigned by the instructor when a student has participated in at least 51% of a term/course.
- For a grade of "NC" to be changed to a letter grade, the student must successfully complete all course requirements as determined by the instructor of record.
  - Sole responsibility for completing and submitting class requirements belongs to the student.
  - If the grade of "NC" is not changed by the instructor within one calendar year from the end of the original course, the "NC" will become a permanent part of the student's academic record.
- Students using Federal Tuition Assistance through the Military need to be aware of the policy for their Branch of Service regarding the replacement of incomplete (No Credit) grades.
  - Army & Air Force: within 120 calendar days of course end date
  - Navy, Marine Corps & Coast Guard: within 6 months of original course completion date
  - Service members using Federal Tuition Assistance must also notify their branch's Education Office.
  - Required Documentation: students must submit a copy of deployment/mobilization orders and a signed copy of the Ottawa University Military Deployment Policy within 5 business days to their Academic or Adawee advisor, who will notify the VA Certifying Official and the Registrar.
  - Documentation signed by student's Commanding Officer may be accepted if orders are unavailable.

# University-wide: Academic Policies and Procedures

## STANDARD COURSE POLICIES

### Prerequisite Advisory

Please be advised that Ottawa University students are responsible to have completed all course prerequisites necessary for each course prior to participating in said course. Not completing required prerequisites may negatively impact his/her ability to successfully complete this course.

### Ottawa University Student Email

Ottawa University email is the official account to be used for email communication. It is the responsibility of the student to check his/her email account on a regular basis for the duration of his/her enrollment. Failure to read one's email will not be a valid excuse for lacking information that has been communicated via email. In addition, any campus emergencies will be announced via the Ottawa University email system. If you are encountering difficulties with your email, please contact OU Help at [www.ottawa.edu/ouhelp](http://www.ottawa.edu/ouhelp). The OU Help technical support team is available 24/7/365.

### Drop/Withdrawal

Students who wish to withdraw from a course must do so by contacting their Adawee Advisor/Mentor. Notifying the instructor does not constitute initiation or completion of the withdrawal process. Students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made. Students who withdraw from a course (with or without participation) after the course has started will be obligated for a percentage of the tuition according to the percentage of class meetings that have been held. Students cannot voluntarily withdraw from courses after six (6) weeks of the term. A grade of "W" will appear on a transcript for any withdrawal initiated after the add/drop period; a "W" has no negative effect on GPA but may impact Satisfactory Academic Progress. Failure to continue as an active participant and turn in assignments in a timely fashion without formal withdrawal may result in a grade of "F". Repeated failures/withdrawals may result in probationary or dismissal actions.

### Submission of Digital Files in Blackboard

#### File Types

Blackboard can accommodate the following file types – docx, pdf, rtf, pptx, xlsx, mp4, mp3, gif, jpg, and png.

#### Naming Your Files

Begin filenames with student's last name, followed by descriptive text. For example: Smith\_Case\_Summary2.docx. Do not use any of these symbols in the file name: % \$ ' & \* [ ] / , as they can cause problems in Blackboard.

#### Blackboard Technical Support

The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard, as well as information about who to contact for technical support. OU offers 24/7 technical support for all students, staff and faculty at no cost. See [www.ottawa.edu/ouhelp](http://www.ottawa.edu/ouhelp) for contact information.

#### Library Resources and Information Literacy

A rich array of library resources is available through the Library tab on Blackboard or the Gangwish Library Online link on the MyOttawa portal. Databases, writing resources, a virtual librarian, interlibrary loan, and more can be found there. OU is dedicated to helping both faculty and students effectively utilize library resources. Each database in the Gangwish Library collection offers a tutorial for its use. Additionally, an online tutorial regarding research is available for all academic disciplines. Please contact one of the University librarians with questions or for research support.

### Classroom Conduct

The University has developed clear statements of institutional expectations and standards related to student behavior and conduct. Ottawa University

assumes that students will behave in a responsible manner when attending or participating in course-related activities. Therefore, students must act in such a manner as to reflect consideration and respect for honesty and the rights and welfare of fellow students, faculty and of the community as a whole. The University reserves the right to impose sanctions up to and including expulsion from the course or institution when behavior is dishonest, disruptive, threatening, or in any way compromises the productive educational environment, as determined by Ottawa University.

### Sensitivity and Confidentiality

It is intended that the professor and all learners will maintain an atmosphere of safety and freedom in order for all to feel comfortable in expressing ideas and reactions. It is imperative that everyone is respectful of one another and mindful of differences during discussion periods. While there may be disagreements about topics of discussion, it is expected that students use critical thinking in expressing opinions, as well as listen to others with respect and an eagerness to consider alternative viewpoints. If at any time during the course, a student feels unable to express him/herself or to participate fully, the student should make an appointment with the professor to discuss the situation. At times in the educational process, certain subject matter may be emotionally difficult or offensive to some learners. If a learner believes that a class activity may be personally disturbing, s/he should notify the instructor in advance to obtain a substitute assignment.

### Statement on Diversity

Diversity is defined as that incredible and beautiful variety of personal identities, experiences, values and world views that result from differences of origin, culture and circumstance. Ottawa University defines and appreciates diversity in all of its forms including age, ability or disability, ethnicity, national origin, race, religion, sex, gender, sexual orientation, and family and marital status. Ottawa University celebrates and prizes the diversity of its students, faculty, staff and Board of Trustees. In keeping with its mission statement, the University is called to actively foster an environment of awareness, appreciation and intentional inclusivity. We hold this as essential in an institution, which declares that it will conduct its affairs in a caring, Christ-inspired community of grace and open inquiry. We believe we must embrace diversity because to do so is just, powerful, personally enriching, and intelligent and because we believe Christ has called us to do so through His teachings and example.

### Commitment to a campus free of discrimination, sexual harassment and violence.

Ottawa University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. This is an integral part of the University's academic mission to enrich our students' educational experiences. If you have been the victim of or if you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, ethnicity, national origin, ancestry, sex, sexual orientation, gender identity, family/marital status, ability/disability, or any other area protected by law, we encourage you to report this. If you report this to a faculty or staff member, she or he must notify our University's Title IX Coordinator about the report. For more information about your options, please go to [www.ottawa.edu/sexual-misconduct](http://www.ottawa.edu/sexual-misconduct) or please contact the Title IX Coordinator at 785-248-2326 or at [carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu).

## SPECIAL STUDENTS

Students who desire to receive instruction in a particular academic division without being a candidate for a degree are welcomed at Ottawa University. They may enroll for semester credit hours in regularly scheduled courses on a space available basis. Please check with your campus for any special conditions regarding tuition rates or semester credit limitations that may apply. Special students are not eligible to receive Title IV federal financial aid.



# Student Handbook

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# 2018-19

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# STUDENT & SUPPORT SERVICES

# University-wide: Student and Support Services

## STUDENT AND SUPPORT SERVICES

### BUSINESS OPERATIONS

#### Ottawa University Accounts Receivable (OUAR) Office

The OUAR office, located on the 1st floor of the Administration Building in Ottawa, Kansas. It administers all student account functions for the University. This includes student account inquiries, payments, and financial planning. The OUAR office also processes student account refunds and can assist in setting up student refund methods with Heartland-ECSI.

#### Financial Clearance

To be considered financially cleared, a student must have a method of payment established and agreed upon with Ottawa University or have the balance paid in full by the campus-stated deadline.

This can be completed by:

- Paying the balance in full upfront;
- Having a third party pay tuition and/or fees - verification of the agreement with invoicing instructions must have been submitted to the Accounts Receivable office;
- Receiving federal financial aid - FAFSA, Master Promissory Note, Loan Request, Entrance Counseling, as well as any verification documents needed if selected for verification. These documents must have been received by the University by their deadline date;
- Deferring tuition (APGS only) according to the University's defined deferred tuition plan - a deferred tuition form, \$60 deferred payment fee and employer reimbursement policy with approval must have been submitted to the Accounts Receivable office;
- Establishing a Tuition Management System (TMS) payment plan- the plan must have been created on the TMS website with the enrollment fee paid by the deadline date (OUKS or OUAZ) ; and/or
- Getting approval for a need based internal payment plan signed off by financial advisors, campus managers, and/or the Account Receivable office.

### SEMESTER

Student account balances are due the first Friday of August for the Fall term, and the first Friday of January for the Spring term, unless other arrangements have been made with OUAR or the student has set up a payment plan with Tuition Management Systems (TMS). Any student that is not financially cleared by these deadlines will not be eligible to move in to ON-campus housing and any athlete will not be allowed to participate in any team activities until the account has been resolved.

#### 8-, 4- or 3-WEEK TERM

All tuition and fees have to be paid in full by 5:00 p.m. CST on the second Monday of the term. See details above for payment options.

A student may be administratively dropped if the student is not financially cleared by the clearance deadline. There will be no reinstatements for students that have been dropped due to financial clearance.

#### Financial Holds

Any account that is not financially cleared will be subject to a financial HOLD which will prohibit any changes in registration from being made. In addition, any unpaid balance will prevent diplomas and transcripts from being released to the student.

#### Unpaid Balances

Any student that owes an outstanding balance to Ottawa University, due to failed payments or defaulting on other financial arrangements throughout the term, may forfeit the privilege of attending class and the University has the right to withhold grades, transcripts and diplomas until the financial obligation is met. Any student that has an outstanding balance at the close of

a semester will be placed on a financial HOLD, which will prevent registration in future terms until the account balance is paid in full.

#### 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.

#### Book Advances

Book Advances are offered to all students purchasing books in the OU Bookstore. \$600 will be available to each student at the Bookstore POS and can be used to cover the cost of books and supplies for their registered courses. These Advances are then applied to the student accounts and any balance not covered by financial aid is due to be paid, by the student, by the following deadlines:

Fall Semester – October 15

Spring Semester – March 15

#### Credit Balance Refunds

OUAR begins processing refunds on the 2nd Friday of the semester and continues daily through the end of Week 3. After Week 3, refunds will be processed on Tuesday and Thursday as additional aid is disbursed, creating credit balances.

#### Accounting Office

The Accounting Office, located on the 2nd floor of the Taub Jones Hall in Ottawa, Kansas, administers the student ONE Card, and provides cash advances for student organizations with advance notice. This office also handles all employee services such as p-card and expense report processing, dining memberships, Wal-mart card checkout, and other services.

#### Institutional/Student Debts

**Institutional:** No student is allowed to contract any debt for any student organization without approval from the faculty/staff advisor, at least two of the organization's officers, and the Student Activities Coordinator. Specific guidelines for receiving student organization funds may be obtained from the Office of Student Affairs.

**Personal:** Insufficient funds (NSF) and unpaid debts in a community reflect negatively upon the student and the University. A student may be prosecuted for NSF. If NSF or nonpayment become habitual, the student will face disciplinary action by the University.

A student who owes an outstanding balance to the University may forfeit the privilege of attending class and the University has the right to withhold grades, transcripts and diploma until the obligation is met. A student who has an outstanding balance at the close of a semester will not be permitted to register for the next semester until the account is paid. In addition, any outstanding balance is subject to collection efforts by an outside collection agency.

#### Institutional Refund Policy

The institutional refund policy is in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment based on a combination of the student's location, last date of attendance (LDA) and (where appropriate) the length of the course. Room and Board charges are assessed using the vacate date and the following refund schedule.

Ottawa University will consider a student actively enrolled for course(s) unless notified in writing by the student that s/he has withdrawn. Students who stop participating may be administratively withdrawn in accordance with the University Attendance Policy.

Withdrawal procedures vary by location. Students should consult with their Academic Advisor, the Adawe LifePlan Center, or the Registrar's office for more information.

Expenses, such as Tech fees, Student Benefit fees, Course fees, etc. are non-refundable.

#### **Students Attending a Residential Campus\***

Tuition, Room and Board charges are assessed using the following schedule. Students enrolled in terms that are less than 8 weeks, will be refunded using the alternate refund schedule.

Prior to the first day of classes . . . .100% refund of semester's tuition  
During the 1st week of classes . . . .80% refund of semester's tuition  
During the 2nd week of classes . . . .60% refund of semester's tuition  
During the 3rd week of classes. . . .40% refund of semester's tuition  
During the 4th week of classes. . . .20% refund of semester's tuition  
After the 4th week of classes . . . . .No Refund of semester's tuition

#### **ALTERNATE REFUND SCHEDULE**

Prior to Monday of the 2nd week . . . . .100% refund of term's tuition  
Week 2 of the courses (Tue-Sun) . . . . .75% refund of term's tuition  
Week 3 of the courses (Mon-Sun). . . . .50% refund of term's tuition  
Remainder of the term. . . . .No Refund of term's tuition

\* When special circumstances exist, the University may refund *more* than is required.

#### **Students Attending All Other Campuses and Online**

##### **COURSES THAT ARE 4 WEEKS LONG OR SHORTER**

Prior to Monday of the 2nd week . . . . .100% refund  
Week 2 of the courses (Tue-Sun) . . . . .75% refund  
Week 3 of the courses (Mon-Sun). . . . .50% refund  
Remainder of the term. . . . .No Refund

##### **COURSES THAT ARE 3 WEEKS LONG OR SHORTER**

If the student does not attend the course . . . . .100% refund  
If the student attends any portion of the course . . . . .No Refund

#### **Unofficial Withdrawals**

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have elapsed in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F, NC or I. the Federal R2T4 calculation will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s). Because the student did not officially withdraw, the institutional charges may not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any class as quickly as possible once the decision to not complete has been made.

#### **Additional Refund Calculations**

Additional State and Federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. Title IV financial aid is refunded in the following order as prescribed by law and regulation. Examples of the refund calculations are available by contacting the Director of Financial Aid.

1. Federal Direct Unsubsidized Student Loan
2. Federal Direct Subsidized Student Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal SEOG

7. Federal Teach Grant

8. Other federal, state, private, or institutional aid

7. The student

#### **CAMPUS SAFETY AND SECURITY**

Ottawa University is committed to providing students, faculty and staff with as safe and enjoyable a college experience as possible. Safety is a joint effort among students, faculty, staff, campus security and local law enforcement agencies.

The Clery Act required annual Campus Crime and Fire Safety Report can be found online at [www.ottawa.edu/Consumer](http://www.ottawa.edu/Consumer) or you may request a printed copy by contacting the Director of Compliance, Carrie Stevens at 785-248-2326 or [carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu).

Security provides an escort service within residential campus grounds. To use this service, students should contact Security directly for their respective campus. For the OUKS campus in Ottawa, Kansas, call extension 11075 or 785-229-1075 at least 30 minutes before needing to be escorted. For OUAZ in Surprise, Arizona, call 623-233-7606. Campus Security is available 24 hours a day, 7 days a week.

Ottawa University facilities are strictly for the use of OU students, faculty, staff and the guests of OU. Security escorts unauthorized individuals off campus, and these individuals may face criminal action. Security also escorts OU students, faculty, staff or guests who are found in unauthorized locations out of that location. If students need access to a facility, arrangements must be made in advance with the Facilities and Plant Operations office to gain proper authorization. The residence halls are locked 24 hours a day and can be accessed with a key or student ID card by residents of each hall. A security phone is located in the foyer of each hall for emergencies and to allow guests to contact residents.

OU has a security committee comprised of faculty, staff and students who meet regularly to discuss various campus safety issues.

Ottawa University employs staff members to patrol campus on foot as well as in University vehicles. OU security officers contact the local law enforcement officers when local, state or federal regulations are violated or when their assistance is appropriate.

Security officers are responsible for:

- promoting a safe environment on campus,
- upholding all University rules and regulations,
- locking and unlocking buildings as directed,
- maintaining contact with the residence hall staff,
- providing escort service, and
- contacting after-hours maintenance personnel.

Ottawa University requires all students, faculty and staff to report all incidents involving criminal activity and/or emergencies to the residence life paraprofessional and professional staff, campus security, the Office of Student Affairs and/or the local law enforcement immediately.

Upon notification, the appropriate individual completes an incident report and conducts a preliminary investigation. Ottawa University encourages individuals to report all crimes to the local police department.

To report an incident, students should contact the individuals or agencies listed in the front of this handbook.

#### **E2Campus Alert/OU Alert**

OU Alert is Ottawa University's contract text messaging system. It is capable of sending emergency notifications instantly and simultaneously to all registered cell phone, smart phones, and personal email addresses. Examples of emergency messages include severe weather warnings, campus closings, and campus emergencies.

# University-wide: Student and Support Services

## To sign-up for the OU Alert:

1. Have your cell phone with you and turned on.
2. Go to MyOttawa page (<https://myottawa.ottawa.edu/ics/>)
3. Login to your MyOttawa account using your username and password.
4. On the landing page, you will see a box called "Get the Message".
5. Select the link to Create Account.
6. Complete the Registration.
7. Wait for the validation code to be sent to your cell phone.
8. Enter the validation code.
9. Make note of your username and password so you may make changes and updates to your account in the future.

Once you have completed registration and validated your cell phone, you may log into your personal OU Alerts account to add additional services, such as an email address, to the system. You may register up to two email addresses and two SMS/text-messaging devices. Just go back to the "OU" box and choose "Login Now!"

All email addresses and phone numbers entered into OU Alerts are confidential. OU Alerts will only send messages you request. The campus community will be notified via email before any OU Alerts test messages are sent. OU Alerts can only contact registered users.

## Missing Student Policy

Ottawa University takes student safety seriously. The following policy and procedure has been established to assist in locating students living in University-sponsored and owned housing who, based on facts and circumstances, are reported to be missing. Anyone who believes a student to be missing based on changes in their usual routine should notify the Dean of Student Affairs at their campus or the University Provost.

You may contact the appropriate party as follows:

Dean of Student Affairs (OUKS) Tom Taldo	785-248-2310
Dean of Student Affairs (OUAZ) Alan Boelter	623-233-7611
University Provost Dr. Terry Haines	913-451-1431

For purposes of this policy, a student is determined to be missing when for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing. Each and every report will be investigated once it has been determined that the student is missing.

A student who wishes to identify a confidential contact may do so through Student Affairs. Students shall be given the opportunity to register confidential contact information by completing and submitting the Student Confidential Contact Form to the Dean of Student Affairs. A student's confidential contact information shall be accessible only by authorized campus officials and will not be disclosed except to law enforcement in connection with a missing person investigation. Upon a determination that a student is missing this confidential contact person will be notified.

If the student who has been determined to be missing is under 18 years of age and not emancipated, Ottawa University will notify a custodial parent(s) or guardian(s) within 24 hours of determining that the student is missing, in addition to notifying the confidential contact person designated by the student. Ottawa University will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Nothing in this policy/protocol is intended to preclude Ottawa University from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

## COMPUTING FACILITIES

As part of its mission to provide the highest quality education possible for the development of individual students, Ottawa University provides academic computing facilities. The opportunities that these facilities offer are essential in helping teachers assist students in their learning and in helping students take charge of their own learning so they may prepare for their careers and future lives. Wireless internet access is now provided to all University students, faculty, staff, and visitors. For more details on accessing OU's wireless internet, please contact the OU Help at extension 12500 or 855-268-4357. As a Christian liberal arts college, OU seeks to establish a climate that is conducive to the growth of all its individual members. It, therefore, states standards and responsibilities that all members of its community are expected to uphold. General principles of responsibility, consideration and respect for the rights and welfare of other individuals and of the community as a whole apply to the use of computing facilities as well.

### General Principles

1. Computing facilities are provided by the University for the use of students, faculty, staff, and in some circumstances, the public. Access may be given to stand-alone microcomputers or minicomputers on the local area network or to computers connected to the Internet.
2. Student access is primarily for use in association with a course of study and activities related to that course.
3. Faculty and staff are given access for use as part of their duties, whether academic or administrative. The University holds the right to forbid or restrict use of its computing facilities for "for profit" enterprises.
4. Certain other members of the public may be given access at the discretion of the University.
5. It is expected that all users will make use of University computers in a manner that is ethical, legal and not to the detriment of others. The basic guidelines are that any use must be legal and not to the detriment of use by others.
6. A person in violation of this policy may be subject to administrative action, with a penalty of fine, restitution for services used or loss of computer privileges. Some actions covered by this policy are also covered by University regulations or policies, the violation of which could lead to academic or conduct proceedings. Some actions covered by this policy are also covered by city, state, or federal law, the violation of which could lead to civil or criminal prosecution.

### Disclaimer

1. Ottawa University makes available to users, both internal and external, computing facilities consisting of hardware and software. The University accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or any consequential loss or damage. The University makes no warranty, express or implied, regarding the computing services offered or their fitness for any particular purpose.
2. The University's liability in the event of any loss or damage shall be limited to the fees and charges paid to the University for the use of the computing facilities which resulted in the loss or damage.

### Academic Guidelines

1. Students are expected to respect the intellectual labor creativity of others; therefore, students should cite and acknowledge sources used. Plagiarism using computer resources is not permitted.
2. Students will be suspected of academic dishonesty if a computer assignment for independent work results in two or more solutions so similar that one can be converted to another by mechanical transformation.
3. Students will be suspected of academic dishonesty if, in a computer assignment where an individual is to complete an assignment independently, s/he cannot explain both the intricacies of the solution and the techniques used to generate the solution.

## Regulations

1. Users may only use those facilities which have been authorized for user's use. If access is protected by a password, it should not be made available to others. Users may not use any account set up for another user nor anyone attempt to find out the password of another user.
2. Users may only use authorized facilities for authorized purposes. For example, facilities made available for teaching and learning may not be used for private gain.
3. Users must be aware of the law of copyright as it affects computer software. Software must not be copied except with the express permission of the copyright owner.
4. Users must respect the privacy of others' files. Just because a file can be read does not mean that users may read a file. Files belonging to individuals are to be considered private property. Under no circumstances should anyone alter a file that does not belong to them.
5. Users may not attempt to copy information belonging to other users (whether faculty, staff, students or other users) without their express permission.
6. Users may not attempt to interfere with the operation of computing facilities.
7. Users may not attempt to subvert the security of any of the University's computing facilities.
8. Users may not use the University's computing facilities to send obscene, offensive or harassing messages.
9. Users may not misuse electronic mail. The United States government includes email in the same category as messages delivered by the U.S. Postal Service; therefore, tampering with email, interfering with its delivery, or using it for criminal purposes may be a felony.

## Staff Rights and Responsibilities

In the normal course of system administration, the computing staff may have to examine files, mail, and printer listings to gather sufficient information to diagnose and correct problems with system software, or to determine if a user is acting in violation of the policies set forth in this document.

## Internet Access

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

1. Students must have current anti-virus software, that scans for viruses on a daily basis, installed on their computer in order to gain access to the Internet connectivity.
2. Users may not use any University Internet or computer account that was not assigned to them by Ottawa University, unless authorized multiple access for the account. Users may not try in any way to obtain a password for another's Internet or computer account.
3. Users may not use any Internet or computer account to gain unauthorized access to remote computers.
4. Users may not deliberately perform any act that may seriously damage or interfere with the operation of any computer, terminal, peripheral, local area network, or high-speed backbone network.
5. Users may not install or run on any of OU's computers or computer systems or give to another any program which could result in eventual damage to a file or computer system. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
6. Users may not attempt to circumvent data protection schemes or uncover security loop holes.
7. Users must abide by the terms of all software licensing agreements and copyright laws.
8. You may not deliberately perform acts that are wasteful of computing resources. These acts include, but are not limited to, sending mass mailing or chain letters, obtaining unnecessary output, creating unnecessary multiple jobs or processes, or creating unnecessary work traffic.

9. The following types of information or software cannot be placed on any Internet computer or computer system on-campus or on any computer off campus where such information or software is accessed through the use of an Ottawa University provided Internet or computer account:
  - That which infringes upon the rights of another person.
  - That which is abusive, profane, or sexually offensive to the average person.
  - That which consists of information that may injure someone else and/or lead to a lawsuit or criminal charges. Examples include: pirated software, destructive software, pornographic materials, altered photographs, libelous statements, or harassing statements.
  - That which consists of any advertisements for commercial enterprises.
10. Users may not harass others by sending annoying, threatening, libelous, or sexually, racially or religiously offensive messages.
11. Users may not attempt to monitor another user's data communications, nor may users read, copy, change or delete another user's files or software, without the express permission of the owner.
12. Users may not use an Internet or computer account for work not specifically authorized for that account. A University-funded account may not be used for personal financial gain.
13. Users may not play games using any computer or computer system owned by OU, unless for instructional purposes as specifically assigned by a professor, or unless the University has installed and authorized a game on its local area network. Recreational use of Internet accounts may result in suspension of account privileges.

## Academic Computing Rules

1. Computing facilities are only for the support of instruction, academics and research of Ottawa University.
2. Computer usage related to assigned course activities will be given priority. Students, staff and faculty have precedence over other users. Unwillingness to comply is a violation.
3. Food and drinks are not allowed in the academic computing areas. This applies to drinks which are covered or uncovered.
4. Tobacco products (including smokeless products) are not allowed in any building on campus.
5. Game playing is prohibited unless specifically assigned by a professor for instructional purposes or authorized and installed by Ottawa University personnel.
6. Users may not perform acts that are wasteful of computing resources. (i.e. inappropriate use of IRC's mass mailings, excessive output, unnecessary multiple jobs, excessive network traffic, excessive printing, etc.). Large print jobs should be taken to the Copy Center in the Gibson Student Center.
7. Users are limited to print only one copy of a document on a laser printer. Subsequent copies must be obtained from a copy machine. Large print jobs should be taken to the Copy Center in the Gibson Student Center.
8. Users may not print documents for nonacademic purposes, including, but not limited to, documents or fliers for personal gain, mass production of resumes or job seeking documents.
9. Respect is to be shown to other users, lab assistants and computing equipment.
10. Users may not use the computing equipment to disrupt the work and/or use of others.
11. Users may not harass others by sending annoying, threatening, libelous, or sexually, racially or religiously offensive messages or graphics.
12. Profane, abusive or obscene materials are not allowed.
13. Users may not read or copy others' files without permission.



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14. All copyright, patent, trademark and licensing agreements and regulations will be respected and followed.
15. Users may not install, alter or delete applications on the hard drive.
16. Use of University insignias or logos is prohibited.
17. Users may not present themselves as official representatives, or their personal publications as official publications of the University.
18. Academic computers may not be used for selling or advertising purposes.
19. Users must adhere to all federal, state and local regulations.
20. Users may not interfere with the operations or security of computing facilities.
21. Users may not access an account not specifically authorized to them, whether on a University system or at another location.
22. Users may not engage in computing activities that invade security of accounts at the University or any other place.

## DRESS CODE

Specific types of dress and grooming are a matter of individual taste, but students must use discretion in their appearance. Faculty members do have the right to set dress codes for their own classrooms and all University personnel have the right to request adjustments by individuals whose apparel is considered inappropriate. Shirts and shoes are required in all dining facilities.

## FINANCIAL AID

The following information is correct at the time of printing and is subject to change. Ottawa University is committed to providing assistance to any student pursuing financial aid to help cover his/her educational costs. To accomplish this mission, the Office of Financial Aid offers a variety of aid, including scholarships, grants, student and parent loans and work study. The types of aid available vary by student and each award package attempts to meet a student's direct demonstrated financial need through the use of all forms of assistance (federal, state and institutional).

The Office of Financial Aid assists a large percentage of Ottawa University students. Consideration that is fair and equitable can only be given after the student has submitted the proper application(s) to determine eligibility. A copy of the Awarding Policy outlining the institutional methodology for awarding funds is available from the Office of Financial Aid. Students are urged to apply well in advance of registration dates as processing may require several weeks. The priority application deadline for filing the Free Application for Federal Student Aid (FAFSA) is March 15th of each year for the following fall semester. Applying by this deadline will ensure the student of consideration for all types of aid. Additionally, students must promptly respond to requests for additional documents and forms to allow the staff in the Office of Financial Aid time to process their applications.

Ottawa University reserves the right to review or modify a student's financial aid award at any time due to changes in enrollment or housing status, new, conflicting or incorrect information, human error or availability of funds. Financial aid offered through the University is made in good faith, but may be cancelled or reduced if funds become unavailable.

### Basic Consumer Information:

Pursuant to federal regulations, students may obtain basic consumer information about Ottawa University by contacting the Office of Financial Aid. Please refer to the Ottawa University catalog ([www.ottawa.edu](http://www.ottawa.edu)) for a list of information available.

### Types of Financial Assistance:

#### Institutional Aid

At the residential campus, Ottawa University offers a program of institutional merit scholarships, need-based grants and constituency awards. Institutional financial aid is gift aid, which does not need to be repaid. Certain awards may include criteria for their retention. Contact the Office of Financial Aid for information on retaining institutional aid.

#### State Aid

State aid includes the State of Kansas Scholarship programs and the Kansas Comprehensive Grant, a need-based grant for Kansas residents. Completing a FAFSA by the priority deadline of March 15th is essential to qualify.

#### Federal Aid

Ottawa University participates in the Title IV federal aid program. Federal financial aid includes:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Student Loans (subsidized and unsubsidized)
- Federal Perkins Loan
- Federal Parental Loan for Undergraduate Students (PLUS)
- Federal Graduate PLUS Loan for Graduate Students (GPLUS)

Students must complete a FAFSA to qualify for federal financial aid. Based on financial need as determined by federal methodology, an eligible student may qualify for some or all of the Title IV aid elements listed above.

Some federal programs have limited funding and completing a FAFSA early is essential to ensure availability of funds.

Although often a student must borrow through federal and private loan programs to help fund his/her education, use common sense. Borrow for your education, not your lifestyle. Be aware of the total amount of money you have borrowed. The Office of Financial Aid can provide you with this information. Remember that all student loans must be repaid. Look for alternatives, such as on or off-campus work or outside scholarships and grants, to help enhance your finances.

Financial aid may not exceed a student's Cost of Attendance (COA). If gift aid from all sources exceeds direct billable charges, Ottawa University awards and scholarships will be reduced. No student may receive institutional aid beyond the cost of tuition.

#### Summer School

Because most financial aid eligibility is divided between the fall and spring semesters, funding for summer school is limited. OU institutional aid is not available, although some federal aid may be.

Students may be eligible for additional Federal Direct Student Loan money if they have increased a grade level from freshman to sophomore or from sophomore to junior, or if they have declined a portion of their Direct Loans during the fall and/or spring semesters. Students should check with the Office of Financial Aid early about their plans for summer school, so we may offer advice on your funding options.

#### Satisfactory Academic Progress (SAP)

Students must maintain an adequate rate of progress toward graduation as defined below. All periods of student's enrollment will be evaluated after the Spring II enrollment period (e.g. May).

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

#### Grade Point Average

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



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

### Maximum Time Frame

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

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

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

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

Incompletes, F's, NC's (no credits), and withdrawals are considered credits attempted but not earned. Grade changes and updates of incomplete and no credit grades would constitute re-evaluation and would be reflected in the new hours earned and/or hours graded total.

### Transfer Credit

For the purposes of measuring satisfactory academic progress, all transfer credits accepted toward the student's Ottawa University program of study will be used in calculating the Ottawa GPA and MTF.

### Appeals

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

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

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

### Academic Plans, Probation and Denial Status

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

If an appeal is approved, the student will be placed on Financial Aid Probation. The student must improve his/her cumulative GPA and/or complete enough hours to meet the minimum standards stated above within the terms of the probation or risk being denied further Federal Financial Aid funding.

If a student is denied Federal Financial Aid due to unsatisfactory academic progress, he or she may be reinstated upon request once the minimum standards are met, or if another appeal is approved.

Students denied Federal Financial Aid because of unsatisfactory academic progress are responsible for any resulting financial obligations to Ottawa University.

### Complaint and Grievance Procedures

#### Student Complaint and Grievance Procedure

Students may submit complaints in writing to the Vice President and Provost or other officials of a site or to University level personnel including vice presidents and the President. In compliance with federal regulations as interpreted by the Higher Learning Commission (accrediting agency), the University maintains a record of complaints sent by enrolled students to the president, vice presidents, provosts, and deans or directors of academic programs. The complaints recorded include only complaints submitted in writing and signed by a student.

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; and
- External actions, if known, initiated by the student to resolve the complaint and outcome of such actions.

### State of Arizona Complaints

Arizona State Board for Private Post-Secondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Phone: 602-542-5709  
Website: [www.azppse.gov](http://www.azppse.gov)

### State of Indiana Complaints

<http://www.in.gov/che/2744.htm>

### State of Kansas Complaints

- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Kansas State Government and shall be reviewed and handled by that licensing board ([www.kansas.gov/agencies/](http://www.kansas.gov/agencies/) and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Consumer Protection Division in the office of the Kansas Attorney General and shall be reviewed and handled by that Unit (<http://ag.ks.gov/consumer-protection>).

### State of Wisconsin Complaints

<http://eab.state.wi.us/resources/complaint.asp>

### Higher Learning Commission (HLC)

Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to HLC, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. (The Commission's complaint policy, procedure and the

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Complaint form may be found on their website, <https://www.hlcommission.org/Student-Resources/complaints.html>.

## Unofficial Withdrawals

Financial Aid students who fail to continue participating in an academically related activity before 60 percent or more of the calendar days have expired in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F, NC or I. The Federal Return of Title IV Funds calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s).

Because the student did not officially withdraw, the institutional charges will not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any course as quickly as possible once the decision to not complete has been made.

## IDENTIFICATION CARDS

New students will receive an ID card (aka Braves/OUAZ Spirit Card) at the beginning of their first semester on campus. The ID card must be carried at all times and serves as a student's official identification to school officials. If the ID is lost, a new one will be issued by the Office of Student Affairs. A fee of \$25 will apply. The ID card is used to access the residence halls, scanned in the University dining center at each qualifying meal, used to check out books through the Gangwish Library, used for free admission to athletic and cultural events on campus. In addition, the ID card provides admission to the Hull Center for Athletics and other University events.

This University-issued ID card is the property of Ottawa University and must be returned upon departure from the University including withdrawal and graduation.

## STUDENTS WITH DISABILITIES

Ottawa University strives to provide equal education and participation opportunities for every student. No one with a known disability will be excluded intentionally from participating in or benefiting from any university policy, program, service or employment because of a disability. Ottawa University intends for all its programs and facilities to be accessible to persons with disabilities.

Ottawa University's Disabilities Services Coordinator for OUKS in Ottawa, Kansas is Kelsey Foss. She can be reached at 785-248-2582 or via email at [kelsey.foss@ottawa.edu](mailto:kelsey.foss@ottawa.edu). The Disabilities Service Coordinator for OUAZ in Surprise, Arizona is Dr. Leslie Sherlin. He can be reached at 623-233-7583 or via email at [leslie.sherlin@ottawa.edu](mailto:leslie.sherlin@ottawa.edu). For all other University campuses, Fred Romero is the Disabilities Services Coordinator. He can be reached at 602-749-5150 or via email at [fred.romero@ottawa.edu](mailto:fred.romero@ottawa.edu). A student may also find information and obtain forms at [www.ottawa.edu/disabilities](http://www.ottawa.edu/disabilities).

A student with a disability is responsible for contacting the disabilities coordinator assigned to his/her campus location to request reasonable accommodations. The University requires medical documentation of a disability and may request additional information or documentation. Where possible, requests for accommodations and services should be made one month prior to enrolling for the next academic term to ensure the appropriate accommodations or services can be provided. Some services or accommodations may require additional time. The personnel will work directly with each student to provide the services he or she needs.

### Facilities and Services for Students with Disabilities

Reasonable accommodations for persons with known disabilities will be made in accordance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. 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 as required by

law. Ottawa University offers a wide range of accommodations and services for students with disabilities. Examples include extended testing times, accessible parking, accessible housing, interpreters for the deaf. Students wishing to receive an accommodation for a disability should contact the Disabilities Services coordinator (see contact information listed above). Students will be assisted in completing the request form and advised on the medical documentation required for an accommodation to be made. The file of the materials submitted by the student will be kept confidential. Only those employees required to know of a student's disability will be privy to this information. For the complete policy and forms, go to [www.ottawa.edu/footer/disability-services](http://www.ottawa.edu/footer/disability-services).

### Accommodations and Support Services

Ottawa University offers a wide range of accommodations and services for students with disabilities. The University evaluates students on their individual needs, and the university makes services and special considerations available, based on students' documented disabilities. Such services include:

- Extended testing times
- Supplemental academic advising
- Classroom modifications or accommodations
- Accessible parking
- Accessible housing
- Communication with instructors and advisor about students' needs
- Referral for additional assistance

Students requiring these services may contact the disabilities coordinator assigned to his/her campus location for assistance.

### Grievance Policy

The student with a disability has the right to file a grievance of the final plan or from a denial of accommodations. The grievance shall be filed with the Disability Service Coordinator on the University Grievance Form. The form may be found on the University website at or obtained from the Disability Service Coordinator

The form should be provided in person or via email to the Disability Service Coordinator. Upon receipt the Disability Service Coordinator shall forward the grievance to the ADA Coordinator as well as the complete file for the accommodation request and/or plan. The University ADA coordinator is Carrie Stevens and can be reached at 785-248-2326 or [carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu).

The ADA Coordinator is responsible for resolving all grievances. The grievance process is as follows:

The ADA Coordinator shall determine the validity of the grievance based on a review of the written documentation provided. This shall include the request for accommodations, medical providers form, plan document, and any other documentation that is part of the disability file. If the grievance is deemed valid, the necessary modifications shall be made and the accommodations plan shall be re-written by the Disability Service Coordinator (and re-submitted to relevant faculty). If the grievance is deemed unmerited, the findings of the Disability Service Coordinator will be upheld. The ADA Coordinator shall render a decision within one week of receipt of the grievance.

### Service Animals Policy

#### Definitions

##### Pet

A pet is defined as a domestic animal kept for pleasure or companionship.

##### Service Animal

A service animal is defined as a dog/mini horse individually trained to do work or perform tasks for the benefit of an individual with a disability, includ-

ing, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. The tasks must be directly related to the person's disability.

### Emotional Support Animal

An emotional support animal is defined as an animal necessary for the student to have an equal opportunity to thrive in a collegiate environment. There must be a relationship between the support the animal provides and the individual student's documented disability.

Emotional Support Animals are not Service Animals and do not accompany an individual at all times. The consideration of an Emotional Support Animal requires a prescription from a qualified healthcare or mental health professional. The documentation must demonstrate the use of the Emotional Support Animal would assist in managing symptoms related to the student's disability.

The animal is subject to an individualized assessment to determine whether the animal poses a health or safety threat to others (limits on breed, size, etc.).

The emotional support animal must remain in the student's individual residence. In order to allow the emotional support animal to be brought into the suite/apartment common space, the student must have approval of all suite mates/apartment residents. The emotional support animal must be kept in the individual residence's room when the student is not present in the room/apartment and must be placed in a kennel or restrained to ensure the emotional support animal does not leave its living area. The animal must be supervised by its owner when on University owned or regulated property (i.e. pet sitting is prohibited).

### Rules and Regulations

#### Pet

Pets are not permitted in University facilities.

### Emotional Support Animal

Unlike Service Animals, an Emotional Support Animal is viewed as a "reasonable accommodation" in a housing unit which otherwise has a "no pet" rule. Thus, exceptions are possible when the individual requesting the assistance of an Emotional Support Animal provides appropriate documentation to the University from a qualified diagnostician or medical professional that demonstrates the animal ameliorates a condition that qualifies as a disability. Even when such exceptions are granted, Emotional Support Animals are not guaranteed access to facilities to the same degree as are Service Animals; however, both Emotional Support Animals and Service Animals must meet safety and behavioral standards as outlined below.

Approval of an Emotional Support Animal should be obtained prior to the semester in which a handler wishes the animal to reside on campus. Handlers of Emotional Support Animals must complete the accommodations request form and submit to the Disability Services Coordinator along with the formal documentation. The supporting documentation must be on letterhead, from a qualified professional, explaining how the animal ameliorates functional limitations or otherwise addresses the needs of the handler. Specific areas of need that should be addressed include:

- Type of disability the student possesses
- How the animal will assist the student, including whether the animal has undergone any training
- The nexus between the student's disability and the assistance the animal provides

The Disabilities Services Coordinator, in tandem with the University ADA Coordinator and relevant University units (such as Student Housing), will determine the degree of access the Emotional Support Animal will be granted, informed by the qualified professional's explanation.

### Safety and Behavioral Requirements of Emotional Support Animals and their Handlers

1. **Identification and Other Tags:** The animal must have tags or some other method of indicating ownership and rabies clearances.
2. **Health and Vaccinations:** The animal must be well cared for and in good health. Owner must provide a current health certificate issued by a licensed veterinarian. The animal must be clean, free of parasites (including fleas), and in good health, according to local laws. All animals on campus must have an annual clean bill of health from a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current. Applicable animals must wear a current rabies vaccination tag. Proof of vaccination must be filed with Disability Services. A person with an ill animal may be asked to remove the animal from University facilities. All health and vaccination expenses are responsibility of the handler.
3. **Restraint:** The animal must be kept on a leash and under the control of the handler when outside of a residential room. Animal must be in kennel when owner is not in the residence hall/off-campus apartment.
4. **Under Control of Handler:** The handler must be in full control of the animal at all times. The care and supervision of the animal is the sole responsibility of its handler. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons.
5. **Campus Residence Responsibility:** Handlers living in University-sponsored/owned housing are responsible for any damage caused by their animal. When animals are left unattended in a residence, they are required to be kenneled or restrained with a tie down. It is the responsibility of the handler to ensure others are not disrupted by an unattended animal (e.g. no vocalizing).
6. **Cleanup:** Always carry equipment and bags sufficient to clean up the animal's feces. Properly dispose of the feces in a prearranged area. Persons who are not physically capable of picking up and disposing of the feces are responsible for making all necessary arrangements for assistance. The University is not responsible for these arrangements. The owner must maintain a clean, odor-free environment with the animal and must clean up and appropriately dispose of all animal waste. Specific areas for animal defecation will be determined on a case by case basis. If the animal has an accident (vomits, urinates, and/or defecates) on carpet or fabric, the student must clean it to the best of their ability and then put in a work order for maintenance to come and disinfect the affected spot.
7. **Disruption:** The handler of an animal that is unruly or disruptive (e.g., barking, running around, aggressiveness towards others, bringing attention to itself) may be asked to remove the animal from University facilities. If the improper behavior happens repeatedly, the handler may be disallowed to bring the offending animal into University facilities until the handler takes significant steps to eliminate the behavior.
8. **Upon approval,** a student must meet with the Disability Services Coordinator to review applicable guidelines and responsibilities.

### Service Animals

#### Types of Working Animals Allowed On Campus

1. **Dog Guides** are trained to assist blind or visually impaired handlers in navigating their physical environment.
2. **Hearing Dogs** are trained to alert deaf or hard of hearing handlers to specific important sounds in the environment.
3. **Mobility Assistance Dogs** are dogs that have been trained to assist a person who has mobility impairments.
4. **Medical Alert Dogs** are trained to notify persons with a medical disorder to a change in physiological status. Diabetic Alert Dogs alert to a change in the blood-glucose levels of their diabetic handler. Migraine Alert Dogs alert to an oncoming migraine headache in their susceptible handler. Seizure Alert Dogs alert to oncoming seizures in their epileptic handler. Asthma Alert Dogs alert to impending asthma attacks in their

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asthmatic handler. Psychiatric Alert Dogs alert to mood cycling in bipolar handlers, or impending panic and anxiety attacks in handlers with these conditions.

5. Social Signal Dogs are trained to assist a person with autism.

## Determination of Service Animal Status

When it is readily apparent to a University employee that a dog is trained to do work or perform tasks for an individual with a disability under this protocol (for example, if the dog is observed guiding an individual who is blind or has low vision, or pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability), no further inquiry should be made to determine the dog is a Service Animal under this protocol, and is thus allowed in areas open to the public on campus. However, when not readily apparent, University employees may elicit additional information only as it is necessary to make a determination: (1) the dog is required due to a disability; and (2) of what specific work or tasks the dog has been trained to perform. Ottawa University employees will not inquire about the nature or extent of the individual's disability before allowing use of the dog as a Service Animal in public areas on campus, nor require documentation of the dog's certification or training.

## Safety, Behavioral Requirements and Responsibilities of Service Animals and their Handlers

1. Complete and submit OU Disabilities Services Form.
2. Identification and Other Tags: The animal must have tags or some other method of indicating ownership and rabies clearances. It is strongly suggested but not required Service Animals be fitted with some type of identifying equipment such as a harness, cape or backpack as appropriate.
3. Health and Vaccinations: Provide a current health certificate issued by a licensed veterinarian. The animal must be clean, free of parasites (including fleas), and in good health, according to local laws. All animals on campus must have an annual clean bill of health from a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current. Applicable animals must wear a current rabies vaccination tag. Proof of vaccination must be filed with the Disability Services Coordinator. Service Animals that are ill should not be taken into public settings. A person with an ill animal may be asked to remove the animal from University facilities. All health and vaccination expenses are responsibility of the handler.
4. Restraint: The animal must be kept on a leash and under the control of the handler when outside of a residential room.
5. Under Control of Handler: The handler must be in full control of the animal at all times. The care and supervision of a Service Animal is the sole responsibility of its handler. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons.
6. Campus Residence Responsibility: Handlers living in University residences are responsible for any damage caused by their animal. When working animals are left unattended in a residence, they are required to be kenneled or restrained with a tie down. It is the responsibility of the handler to ensure others are not disrupted by an unattended animal (e.g. - no vocalizing).
7. Cleanup: Always carry equipment and bags sufficient to clean up the animal's feces. Properly dispose of the feces in a prearranged area. Persons who are not physically capable of picking up and disposing of the feces are responsible for making all necessary arrangements for assistance. The University is not responsible for these arrangements.
8. Disruption: The handler of an animal that is unruly or disruptive (e.g., barking, running around, aggressiveness towards others, bringing attention to itself) may be asked to remove the animal from University facilities. If the improper behavior happens repeatedly, the handler may

be disallowed to bring the offending animal into University facilities until the handler takes significant steps to eliminate the behavior.

9. Registration Required: All working animals must be registered with Disability Services. Failure to register or maintain an animal, as required above, may subject the handler to fines or refusal by the University for the animal to remain on campus.
10. All costs associated with the working animal are the responsibility of the handler. This includes, but not limited to: damage to property, health and vaccination care, food, registration and special equipment

## Circumstances that May Exclude A Service Animal and/or Emotional Support Animals from University Facilities

Service Animals under state and federal law are permitted in University facilities except under limited circumstances. Service Animals may be excluded from University facilities under certain circumstances when necessary to protect legitimate University interests. Access to areas is subject to conditions and limitations established by law and are applicable alike to all persons. These circumstances may include:

1. Interfering with the work of another Service Animal.
2. Causing a "fundamental alteration" of curricula, services, activities or programs due to the presence of an animal.
3. The animal or handler failing to maintain appropriate behavioral standards and/or hygiene.
4. Maintaining and protecting the rights of others under the ADA/504.
5. Protecting University property.
6. When the presence of the animal poses a 'direct threat' to the health and safety of the public, employees, and students.

## Requirements for Faculty, Staff, and Students

1. Allow a Service Animal to accompany the handler at all times and everywhere on campus, except where Service Animals are specifically prohibited (subject only to the conditions and limitations established by law and applicable alike to all persons).
2. Do not pet or touch a Service Animal; petting the animal while it is working distracts it from the tasks at hand and may cause the animal to be corrected or the handler to be injured.
3. Do not feed a Service Animal. The animal may have specific dietary requirements. Unusual food may cause the animal to become ill.
4. Do not deliberately startle a Service Animal.
5. Do not attempt to separate a handler from his or her Service Animal.

## Responsibilities of Disability Services

1. Maintain a current registry of Service and Emotional Support Animals on campus.
2. Collect and keep on file current health certificates.
3. Notify appropriate personnel/campus offices of the animal and handler/partner.
4. Provide the campus community with guidelines for appropriate interaction with the animal as needed.

## Students with Temporary Disability

Students who have temporary disabilities (a broken leg or other injuries or illnesses related to accidents, illness or surgery) may contact the disabilities coordinator for assistance. Students may receive temporary parking permits, assistance to and from class, supplemental tutoring services, and referrals for additional assistance.

## Confidentiality

Students with disabilities cannot be discriminated against under Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990. Within these acts, the federal government requires all informa-



tion related to a person's disability be kept confidential. All files related to disabilities will be kept secure, and information will only be shared with staff and faculty members who need to know about a person's disability and when there is a compelling reason to share this information.

## GANGWISH LIBRARY

Gangwish Library strives to provide an environment, services and resources that support the educational goals and purposes of Ottawa University. To support this mission, the library and its staff are committed to:

- Ensuring print, multi-media and electronic resources; reference materials; and library services are responsive to and meet the needs of students and faculty.
- Providing diverse materials that represent cultural, ethical, philosophical, educational, and religious perspectives.
- Participating in the larger resource-sharing community.
- Providing instruction on how to use the library and its services, e.g. how to search the library databases.
- Providing information literacy courses that provide students with the critical thinking and technology skills needed for them to become information literate by the time they graduate.

The Gangwish Library can be accessed via the MyOttawa student portal at [www.ottawa.edu/GangwishLibrary](http://www.ottawa.edu/GangwishLibrary).

The Gangwish Library hours are listed on the Gangwish Library's page on MyOttawa and in the Building/Service Hours section of this handbook. Vacation hours will be posted at the library front door. Other special hours will be posted as well. The library provides students with access to the Library Catalog, the FullText Finder, the Ebsco Discovery Search, LibGuides, the Virtual Librarian and to a large number of full-text periodical databases and e-book collections via the Ottawa University Student Portal.

The Gangwish Library serves the academic research needs of the Campus by providing on-site access to approximately 50,000+ books and 135,000 e-books, and collections of hard-copy periodicals, reference materials and media (DVD, Videos) along with access to numerous electronic databases and resources in the student portal and the library website. Additional Library Services include interlibrary loan, photocopying, assistance in using resource materials, research planning and help with the utilization of writing styles e.g. APA and MLA when writing academic papers.

The Gangwish Library can also be accessed via the "Library" tab in Blackboard. Students must be logged into Blackboard before they can access this website.

Ottawa University students with reference questions can

- call the librarians directly for help at 785-248-2535 or 785-248-2536
- contact the Virtual Librarian Online Reference Desk at [ask@ottawalibrary.com](mailto:ask@ottawalibrary.com)
- text the librarian at 785-693-2033
- chat through the Virtual Librarian

Ottawa University students have access to the library databases with only one login into the MyOttawa Portal.

## OTTAWA UNIVERSITY FAN SHOP

Students at any Ottawa University campus may purchase textbooks and other school supplies from the University Fan Shop online (<http://ottawa.edu/FanShop>) or their respective campus location. The Fan Shop also offers clothing, novelties, supplies, and greeting cards. The store accepts cash, personal checks, MasterCard, Visa, and Discover for the amount of purchase only.

The University Fan Shop is open Monday through Friday from 8:00 a.m. to 5:00 p.m. unless otherwise posted. Weekend and summer hours vary.

## Textbook Orders

Ottawa University Fan Shop offers a textbook pricing comparison function on its online bookstore. It is designed to allow students the ability to compare other retailer prices against Ottawa University website prices.

The advantages to this include:

- Students can sometimes forget how valuable buying from the campus bookstore can be: easy returns, same-day pickup, and guaranteed accuracy.
- It helps students compare offers on more than just price.
- It allows students to see that Ottawa University prices are competitive, particularly when it comes to renting titles.

When entering the Ottawa University Fan Shop website (<http://ottawa.edu/FanShop>), students will go to the TEXTBOOKS icon located at the top of the page.

1. Select GET TEXTBOOKS
2. Select the Term, Department, Course, and Section affiliated with your class.
3. Click the ADD button to add the class to your course list.
4. Repeat these steps as many times as you like to select books for multiple classes.
5. Click the GET YOUR BOOKS button to see a full list of all your books for each selected class.
6. Students then choose the Term Name, Department, Course, Section, and Titles they wish to compare.

When the student chooses to "Begin Price Comparison", the screen shows the title in the top left, along with the store prices to the right. Beneath store prices is a listing of alternate prices from other vendors.

The student can then choose to add either your book, or the competitor's book to their cart. In both cases, the items appear in their shopping cart with the Ottawa University site, thereby allowing them to complete the transaction, or continue shopping, without having to leave the website.

Please note that Ottawa University students are eligible to receive a book advance (check with your financial aid advisor for details) for purchasing textbooks. The book advance is only applicable to items purchased through the Ottawa University Fan Shop.

The Gangwish Library can be accessed via the MyOttawa student portal at [www.ottawa.edu/GangwishLibrary](http://www.ottawa.edu/GangwishLibrary).

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## **STUDENT CODE OF CONDUCT**

# University-wide: Student Code of Conduct

## STUDENT CODE OF CONDUCT

### PURPOSE AND PHILOSOPHY

The purpose of Ottawa University's Student Conduct Code is to promote a positive, inclusive environment of mutual respect and understanding that fosters student and academic development of her students. The Student Code of Conduct's foundation is rooted in Ottawa University's commitment to Christian values, community, unity and integration of knowledge, and especially her students. Ottawa University prides itself on being a Christ-inspired community of grace and open inquiry, and that graciousness applied to the student learning process is the founding tenet of the Student Code of Conduct. Education, immediate and lifelong, is reflected in the mission of the institution along with the Student Code of Conduct.

Ottawa University's mission stresses the significance not only of each student's humanity, but each person's role in the Ottawa University community. The Office of Student Affairs works diligently to provide a campus environment where students take responsibility for their actions and inactions. Ottawa University views its conduct process as a learning experience focused on student personal growth and development. The code is meant to facilitate and support student understanding of their roles and responsibilities within both the Ottawa University and the greater local, national, and global communities.

### APPROACH TO THE CONDUCT PROCESS

The Student Code of Conduct promotes honesty, integrity, accountability, rights and responsibilities associated with being a constructive member of the Ottawa University community. The code describes expected standards of behavior for all students along with the process for managing violations to the code. The Code is not meant to be an exhaustive list of prohibited behavior, but rather serves student conduct in a broad context. The Dean for Student Affairs, or his/her designee, reserves the right to define and interpret the Code and conduct procedures. Ottawa University has the right to amend the Code at any time. Those substantive amendments/changes will be communicated via campus email and posted on the student section of the MyOttawa portal.

The Student Code of Conduct is Ottawa University's policy regarding non-academic issues of students and student organizations. Academic issues are not covered by this Code, but fall within the authority of the academic unit of the University.

Ottawa University is committed to the protection of human dignity, the burden of responsible behavior and providing students with a fair and educational conduct process that supersedes technical and legalistic approaches to inappropriate behavior. The Ottawa University Student Code of Conduct is educational in its approach, and serves to educate students about their choices and responsibilities as citizens of the Ottawa University, the Ottawa community, and the greater national and international communities.

Ottawa University conducts student disciplinary matters on a progressive discipline basis whereby infractions have a cumulative effect. It should be understood that the campus conduct process will not operate as a civil court; students are subject to federal, state and local laws as well as institutional regulations. A student is not entitled to greater immunities or privileges before the law than those generally enjoyed by other citizens. Students are subject to reasonable disciplinary action as deemed appropriate for the breach of federal, state or local laws which are likely to have an adverse effect on the institution or on the educational process, or where an offender may endanger other persons on campus.

Ottawa University requires of its students superior ethical and moral behavior above and beyond the standards of civil and criminal codes. In support of this, Ottawa University, as a private independent college, has broad discretion in establishing disciplinary rules and procedures through its agreement relationships with each student.

### Definitions

1. The term "University" means Ottawa University.
2. The term "student(s)" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. The Student Code of Conduct applies to all locations of the University.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by Campus Executive/Dean of Student Affairs, or his/her designee.
6. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
7. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
8. "Off-campus Behavior" refers to student behaviors and actions that take place away from official campus grounds or at University-sponsored events. The Student Code of Conduct is based on shared values, and as such, sets a range of expectations for the Ottawa University student no matter where or when the student's conduct may take place.
9. "Violation" refers to any behavior that is unacceptable as described in the Student Code of Conduct.
10. "Notice" means written notice and includes email messages.
11. "Property" includes physical property, intellectual property, and computing and communication files and resources.
12. "Guests" applies to all guests of the University community members whose hosts are held accountable for the conduct of said guests.
13. The term "policy" is defined as written regulations of the University found in but not limited to the Employee/Student Handbooks and the University catalog.
14. The term "Reporter" means any person who submits information alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the Reporter, even if another member of the Ottawa University community submitted the information itself.
15. The term "Reported Student" means any student reported to have violated the Student Code of Conduct.
16. The Campus Executive/Dean of Student Affairs, or his/her designee, is designated by Ottawa University to be responsible for the administration of the Student Code of Conduct.
17. The term "Student Conduct Administrator" means a University official identified and authorized by the Campus Executive/Dean of Student Affairs to determine whether a student has violated the Student Code of Conduct and impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
18. The "University Conduct Review Committee" any person(s) authorized by the Campus Executive/President/Provost to consider an appeal from

a Student Conduct Administrator's determination as to whether a sanction imposed by the Student Conduct Administrator is believed to have exceeded the level of impact of the policy violated.

19. "Finding of Responsibility" is when a determination is made that the reported student is found to have been in violation of the Student Code of Conduct, as outlined in University policy. Reported student may also be found "not responsible."
20. "Peace Officer" is a person designated by the state or federal government with the responsibility of enforcing laws or policies.
21. "Preponderance of Information" is the standard of proof for incidents of non-academic misconduct. Preponderance of information is defined as information that a reasonable person would find more likely than not to have occurred.
22. "Incident Report" is a form used at Ottawa University to officially report an alleged policy violation.
23. "Witness" is any individual who may have information relating to a conduct case.
24. "Student Conduct Advocate" is any person a student wishes to bring to a conference as support. Student Conduct Advocates do not participate in the conference or any other part of the conduct process. Their sole role is to be support for the student.

#### General Understanding

1. This Student Code of Conduct also applies to student groups, athletic groups and organizations at the University, regardless of whether they are formally recognized by Ottawa University or receive funding, directly or indirectly, from the University.
2. Ottawa University reserves the right to alter this Student Code of Conduct at any time. The current Student Code of Conduct supersedes all previous Student Code of Conduct's and the policies expressed in the latest policy revisions shall be controlling in all student conduct issues.
3. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
4. The failure of a student to appear and/or respond to the conduct process does not prevent the University from proceeding with the conduct process.
5. The Campus Executive/Dean of Student Affairs has been specifically designated by the University to be responsible for the administration of the Student Code of Conduct.

#### Student Code of Conduct Authority

1. The Campus Executive/Dean of Student Affairs serves as and authorizes specific staff as Student Conduct Administrators. Currently, Student Conduct Administrators include the Associate Dean of Student Affairs and Residence Life professional staff. Additional Student Affairs staff may be designated at Student Conduct Administrators as needed.
2. The Associate Dean of Student Affairs/Dean of Student Affairs designee shall develop policies for the administration of the student conduct system.
3. Decisions made by the Student Conduct Administrators shall be final, pending normal appeal process.

#### Jurisdiction of the Student Code of Conduct

The University Student Code of Conduct shall apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to student's

conduct even if the student withdraws from school while a disciplinary matter is pending.

The Campus Executive/Dean of Student Affairs, or his/her designee, shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

#### Student Rights in the Conduct Process

- a) Written notice of the specific policy violations– at least three (3) business days prior to the scheduled conference;
- b) Reasonable access to the information prior to and during the conference;
- c) Opportunity to respond to the information and to call relevant and necessary witnesses;
- d) The right to a fair and consistent conduct process;
- e) The right to an administrative resolution of the reported violations no later than ten (10) business days after the conference. Should the investigation require more research, decisions may be delayed. Reasonable delay in the decision does not absolve student responsibility.
- f) The right to appeal the decision of the conference if the decision meets the criteria for an appeal.

#### Administrative Discretion

Ottawa University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the Campus Executive/Dean of Student Affairs, or his/her designee, as deemed necessary for the safety and/or well-being of the student and/or others.

### STUDENT CODE OF CONDUCT PROCESS

#### 1. Reporting and Initiation of Conduct Process

- A. After Receiving an Incident Report (IR), the Student Conduct Administrator:
  - i. Shall determine whether the IR sufficiently reflects information that a violation of the Student Code of Conduct may have occurred;
  - ii. Shall determine whether the IR primarily reflects academic or non-academic misconduct and shall request the Dean/designee to reassign the matter if necessary;
  - iii. After receiving the IR, the Student Conduct Administrator may interview the person filing the IR and other persons with information, and may seek additional information regarding the information in the IR.
- B. If the Student Conduct Administrator determines that the Student Code of Conduct has not been violated or that a violation cannot be substantiated, the situation will end at that time.
- C. If the Student Conduct Administrator determines that a matter should not be pursued under the Student Code of Conduct, the Student Conduct Administrator may still recommend that an education conference be held with the reported student(s), so that the perceived conduct at issue is not repeated, or so that the reported student(s) may better understand the effects and consequences of the perceived actions.
- D. The IR will be considered an allegation under the Student Code of Conduct only after the Student Conduct Administrator determines that a sufficient basis exists to believe that a policy violation may have occurred.
- E. If the Student Conduct Administrator believes that a violation of the Student Code of Conduct may have occurred, the Administrator shall notify the reported student by campus email of the alleged violation [see item #2 – notice], will set a time to meet with the reported student in person [see item #3 – case conference/meeting], and will gather any other information needed to resolve the matter.

# University-wide: Student Code of Conduct

- F. At the meeting, the Student Conduct Administrator will review with the student the following:
  - i. An explanation of any Conduct Code violations at issue;
  - ii. A summary of the information gathered;
  - iii. Reasonable opportunity to respond, and;
  - iv. An explanation of the conduct process.
- G. During the meeting with the reported student, both the Student Conduct Administrator and the reported student may have witnesses available, but the witnesses need not be in the same room as the reported student.
- H. After carefully considering the information gathered, the Student Conduct Administrator shall determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate sanction(s) that apply.

## 2. Notice

- A. The Student Conduct Administrator shall initiate the conduct process by sending written notice to the reported student at the University email address of the reported student. Notice to the student will be considered furnished when the email is sent to the student's Ottawa University-provided email address at least three (3) business days prior to a scheduled conference with the Student Conduct Administrator. The notice shall include:
  - i. A description of the reported misconduct;
  - ii. The Student Code of Conduct provision that are reported to have been violated;
  - iii. A statement informing the reported student that s/he will be given an opportunity to respond to the alleged violations of the Student Code of Conduct and to call relevant and necessary witnesses.
  - iv. A date and time for the conference in which the reported student must meet with the Student Conduct Administrator. If the reported student is unable to meet during this time, it is the reported student's responsibility to reschedule in advance of the conference.

The reported student shall have the right to a fair and consistent conference. If the reported student does not attend the conference meeting, the Student Conduct Administrator can decide the outcome of the case in the reported student's absence.

## 3. Conference Meeting

- A. At the conference meeting, the Student Conduct Administrator shall explain the conduct process and answer any questions the reported student may have. The Student Conduct Administrator shall review the report with the reported student. The reported student shall have the opportunity to present documents and to explain his/her understanding of what occurred. The Student Conduct Administrator may discuss the matter further with the reported student, pursue further investigation as needed, and based on information received, determine by a preponderance of the information whether or not the reported student has violated the Student Code of Conduct.
- B. A Student Conduct Advocate of the student's choosing may be present at the meeting. The Student Conduct Advocate may support, but is not permitted to speak and/or participate in the conference process during the conference.

## 4. The Decision

- A. After the conference meeting, the Student Conduct Administrator may find by "a preponderance of the information" that the reported student is not responsible, or may find that the reported student is responsible and issue a sanction based on that finding. The Student Conduct Administrator shall endeavor to have a decision that resolved the reported violation(s) no later than ten

(10) business days after the conference. Should the investigation require more research after the conference meeting, further conferences may be scheduled, and decisions may be delayed. Delay of decision does not absolve student responsibility.

## 5. Sanctions

Below is a non-exhaustive list of sanctions that may be imposed on responsible individuals under this Code. What sanction or sanctions are appropriate in a particular conduct event will depend on the circumstances. Multiple sanctions may be imposed in connection with any violation.

- i. Written Warning or Reprimand. A notice in writing to the student that the student is violating or has violated institutional policy(s).
- ii. Disciplinary Probation. This is a form of probation that is distinct from probation that may be imposed as a result of academic performance. A student may be placed on probation. Probation lasts for a specific period of time, and is implemented by semesters. Any violation of the Student Code of Conduct or the conditions of probation committed during the probationary period shall result in further disciplinary action such as suspension or dismissal.
- iii. Letter of apology or explanation of conduct.
- iv. Parental and/or Athletic Director/Coach notification. For Drug and Alcohol violations, parents and/or coaches may be notified.
- v. Restorative Response.
- vi. Financial restitution.
- vii. Educational project. Including but not limited to: writing a paper, reading a book, planning and presenting a program, or attending a class.
- viii. Counseling Referral to the Ottawa University Counselor. The Ottawa University Counselor may refer to off-campus counseling resources.
- ix. Exclusion or Restriction. Prohibited involvement from one or more activity, person, event, function, benefit, privilege, or physical location of or within Ottawa University. Exclusion or restriction may include a No Contact Order (NCO) in specific instances where a victim of domestic violence, sexual assault, or other instances where a victim requests no contact order. A no contact order can also be issued at the discretion of the Dean of Student Affairs or his/her designee.
- x. Administrative Move within the Residence Life system.
- xi. Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission to the residence hall may be specified. Suspension from a residence hall may impact student status. See Campus Housing policy in the Student Handbook.
- xii. Residence Hall Dismissal. Permanent separation of the student from the residence halls. In some cases, this may impact the status of the student expelled as for many students it is compulsory to reside on campus. See Campus Housing policy in the Student Handbook.
- xiii. Suspension in Abeyance. The student is suspended from the University, but due to mitigating circumstances the suspension is deferred, allowing the student to continue with daily college activities and providing a student with a final opportunity to prove s/he can operate responsibly within the community. If the student, through the conduct process, is found to have violated the Student Code of Conduct during the period of the suspension in abeyance, the student shall immediately be suspended from the University for the dura-

tion of the abeyance as well as given additional sanctions, including an extension of the suspension, or dismissal. A suspension notation does not appear on the student's transcript during the period of suspension in abeyance.

- xiv. Suspension. The student is required to leave the University for a specific period of time. An indication of suspension appears on the student's transcript. After the period of suspension has expired, the transcript notation shall be removed. Suspension from the University includes an exclusion from campus property and University activities during the period of suspension.
- xv. Dismissal. The student required to permanently leave the University. A notation of dismissal remains permanently on the student's transcript. Dismissal from the University includes an automatic exclusion from campus.
- xvi. Special Note: Alcohol and Other Drugs Policy Violation Sanctions. Ottawa University recognizes the negative effects that alcohol and other drugs have on individuals and the larger Ottawa University community. For the health and safety of the community, Ottawa University operates dry campuses. University/Blue Mountain Apartments, a non-campus, University-owned and managed residential facilities, permit cereal malt beverages with limitations for students of legal drinking age. Ottawa University understands the implications of alcohol and drug abuse and misuse on individual's academic and personal endeavors, and seeks to provide a healthy and safe campus and living environment to all of its constituents.

Ottawa University has developed the following process regarding violations to its alcohol and other drug policies. Ottawa University has followed the guidelines set forth in the Drug-free Schools and Communities Act and Amendments of 1989 in implementing its enforcement of the alcohol and drug usage policy. For more information, see the Appendix C.

Sanctions for alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s) including but limited to: public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstructions of a peace officer, or failure to cooperate with a University official. Sanctions may also be more severe if the incident is accompanied by other violations of the Student Code of Conduct.

## 6. Mitigating and/or Aggravating Factors

- A. In determining the sanction, the Student Conduct Administrator may consider mitigating and aggravating factors. A non-exhaustive list of factors that may be considered include the following:
  - i. Pre-Notification Admission. When a reported student voluntarily admits misconduct before learning that someone has referred the matter or is about to refer the matter.
  - ii. Other Admissions. Even an admission made after a notice has been initiated may have some mitigating value. This type of admission shows acknowledgment of the inappropriate nature of the reported student's conduct.
  - iii. Cooperation. The Student Conduct Administrator may consider how cooperative, or uncooperative, the reported student was during the process, including whether the reported student responded timely to inquiries and requests for meetings, provided requested information, and dealt honestly and civilly with the Student Conduct Administrator and others involved with the process.
  - iv. Intent. Conduct falls on an intent continuum that ranges from malicious, willful, intentional, reckless, and grossly neg-

ligent conduct on the more serious end, to merely negligent, careless, and accidental conduct on the less serious end. Where conduct falls on this continuum may be considered when determining sanctions.

- v. Degree of Harm or Seriousness of Violation. The degree of harm to others and the seriousness of the conduct are relevant factors in determining sanctions.
- vi. Prior Violations. Prior violations of the Student Code of Conduct may be considered as aggravating factors.
- vii. Discriminatory Motive. If a reported student is engaging in conduct prohibited under the Student Code of Conduct, also is found to have intentionally directed the conduct toward a person or group because of the race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, marital, or parental status of the targeted person or group, that discriminatory motive will be considered an aggravating factor in determining sanctions.

## 7. Appeals

- A. A decision reached by the Student Conduct Administrator or a sanction imposed by the Student Conduct Administrator may be appealed by the Reported Student(s) to Dean of Student Affairs or his/her designee within three (3) business days of the decision. The Dean of Student Affairs, or his/her designee, may assign the appeal to the Campus Life Committee. The appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee. If the student behavior resulting in the conduct process involved violent or dangerous behavior, the Dean of Student Affairs or his/her designee, shall be required to consider the safety of the Ottawa University community in its deliberations and recommendation, and any sanction imposed on the reported student shall not be stayed pending the appeal.
- B. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Administrator and supporting documents for one or more of the following purposes:
  - i. To determine whether the Student Conduct Administrator conference and deliberation was conducted fairly in light of the information presented, and in conformity with prescribed procedure giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Reported Student, a reasonable opportunity to prepare and to present a response to those allegations.
  - ii. To determine whether the decision reached regarding the Reported Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original deliberation, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct conference.
- C. If an appeal is upheld by the Dean of Student Affairs, or his/her designee, the matter shall be returned to the original Student Conduct Administrator for re-opening to allow reconsideration of the original determination and/or sanction(s). The decision on an appeal is considered final.



# University-wide: Student Code of Conduct

## GOOD SAMARITAN CLAUSE

Any student who seeks assistance for him/herself or another student from Campus Security, Residence Life, or professional medical personnel, for intoxication or overdose shall not be subject to formal Conduct System.

This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the Ottawa University alcohol policy. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol and does not extend to related infractions such as assault or property damage. Although formal disciplinary action may not be invoked, mandatory referrals for educational sessions and/or assessment at the student's own expense may be made.

## VIOLATION OF UNIVERSITY POLICIES

Any student found to have committed or attempted to commit misconduct is subject to disciplinary sanctions outlined herein, University catalog, or any other posted policy and emailed updates to policies. The policies listed herein are a summation; please see the University Policies and policies related to your specific campus for full policy content.

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



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## STUDENT & SUPPORT SERVICES

# OUKS: Student and Support Services

## STUDENT AND SUPPORT SERVICES

### CAREER SERVICES

The Career Services Center is available to assist students as they navigate through their career journey. Career planning and decision making is a developmental process. The responsibility of choosing, and preparing for a career, is ultimately the responsibility of the student. The career services center will provide support to each student who seeks assistance and participates in career programs, in the following ways:

- individual career counseling;
- assessment of career interests, aptitudes, preferences, experiences, and desired lifestyle;
- assistance with the identification of opportunities for internships;
- locating employer contacts for on- and off-campus employment;
- offering workshops on topics such as resume writing, interviewing skills, professionalism, social media, soft skills, workplace prep, etc.;
- planning and promoting career events;
- offering use of online access to products, such as the Journey Product through Kansas Career Pipeline, where students can match their interests, skills, activities and values with potential majors and careers.
- online job search;

And much more! We are here to serve your individual needs.

The Career Services are housed in the Adawe LifePlan Center on the first floor of the Administration Building. Please seek our assistance, we are interested in serving your individual needs.

First year students, your Adawe Advisor is designated as your primary advising contact and will get you started down the right path in your first meeting with a general introduction to the Journey Product and its self-assessment feature; which will help you in the development of your LifePlan Narrative document you will complete as an OU student. This product will help you in your career journey in many other ways as well. It is important for you to become familiar with this product and its features.

### Student Employment

The Office of Financial Aid administers the student employment program. The purpose of the student employment program is to offer students part-time jobs while attending Ottawa University to help cover education-related expenses. These positions provide students with work experience and training for future employment. Students should refer to the Student Employment Handbook, located on the My Ottawa Portal, for additional information.

### COUNSELING SERVICES AND RESOURCES

The Counselor is located in the lower-level of Ward Science Hall. Regular office hours are from 9:00 a.m. to 4:00 p.m. Various types of personal counseling opportunities are offered through the Office of Counseling Services. The Counselor coordinates preventative programming throughout the year. Counseling for individuals, couples, and groups is offered by the Counselor. Students may seek counseling for problems such as relationships, sexuality, grief and loss, substance abuse, depression and interpersonal relationships. Referrals to other social service agencies are provided when deemed appropriate. In addition to the more formalized counseling provided by the Counselor, the Dean of Student Affairs and Enrollment or other Office of Student Affairs staff members may also provide support and counsel.

Standard professional guidelines concerning confidentiality are followed. Appointments are preferred, yet walk-ins are available. Counseling after regular office hours is available for special situations. On-call emergency/crisis care is also provided. On-campus students should first turn to the residence life staff person who will in turn contact the appropriate party. Off-campus students may refer to opening pages of the Student Handbook for a list of emergency numbers.

### Counseling Online Resources

To provide convenient information and self-evaluation source for students to explore in the privacy of their choosing, Ottawa University Counseling Services has affiliated with the following not-for-profit organizations to provide accurate and direct information about mental health and substance use issues.

There are a number of resources one may access without charge to find support while attending college.

- YouLifeLine.org: An online resource for college mental health [www.youlifeline.org](http://www.youlifeline.org).
- NAMI: National Alliance on Mental Illness: Awareness, education, and advocacy for individuals and families affected by mental illness [www.nami.org](http://www.nami.org).
- The Jed Foundation: Working to reduce emotional distress and prevent suicide among college students, The Jed Foundation is recognized as the nation's leading organization working to reduce emotional distress and prevent suicide among college students. Guided by leading experts, The Jed Foundation is changing the way students and their parents think about mental health, paving the way for more young people to get treatment and helping colleges create safer, healthier campus communities [www.jedfoundation.org/](http://www.jedfoundation.org/).
- Half of Us: A site affiliated with the Jed Foundation that offers some quick tips that everyone can use to take control of their emotional health [www.halfofus.com/getstarted.aspx](http://www.halfofus.com/getstarted.aspx).

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated through the Office of Student Affairs and Campus Facilities and Security for all residential facilities each semester. The minimum that the emergency response and evacuation procedures are tested in the residential facilities is twice per year. Residents will learn the location of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Residence Life does not notify residents in advance of the designated locations for long-term evacuations because decisions are affected by time of day, location of building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. Residence Life professional staff will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Ottawa University, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are also monitored by Director of Facilities, Campus Security, and Residence Life professionals to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Residents receive information regarding evacuation procedures during their first floor meetings and during other education sessions that they can participate in throughout the year. The paraprofessional staffs are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

### FOOD SERVICE

Beginning with the fall 2014, the Hetrick Bistro, located in the Gibson Student Center, houses all food service operations. The new facility has moved



Ottawa University to a food-court style service with broader hours and more flexibility for students and other patrons of the facility.

### Campus Dining Plans

In order to meet your campus dining needs, we have designed the following dining club membership plans. If you need to purchase a dining plan simply contact the Office of Student Affairs.

Having trouble deciding on a meal plan? Consider your daily routine. Do you eat three meals a day? Will your course schedule, studying, extracurricular activities, and social events interfere with dining? Will you miss dinner due to a job or evening course? Anticipating the answers to these and similar questions will help you to select a meal plan that best fits your lifestyle.

### Dining Information

#### Meal Plan Policy

All students residing in on-campus housing are required to purchase the All-Access meal plan, unless they reside in an on-campus apartment. The 100-block meal plan is only available to those students residing in an on-campus apartment, as well as those who reside off-campus. However, any student may purchase an All-Access meal plan if they so choose. Please note that dining dollars expire at the end of each semester.

Individuals residing in off-campus University or Blue Mountain Apartments who are 21 years of age or older (by August 31 [fall] and January 31 [spring]) may opt out of the meal plan requirement. Students under the age of 21 are required to purchase one of the meal plan options.

University-Owned Building	All Access Meal Plan	100-Block Meal Plan	No Meal Plan
Brown Hall	X	-	-
Bennett Hall	X	-	-
— Apartment	X	X	-
Martin Hall	X	-	-
— Apartment	X	X	-
Gillette House	X	X	-
Blue Mountain Apartment	X	X	X*
University Apartment	X	X	X*
Off Campus	X	X	X

\* Only available if you are 21 years of age or older by August 31 (fall semester) or January 31 (spring semester).

### Dietary Restrictions and Sick Trays

Do you have a particular minor dietary restriction? Please contact our General Manager to arrange for special meals or for more information.

For a more significant dietary restriction, please contact the Disability Services Coordinator at 785-248-2582.

Sick trays are available for students with a meal plan. If you are feeling under the weather and would like to order a sick tray, contact our General Manager at 785-248-2305. A sick tray will be appropriate to the nature or your illness.

### Dining Policies and Procedures

Our goal is to provide you with high quality food in a pleasant, clean and comfortable environment. To assist us in meeting this goal, we ask for your cooperation with the following:

- Please bus your tray and disposables from your table.
- Food, dishes and utensils may not be removed from the dining area.

### Catering Services

We are excited to be able to provide Ottawa University and its community with a full selection of catering services as part of our Campus Dining Program. For more information, contact the food service's General Manager at 785-248-2305.

### Campus Dining Employment

Earn extra income while on campus! Food services offer flexible hours to fit students course schedules, and the benefit of working "close to home." Interested students should contact the Office of Financial Aid.

### Feedback

We invite and encourage you to call us with any questions, comments or suggestions about our Campus Dining Program. Your feedback is always welcome as it can only help us to serve you better.

General Manager

785-248-2305

Email Address: dining@ottawa.edu

### Hours

Hetrick Bistro's hours of operation are as follows:

- Monday - Thursday 7:30 a.m. - 10 p.m.  
(2 - 5 p.m., Island, Grill and Salad Bar open only)
- Friday 7:30 a.m. - 9 p.m.  
(2 - 5 p.m., Island, Grill and Salad Bar open only)
- Saturday - Sunday 11 a.m. - 8 p.m.

### Meal Plan FAQs

Here are a few questions you might have regarding Ottawa University Meal Plans:

- Q. What are the requirements for each level of meal plan?
- A. Students residing in University housing are required to purchase a meal plan. First year students are required to purchase an All-Access meal plan. The 100-block meal plan is only available to students who live off-campus or reside in an on-campus apartment.
- Students residing in off-campus University/Blue Mountain Apartments who are 21 years of age (by August 31 [fall] or January 31 [spring]) or older are eligible to opt-out of the meal plan requirement. Those students who are under 21 years of age are required to purchase one of the meal plans.
- Q. Will I be able to change my meal plan? When?
- A. Yes. You have the ability change your meal plan up to 1-week after the first day of classes. There will be a price adjustment for meal plan changes.
- Q. What if I have food allergies, gluten free, will there be options for me?
- A. If you have special dietary needs, please report those to the Office of Student Affairs. Accommodations will be made on a case by case basis.
- Q. Can I get free ice cream?
- A. Yes.
- Q. What if practice runs late, will I still be able to eat?
- A. This new dining format actually provides longer hours to be able to eat. The Gibson Student Center will have five dining stations. A minimum of two of those stations will be open **7:00 a.m. through 10:00 p.m.** (unless otherwise posted), to allow for more flexibility for getting meals.
- Q. Will the menu have prices for those without a meal plan?
- A. Yes. The Gibson Student Center will be inviting to off-campus guest and students not on meal plans, as the cost will be clearly articulated with each item.
- Q. Will anyone be allowed to eat in the dining area?
- A. The Gibson Student Center is open to anyone interested in dining with the University. Outside food is permitted to be brought into the facility, but guests are welcome to purchase items within the Center.

# OUKS: Student and Support Services

Q. Can I swipe for friends or family?

A. Not with the All-Access meal plan; however, the 100-block meal plan can be utilized for anyone you choose.

Q. What if my Braves Card gets stolen or lost?

A. You should IMMEDIATELY report a lost or stolen card to the Office of Student Affairs, so that the card can be inactivated and a new one re-issued.

Q. Can I get things to go?

A. Pre-packaged items are available for purchase at the Island station in the Gibson Student Center.

Q. Will I be able to use dining dollars anywhere outside the food station?

A. Dining Dollars are only available to be utilized within the Gibson Student Center, Hetrick Bistro. You may add Braves Cash to your Braves Card that can be used at other locations on campus, including vending machines, University Fan Shop, laundry, Copy Center, etc.

Q. If I have the 100-block meal plan, can I add more meals on my card?

A. You are always able to add funds to your Braves Card in the form of Dining Dollars. Funds can be added online at <https://BravesCard.ottawa.edu>, in the Business Office or at the ADM located just inside the north doors of the Gangwish Library.

Meal plans have been adjusted with you in mind. We want you to get the most out of your meal plan.

## HEALTH SERVICES

A registered nurse staffs the campus Health Center on a part-time basis. The campus nurse is on duty approximately 30 hours per week during the fall and spring semesters. Hours are posted each semester, and students are notified of the office hours.

## Insurance Requirements

Every enrolled student must be covered under an adequate health coverage plan and provide the information annually to Ottawa University. Changes in health coverage must also be reported to the institution immediately. Adequate is defined as:

- comprehensive coverage (includes, medical visits, prescriptions, hospitalizations, emergency and urgent care);
- services must be covered in the state of Kansas; and
- cannot exclude sports injuries.

Annually ALL new AND returning students will need to complete the health services link (<https://studentcenter.uhcsr.com/ottawaks>). Every student will need to enroll in or waive medical coverage for the 2018-19 academic year. Ottawa University is offering a medical policy if a student is currently non-insured or underinsured; fees do apply which may alter your financial packaging.

## IMPORTANT:

- Students will NOT be allowed to participate in activities or athletic practices until this process is complete. Fall athletes arriving on campus early must have it completed by the day they arrive.
- If the process has not been completed by midnight prior to the first day of practice and/or first day of class, students will be responsible for payment of the premium for the health coverage.
- Financial clearance status may be altered should a student be enroll in Ottawa University health coverage. The student MUST contact Accounts Receivable in order to verify any changes that may occur to the student's financial packaging.

## Vaccinations

In compliance with recommendations from the American College Health Association and in an effort to protect the health and well-being of students, Ottawa University requires the following:

- All newly enrolled (or readmitted) students born on or after 1957 must show proof of two vaccinations for Measles, Mumps and Rubella (MMR).
- All newly enrolled students living in university housing must show proof of the meningitis vaccine (16 years of age and older) or a meningitis vaccine (prior to age 16) and a vaccine booster.
- International students and/or any student identified as high risk must have a tuberculosis (TB) skin test within three months prior to the start of courses or proof with a negative chest X-ray. Results from outside the United States cannot be accepted. Please be aware the student may be asked to complete subsequent screening and/or treatment and failure to do so will be considered a violation of this policy.

Reference <http://cdc.gov/vaccines/acip/index.html> to review the information regarding recommendations, including schedules, indications, precautions and contradictions for immunizations provided by the Advisory Committee on Immunization Practices (ACIP) as published by the U.S. Centers for Disease Control and Prevention (CDC).

Students must have their health history form and immunization records completed and on file prior to moving in to campus housing. Failure to provide immunization documentation by the move-in date will result in a \$50 fine. If documentation is not received by the first day of class \$150 fine will be assessed. If documentation is not received by August 31 (fall semester) or January 31 (spring semester) the student may be dis-enrolled from courses with no refund.

## Exemptions

### Medical

If you have a medical condition, including pregnancy, which prohibits you from completing any of the requirements, you may submit an exemption request. If such condition is temporary, follow-up arrangements will be made. Medical exemptions must include a statement completed by your licensed medical provider (MD, DO, APRN, PA, RN).

### Good Cause/Religious/Philosophical/Moral Conviction

If you object to one (1) or more of the requirements, based upon good cause, religious, philosophical, or moral convictions, you may submit an exemption request. The exemption must state the reason and be notarized.

## All Exemptions

All exemption requests must be discussed in person with the Student Health Center medical staff and/or their designee. Any student requesting a nonmedical exemption to required vaccines will be encouraged to receive counsel by a health service clinician and may be excluded from school during outbreaks of vaccine-preventable diseases.

To retrieve and complete a copy of the exemption form, please make your request in the Office of Student Affairs.

Submit all health forms, immunization records and exemption forms to the Office of Student Affairs, located in the Administration Building-Room 201. If you would prefer to submit documents via fax, please send to 785-229-1017. Faxing the exemption form is not considered a confidential form of submission. Questions and/or concerns about the immunization policy can be directed to Sarah Sipple at 785-248-2313.

## Health Service Offerings

The Health Center advocates preventive medicine and uses letters, videos and personal consultation to educate students about their health. Students may seek treatment in the health center for:

- typical illnesses, such as colds and flu
- minor injuries

- blood pressure checks
- over-the-counter medications
- strep tests
- community resources
- referrals to physicians

The services listed above are provided to students free of charge. Students may also visit the Health Center for referrals to local physicians and clinics. Students must report all accidents, illnesses, and/or exposure to infectious diseases to the campus nurse as soon as possible.

Doctor visits, outpatient laboratory tests, emergency room treatment, and prescription medications are the student's financial responsibility.

#### **After-hours Care and Emergencies**

If the campus nurse is not available, students should contact an Office of Student Affairs staff member or call Campus Security.

In the event of a medical emergency, students should contact 911 or a residence life staff member (such as the area residence hall coordinator or resident assistant).

### **INTERNATIONAL STUDENT ADVISOR**

The International Student Advisor is generally responsible for coordinating services for international students. S/he may also answer occasional questions concerning foreign study abroad. This person acts as Ottawa University's liaison with the U.S. Citizenship and Immigration Service (USCIS), assisting international students with program extension, transfer to other schools, curricular or optional practical training and approval for employment off campus. The International Student Advisor also serves as the advisor to the Whole Earth Club which is open to both international and American students.

International students should feel free to contact the International Student Advisor on any matter. If s/he is unable to provide an answer, the student will be referred to the appropriate academic advisor, counseling staff, health staff, or others who can provide assistance.

The International Student Advisor's office is located in room 101 of the Administration Building.

### **MAIL SERVICE**

Ottawa University offers a wide variety of mail services, including United States Postal Service (USPS) mail, UPS and FedEx. Mail services are located in the Gangwish Library / Gibson Student Center. Mailboxes are located in the lower level of the Gangwish Library / Gibson Student Center. The lower level can be accessed via the elevator or north stair well.

Each student has his or her own mailbox and can receive USPS mail in their box as well as University memos, letters, newsletters and class papers. Students receive box numbers and keys at the beginning of the school year and will retain that same box as long as they are consecutively enrolled at OU. Each student/department will be issued a key for their mailbox.

Students, faculty, and departmental mail and packages will be delivered to mailboxes Monday through Friday by Noon.

#### **Packages**

Persons receiving a package will receive a notification that directs them to the appropriate parcel box or to the mail room. Packages too large for mailbox/parcel box delivery will remain in the mail room for retrieval. A key for the appropriate parcel box will be placed in their individual/departmental mailbox. When retrieving your package the key will be retained in the lock. Replacements keys are \$10 each and a replacement of the lock is \$20.

Families, friends and businesses should use the following format for incoming mail:

Ottawa University  
Student Name

1001 South Cedar Street, # \_\_\_\_  
Ottawa, KS 66067

Students may not forward mail during the Christmas break. Students may forward mail during summer break.

Students must contact individuals or companies and request a change of address. Students may not use the U.S. Postal Service forwarding requests to re-route mail because their address is the same as the entire University's.

### **PEER TUTORING SERVICES**

Ottawa University's Adawe LifePlan Center provides tutoring services and academic support to all OU students free of charge.

Students can meet with any number of tutors who have demonstrated success in various academic fields and classes or simply drop in the Writing Center for help with gaining the skill of academic and scholarly writing. Group tutoring sessions for campus groups, specific courses or other unique situations are also available.

In addition, the Adawe LifePlan Center hosts career services workshops such as "Resume Writing," Interviewing Skills," and "Career Exploration."

The Adawe LifePlan Center's mission is to provide a holistic experience for all students through resources, programs and services that foster lives of liberated inquiry, enlightened faith, exemplary service, inspired leadership and personal significance. The Tutoring Program and the Writing Center are designed to provide high quality academic support, consisting of tutorial assistance and writing skills development, in order to encourage, assist, and enable the students of Ottawa University to maximize their academic potential.

### **POSTING OF SIGNS**

Messages promoting alcohol or drug use are prohibited. Signs and announcements may be placed on bulletin boards or other designated areas.

They should not be posted on glass doors or windows. Posters or announcements placed in undesignated areas or conveying information in poor taste will be removed. Any materials posted on University property must be authorized by the Office of Student Affairs. Some bulletin boards are for specific types of information and may not be used for general posting. Organizations and individuals who post materials are responsible for removing them when they are no longer needed.

Student organizations that wish to post on the electronic message boards should contact Student Affairs for information regarding content and formatting.

### **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs is responsible for a wide variety of services and activities offered for OU students. As the name indicates, it strives to assist students in their personal development through the services offered. The Office of Student Affairs at Ottawa University houses the following services:

- Housing – Residence Life and Off-campus
- Judicial Affairs
- Student Activities/Intramurals
- Health Services
- Counseling Services/Disability Services Coordinator
- Campus Ministries
- Food Services
- Parking
- Greek Life
- Multicultural Affairs
- Braves Fan Shop / Facility Reservations



# OUKS: Student and Support Services

## VEHICLES AND PARKING

The principle objective of the parking regulations is to provide students with the opportunity to maintain a motor vehicle while attending Ottawa University. Ottawa University also wants to assure its students, employees, and guests have appropriate places to park, and that access for emergency vehicles and equipment is maintained at all times.

Students may drive their vehicles to campus. Free parking is available across the University parking lots. Handicapped accessible parking is available near campus buildings and residence halls. **All automobiles and motorcycles driven by students, faculty and staff must be registered.** Registrations must be renewed **ANNUALLY** in the Office of Student Affairs.

**All permits must be displayed on the outside back driver's side window.** If your permit is damaged, please obtain a replacement permit, free of charge, from the Office of Student Affairs. It is not acceptable to place your permit in any other location other than on the outside back driver's side window. Please do not tape it to the inside of the window.

Students (as well as faculty and staff) may park in any available parking space on campus, except:

- The Chancellor's Parking spot
- The President's Parking spot
- Areas designated as "No Parking" areas,
- Spaces reserved for Visitors only,
- Spaces designated as Handicapped Parking (unless the vehicle has the proper authorization to park in those spaces),
- Spaces designated specifically for employees, and
- Fire lanes.

Authorizing signage is available in each parking lot. Per signage, the lots are designated from 7:00 a.m. to 5:00 p.m., Monday through Friday. After 5:00 p.m. and before 7:00 a.m., the lots are open parking.

As good practice, OU students should check on their vehicles at least once a week. No vehicles, except maintenance vehicles, may enter the sidewalks or the grassy areas on campus. Each vehicle should occupy only one parking space.

Please also be reminded that when parking vehicles on campus, for safety and security of personal belongings, vehicles should always be locked. Ottawa University lots are unattended. The University is not responsible for damage to vehicles or theft of valuable items left in vehicles in University parking lots.

### OU tows at the owner's expense:

- Vehicles parked in restricted areas.
- All cars abandoned on campus; OU considers an abandoned vehicle to be any vehicle without current license plates or any vehicle that is clearly inoperable.
- Certain times of the year students will be asked to move their vehicles for special events. Students will be given 48-hours notice to vacate the parking lots.
- On the Monday following graduation, all student vehicles must be removed from OU parking lot for students NOT attending summer school.

### Temporary Parking

Temporary parking permits are available in the Office of Student Affairs. Temporary permits are available for students, faculty and staff who are temporarily driving a vehicle that they do not normally drive such as a rental car.

### Parking Violations and Fines

The following are parking violations and their associated fines. Ottawa University reserves the right to tow at our discretion.

- Expired or No Parking Permit \$20.00

*All Ottawa University students, faculty and staff are required to annually register their vehicles with the Office of Student Affairs. Any vehicle not registered and properly displaying a valid permit (hang tag on rearview mirror or sticker placed on the rear window on the left-hand/driver's side) will be fined.*

- Parked in Employee Lot \$35.00

*Employee lots are designated as the horseshoe lot off of 10th and Cedar Streets and the North Taub Jones Lot to include the four spaces on the southwest portion of the Behan Hall Lot located off of 9th and Poplar. Those lots are reserved for employees only Monday through Friday, 7:00 a.m. to 5:00 p.m.*

- Parked in 2-hour / Visitor Space \$35.00

*Visitor parking is reserved around campus. These are for visitors to campus only, not faculty, staff or students.*

- Not a Legal Space \$35.00

*Vehicles may only be parked in clearly designated (via white-lined) legal parking spaces. These violations include, but are not limited to, parking in a travel lane, blocking another vehicle, taking more than one parking space, double parking, parking on lawn (when not for specifically approved events), driving/parking on sidewalk.*

- Parked in Admissions Reserved Space \$60.00

*All spaces specifically marked as Admissions visitor/guest are reserved.*

- Parked in Reserved Space \$100.00

*All spaces specifically marked as Chancellor, President, Resident Director, etc. are reserved.*

- Illegal-handicapped Parking \$150.00 (and tow)

*Only vehicles which display a valid state-issued handicap license plate or permit. Vehicles in violation may be towed at the owners' expense.*

- Illegal Fire Lane, Tow Zone \$150.00 (and tow)

*Fire Lane, Tow Zone: Vehicles may not park in any designated fire lanes, travel lane, or along a roadway, or tow zone. Vehicles in violation may be towed at the owners' expense.*

**Upon receipt of a parking ticket, please bring the ticket and payment to the Office of Financial Aid on the first floor of the Administration Building.**

### Ticket Appeals

Parking tickets may be appealed within five (5) business days of receipt (date of the ticket). A Parking Ticket Appeal e-form is available within the MyOttawa portal. You must have the ticket number in order to complete the e-form.

Once you have submitted your form, the appeal will be reviewed. It will then either be approved or denied. A student will receive notification in their student email regarding the decision. The appeal decision is final.

*The following are situations that are typically **not** accepted as valid extenuating circumstances for parking in violation of University parking regulations.*

- An appeal based on the assertion you were not made aware of what the parking policies were.
  - ▶ Informative e-mails are sent out at the beginning of each semester to all students, faculty and staff.
- An appeal based on how long you were parked in violation. An appeal that states the vehicle was only parked for two minutes, five minutes, etc. is not considered valid.
  - ▶ Campus Security Officers will issue a ticket to any vehicle parked in violation of regulation.
  - ▶ A parking restriction holds for any period of time.
- An appeal based on your need to get to class/work/an appointment on time.
  - ▶ It typically requires a few minutes to locate a parking space within the campus' parking system. It is suggested students, faculty and

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staff plan their schedules such there is sufficient time to find and park in a legal space.

- An appeal based on the assertion class wasn't in session.
  - ▶ Parking regulations are in effect throughout the academic year, including breaks in the academic calendar.
  - ▶ During the summer, all designated spaces are still reserved, but all other parking is open.
- An appeal based on vehicle malfunction.
  - ▶ Individuals who experience a vehicle malfunction should contact Campus Security or the Office of Student Affairs for assistance.
- Use of four-way hazard flashers.
  - ▶ Four-way flashers are designed to warn other motorists your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.
- An appeal based on the lack of parking near your destination.
  - ▶ Parking spaces are competitive and the University's parking system doesn't guarantee a space in a specific lot.

- ▶ Students, faculty and staff must park in a designated, via white-lined, legal space.

- An appeal based on the assertion you did not see the sign or line markings.
  - ▶ It is the driver's responsibility to note and comply with all posted signage, notices and line markings.
- An appeal based on the assertion a student forgot to register their vehicle.
  - ▶ All vehicles must be registered with the Office of Student Affairs within 24 hours of the vehicle being brought onto campus.
  - ▶ No matter how short a period you might have the vehicle on campus, vehicles not properly displaying a valid decal/permit are considered unregistered.

# **OUKS: Student and Support Services**



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## **HOUSING POLICIES & PROCEDURES**

# OUKS: Housing Policies and Procedures

## HOUSING POLICIES AND PROCEDURES

Ottawa University prides itself on providing a place where our students want to live. The Residence Life staff takes the time to provide a safe, living-learning community focused on cornerstone programming efforts which are congruent to our University mission and vision. Students gain more than just a place to sleep and learn/study; they are provided a place of full of programming, tutoring, socializing, counseling, emotional support, discipline, leadership skills acquisition, and opportunities to grow and develop to be contributing members of society in their own life of significance.

The security of our residents and facilities is important to us. The residence halls are locked 24 hours a day. Students gain access into their residence hall with their own personal student ID card. A security phone is located in the foyer of each hall for emergencies.

Students living in the residence halls must be registered in 12 semester credit hours unless approved by the Dean or Associate Dean of Student Affairs. Children under the age of 18, who are not enrolled, are not permitted to live in the residence halls. Students over the age of 24 are not permitted to reside in the residence halls.

### BENNETT HALL

Bennett Hall is a three-floor co-educational residence hall. It opened in 2000, but was named Bennett Hall to honor former Ottawa University Trustee Ransom Bennett in 2003. Bennett Hall offers suite-style living. Each suite has a common living room and double bedrooms. The hall also has four first-floor apartments. A common laundry facility is located on each floor, and study areas and lounges are located throughout the building. There is a full-size kitchen on the second floor. Vending is located on the first and third floors.

### BLUE MOUNTAIN APARTMENTS

Blue Mountain Apartments is an off-campus apartment facility. The complex came online during the fall of 2015, and serves as a co-ed facility that offers 16 students in apartments. The apartments are comprised of two bedroom and two bathrooms, a full kitchen with a full-sized refrigerator, stove and dishwasher. The units also come fully furnished including wall-mounted flat screen televisions and washer and dryer. Mail is delivered directly to the building.

### BROWN HALL

Brown Hall is a three-floor, co-educational, traditional-style residence hall. Brown Hall has community restrooms located on each wing. The building has a common lounge area for programs and hall meetings. Students may also use the lounge to watch TV, play pool or ping pong, or study. A full-size kitchen is located on the main floor. Laundry facilities are located on each floor. Vending is located in the lobby on the first floor.

### GILLETTE HOUSE

Gillette House, formerly Sheldon Hall, is a multi-level residential housing option designated for upper-class level students. This facility features large community rooms, oversized kitchen and spacious bedrooms. The kitchen features a microwave, fullsize refrigerator and stove. Laundry facilities are located on the second floor near the bedrooms.

### MARTIN HALL

Martin Hall is a three-floor co-educational residence hall that houses students in three types of suite-style arrangements. Martin Hall opened in 1947, closed in 1993, and was renovated and re-opened in 1999. Each suite has a common living room with double bedrooms. There is a laundry facility, vending area and study room located in the hall's basement. A full-size kitchen is located in the basement.

## UNIVERSITY APARTMENTS

University Apartments is an off-campus apartment facility. The complex opened in January 2014, and serves as a co-education facility that offers housing to 20 students in apartments. The apartments each have four single rooms, a full kitchen with a full-sized refrigerator, stove, microwave, and dishwasher. The units also come fully furnished and include full-sized washers and dryers. Each resident of the apartment has access to parking lot, and mail is delivered directly to the building.

## RESIDENCE LIFE

The Office of Student Affairs provides a variety of programs, living options and special attention needed to assist students in their physical, spiritual, academic, and social development. The Professional Life Staff (PLS) along with the Dean and/or Associate Dean of Student Affairs oversee residence halls, off-campus apartments, and a staff of approximately twenty (20) Resident Assistants (RA). The PLS and all RA's receive extensive training in order to effectively respond to crisis with skill, efficiency and sensitivity. The Office of Student Affairs oversees the overall operation of the residential housing program, and serves as the clearinghouse for all Student Code of Conduct violations that occur on and off University property.

## OFF CAMPUS REQUIREMENTS

Any full-time student who meets one of the following criteria may apply to live off-campus.

- Married (verification may be requested);
- Has dependent children as defined by Federal Regulations;
- Is 21 years of age by August 31 (fall) or January 31 (spring);
- Will be classified as a senior (92+ semester credit hours) prior to the start of the entering term/semester. Applications will be considered pending until status is verified.
- Plans to live with a parent and/or legal guardian within a one-hour drive of the Ottawa University Kansas campus (Ottawa, Kansas). Verification Form must be on file. PLEASE NOTE: If a student does not meet the age requirement, or does not have senior status, the student's institutional aid will be reduced. Please contact the Office of Financial Aid for details on the reduction amount.

You must complete and submit a student registration form in order to initiate the approval process with the Office of Student Affairs / housing. A decision will be made, and you will be notified in writing of that decision if you have submitted all of the necessary information/documentation requested.

Applications to reside off-campus must be submitted during the semester prior to the semester the student intends to live off-campus.

Fall Semester — last day of classes of the preceding spring semester

Spring Semester — first Monday of November prior to the requested spring semester for current students

Students meeting one of the aforementioned off campus criteria but request a room on campus for the upcoming semester have until the last day of May (fall semester) or December (spring semester) to withdraw their request without penalty. Any student who withdraws their on-campus housing request after the required deadline will be subject to a \$250 Housing Contract Cancellation Fee.

PLEASE NOTE: Applicants who meet criteria to live off-campus, and who did not meet the semester deadline to turn in the completed application will be subject to a \$100 late fee. Upon receipt of the fee, approval will be granted.

### Off-campus Appeal Process

Students must submit a student registration form and select Special Circumstances option if they do not meet one of the pre-approved criteria to



live off campus. If denied, an appeal may be sent to the Dean of Students or designee. All appeals must be submitted prior to July 1 (fall semester) and by November 1 (spring semester).

An appeal should include documentation as to why a student believes they should be exempt from University policy. The appeal needs to be submitted in writing with a signature and date. If emailed, the date the email was received will be the official receipt date. If the appeal committee grants an appeal, please remember financial aid will be adjusted.

## RESIDENCE HALL HOUSING AND DINING CONTRACT

All students living in a University-owned residence hall and/or apartment must sign a housing contract each year.

### Housing Contract

This contract addresses the University's right of entrance, expectations of reasonable care, health & safety and an agreement of understanding.

The contract is a legally binding document. Students must read the contract thoroughly and comply with all policies. Failure to do so may result in the imposition of fines or the termination of the contract.

The contract authorizes residence life staff and Ottawa University to regularly verify a student's eligibility of full time status.

Additionally, students have a duty to inform residence life staff and Ottawa University if they have been convicted of a felony in any jurisdiction or a misdemeanor sexual offense in any jurisdiction. Residence life staff and Ottawa University reserve the right to deny housing to anyone convicted of a felony or found to be a sexually violent predator.

If students becomes ineligible to live in the residence life community, they will be required to vacate their room as determined by the Office of Student Affairs.

The housing contract does not include the following break periods: Thanksgiving, Christmas/Winter or Spring. Limited break housing is available for those meeting criteria. Special circumstance approval stays will be expected to pay at a set rate. Summer housing contracts are available on a first come, first served basis to returning students who plan to attend summer courses. Interim break period (between spring and summer courses and summer and fall courses) housing is also available to returning students who are enrolled in at least one (1) semester credit hour during the summer session(s) based on a set rate. Please check with the Office of Student Affairs for more information.

### Dining Contract

All students residing in on-campus housing are required to purchase the All-Access meal plan, unless they reside in an on-campus apartment. The 100-block meal plan is only available to those students residing in an on-campus apartment, as well as those who reside off-campus. However, any student may purchase an All-Access meal plan if they so choose. Students residing within the University and/or Blue Mountain Apartments who turn 21 before August 31 (fall semester) or January 31 (spring semester) have the ability to elect to have no meal plan. Please note that dining dollars expire at the end of each semester. A contract is for a full academic (August-December or January-May).

University-Owned Building	All Access Meal Plan	100-Block Meal Plan	No Meal Plan
Brown Hall	X	-	-
Bennett Hall	X	-	-
— Apartment	X	X	-

University-Owned Building	All Access Meal Plan	100-Block Meal Plan	No Meal Plan
Martin Hall	X	-	-
— Apartment	X	X	-
Gillette House	X	X	-
Blue Mountain Apartment	X	X	X*
University Apartment	X	X	X*
Off Campus	X	X	X

\* Only available if you are 21 years of age or older by August 31 (fall semester) or January 31 (spring semester).

## RETURNING STUDENT ROOM ASSIGNMENTS

Students returning to University housing must complete a student registration form by the last day of spring classes. A \$50 non-refundable deposit must be paid before students will be permitted to reserve a room for the following year. The deadline for the receipt of the \$50 non-refundable deposit is due the last day of the spring semester. Returning students who do not complete the form and pay the required deposit will be housed after new students and may not have the opportunity to be placed in their first choice for housing. **Any returning student completing housing paperwork after the last day of spring semester is subject to a \$100 late fee.** Any student who withdraws their on-campus housing request after the required deadline will be subject to a \$250 Housing Contract Cancellation Fee.

### Housing Guidelines

After July 1 (fall semester) and November 1 (spring semester), each returning student will be given a Housing Selection Number (HSN). The formula for the HSN is the average of your Age + Credit Hours Earned + OU Credit Hours Earned + GPA + Paid Housing Deposit + Student Registration Completion. The higher aggregate numbers pick their housing first.

### Score Calculated

Age (as of 8/31) + Credit Hours Earned + GPA + Paid Housing Deposit (y/n) + Student Registration Completion (y/n) divided by 5.

Students with lower HSNs choose first. Their overall preferences, such as suite, roommate, suite mate, etc., take priority over higher HSNs.

**This formula will be followed; however, administrative discretion will be used as necessary.**

PLEASE NOTE: A student's selection of preferred roommate/suitemate will be void if the requested roommate/suitemate does not complete their student registration form and/or pay their housing deposit by the deadline.

## NEW STUDENT ROOM ASSIGNMENTS

Notification of room assignments for new students is posted on the portal. The following guidelines are used to assign new students to rooms:

1. Deposit date and receipt of housing preference form.
2. Hall preference.
3. Roommate preference.
4. Roommate profile.

First year students may not have a single room their first semester.

## CONSOLIDATION

If a student has requested a double room and for some reason has been left without a roommate, the student will have two options:

# OUKS: Housing Policies and Procedures

1. If eligible for a single room and space permitting, they may choose to live in a single and pay the single rate.
2. If they are not eligible for a single room and/or do not want one, they should make arrangements within one week of the former roommate leaving to either move in with another student or find a different student who would be willing to move into the vacant space. Please see the Area Residence Hall Coordinator for assistance with this process.

If a student chooses to not respond to the consolidation process a single room charge will be placed on the student's account. The University reserves the right to assign, reassign and adjust the occupancy of any residence hall room or suite. All unoccupied space is reserved for use by the University.

## ROOM CHANGES

After the first two full weeks of the fall/spring semester, a student may request a room change through the residence life staff. Room changes will not begin until after the two week period. Approved moves must be complete by the date and time assigned by residence life staff or the move may be forfeited. Unauthorized room changes will result in a \$50 improper move fine.

### Procedure for a room change is as follows:

1. Meet with a residence life professional staff member to discuss room change process and obtain a room change request form.
2. Complete, sign and return the room change request form to a residence life professional staff member.
3. If changing a room/building increases the cost of your room charge, you will need the approval of the Business Office and the Dean of Student Affairs and Enrollment and/or designee before proceeding.
4. If permission has been granted by the Business Office and the Dean of Students and Enrollment and/or designee, inform your roommate and/or suite mates (when applicable) of room changes.
5. Students must follow the necessary check-in and check-out procedures outlined by the Office of Student Affairs. Failure to do so could result in an improper move fine.

Please be reminded that adjustments to your student account are to be paid prior to the move.

## CHECK IN

When checking into the residence hall, contact the Residence Life staff for instructions. The staff will provide you with a key to your room and activate your student ID cards for entry into the residence hall. Also, carefully look over your room to compare it with the room condition report. If you find any discrepancies notify your RA. It is important that you do this because you will be billed for any differences at the time of checkout.

## CHECK OUT

At the end of the semester/academic year, when individual final exams are completed or when a student is no longer enrolled (graduation, withdrawal or dismissal) a student is required to check out of the residence hall within 24 hours. Students are responsible for the removal of personal property from the residence hall at check-out time. The list detailing the check out process will be posted in each residence hall. Students may also contact Residence Life staff for instructions.

Failure to properly check out will result in a minimum of a \$50 improper checkout fee. Non-returned or lost keys will be billed at \$75-\$375 for room key.

If the room is found unclean or damaged, the cost of cleaning and repairs will be billed to the student. Costs for loss of University property, damage and/or cleaning of residence halls will be billed at replacement cost. Contact the Office of Student Affairs for this amount.

## Check Out and Damage Charges:

At the end of each semester's check out the final loss, damage and/or cleaning charges will be assessed after the last roommate/suite mate checks out. A member of the residence life staff, maintenance staff or other University staff member will verify damages and charges. Once the charges are assessed, students will receive notification through their Ottawa University email. Students have five (5) business days to contest the charges. Once five (5) business days have passed, the charges will be placed on their account.

## OPENING AND CLOSING OF RESIDENCE HALLS

The residence halls are closed during the Thanksgiving, Christmas/Winter and Spring Break vacations. The only exception is for students remaining here for official University functions, i.e., athletic events, music performances, work in a University office, etc. All exceptions, including those listed above, must have prior approval from the Office of Student Affairs. The residence halls are open during Easter break if it is not the same week as spring break. No meals are served during any break period.

Before vacations, each student will receive notification with instructions for proper check out, to include, but not limited to:

- Unplug electrical equipment.
- Turn heat/air low.
- Clean out refrigerator and leave refrigerator door open.
- Set-up check out time or indicate departure time to RA as directed.
- Close and lock windows.
- Throw away perishable food.
- Take all trash to outside receptacles.
- Leave the room clean and neat.
- Put blinds down and turn slats to open position.
- Turn off lights and lock the door.
- Pull furniture away from walls at least 3".
- Check out with a residence life professional staff member as directed.

## STUDENT LIFE

### Cable TV Hookup

Each residence hall has a TV with expanded basic cable in the main lobby for resident use. Each residence hall room is also equipped for expanded basic cable. Students are provided one cable box for the common area of their suite. If a student wishes to have cable in his/her individual room, s/he must contact the Residence Life staff for pricing and installation for additional boxes.

### Cleaning Supplies and Equipment

Students are expected to clean their own rooms/suites as well as clean up after themselves in public spaces. Students found leaving trash or personal mess anywhere in the residence hall including: the bathroom, hallways, kitchen, lounges, lobbies, stairwells, etc., will face disciplinary action. The University provides trash receptacles located outside each hall for student use. Personal trash must be taken to these bins. Maintenance or repair needs should be communicated to the residence hall staff immediately.

### Internet Access

Have computer problems/questions? Forgot a password? Don't know who to call? Reach out to OU Help via any of the methods below for technical help and resolution:

Phone: 855-268-4357 (855-20U-HELP)

8:00 a.m. – 12:00 a.m. CST [7 days a week / 365 days a year]

Email: [ouhelp@ottawa.edu](mailto:ouhelp@ottawa.edu)

Chat: <http://ottawa.edu/ouhelp>  
[24 hours a day, 7 days a week, 365 days a year]

### Laundry

Each residence hall has at least one laundry room equipped with card-operated washers and dryers. You must load money onto your Ottawa ID card in order to use the laundry facilities. Students must provide their own laundry supplies. Dyeing clothes in the washing machines is not permitted. Machines that are not working properly in any capacity should be reported by the student to the Residence Life staff.

### Summer Storage

The Office of Student Affairs' residence life division at Ottawa University Kansas is providing facilities in the residence halls for those students who are eligible to store their possessions from their departure in the spring semester to the first Wednesday of the upcoming fall semester.

In order to be eligible for summer storage, students must:

- complete the Intent to Return form stating they are intending to attend Ottawa University Kansas the upcoming fall semester;
- live outside a five(5)-hour radius of Ottawa, Kansas;
- label and condense each item to the smallest unit (Each box must be labeled with the student's first and last name and contact phone number.);
- register each item with the Office of Student Affairs' residence life division;
- pay a \$50 fee for the storage of up to and including five (5) items in total; and
  - o For example, one (1) microwave, one (1) mini-fridge, three (3) boxes OR four (4) boxes, one (1) mini-fridge.
  - o Any additional items will result in an additional \$50 per item fee. Storage for any furniture or rolled carpeting will NOT be provided. Charges will be collected prior to the student's departure for summer break.
- make arrangements with the Office of Student Affairs' residence life division to pick up your items no later than 5:00 p.m. on the first Wednesday of the fall semester.
  - o Students retrieving items after this date will have a \$25 late fee assessed to each billed item. Students are encouraged to contact the Area Residence Hall Coordinator via email if they will not pick up their items by the above stated deadline. Failure to do may result in the following:
  - o After a 48-hour attempt to make contact, the personal property will be removed and stored at the resident's expense at a rate of \$200. Items will remain in storage for fourteen (14) days, if not retrieved, they will be considered abandoned and become the property of Ottawa University. The University reserves the right to dispose of the items as they see fit with no monetary gains to the previous owner.
  - o If a student does not return to the Ottawa University Kansas campus and does not remove the stored items, the above policy is still in place and items will NOT be mailed by the University.
  - o Should the student request a friend or family member to retrieve items from storage, the student must make the request in writing (ie. email) to the Area Residence Hall Coordinator a minimum of three (3) business days prior to the desired retrieval day/time. The Area Residence Hall Coordinator will facilitate pick up with the designated person communicated by student and University personnel. All above stated policies still apply regarding pick-up, storage and fees.
  - o Should the student request in writing, prior to the start of the fall semester, that storage of items should be extended, an agreement will be offered to extend storage for a maximum of two (2) weeks

(beginning on the first day of classes for the semester) at a rate of \$10 per day per billed item. Items that are not retrieved after the extension deadline, will be considered abandoned and become the property of Ottawa University. The University reserves the right to dispose of the items as they see fit with no monetary gains to the previous owner.

PLEASE NOTE: The University is not responsible for loss or damage of any items stored. This service is considered to be store at your own risk.

No food shall be stored in the University summer storage area. Those students found in violation of this may be subject to disposal of items/belongings at a cost of a minimum of \$200.

For more information, please ask the Area Residence Hall Coordinator.

### Vending Machines

Vending machines, providing a variety of snacks and beverages, are located in each residence hall, Gangwish Library and the Administration Building. Machines that are out-of-order should be reported to the Office of Student Affairs. Do not attempt to fix the machine yourself or abuse the machine when it is not working properly. Anyone caught tampering with or damaging a machine will be reported to the Office of Student Affairs for a conduct violation.

### RESIDENCE HALL AND UNIVERSITY-OWNED APARTMENT COMPLEX GENERAL POLICIES AND PROCEDURES

Students living in the residence halls will be governed by all University, student affairs, and residence life policies and regulations that appear in the Ottawa University Student Handbook, the University catalog, on the MyOttawa portal, and periodic announcements made by administration through mailings, voice mails, emails, or other appropriate means. Violations of policies or procedures may result in referral to the Office of Student Affairs for a Code of Conduct violation.

Even though professional residence hall staff reside in University facilities, their apartments are considered their private, year-round homes, and they are not bound by the same University policies that pertain to students or guests.

### Abandoned Property

Any personal items that remain in a room/suite/apartment after move out/official move-out date or separation from the University by withdrawal or other circumstances, and if stored beyond the agreed upon contract dates outlined in the summer storage section (at left) are deemed to be abandoned and becomes the property of Ottawa University. The University reserves the right to dispose of the items as they see fit with no monetary gains to the previous owner.

### After Hours

If you have an emergency or problem you cannot resolve by yourself contact the Residence Life Staff, Residence Life Professional Staff, or Campus Security (785-229-1075). Please call 911 for immediate assistance with life threatening issues.

### After Hours Maintenance Emergency

Call Campus Security at 785-229-1075 for emergencies such as flooding, water leaks, or if your heat is not working in the winter. Please report damage throughout the community needing immediate repair (i.e. security doors broken, etc.) to the Residence Life Staff.

### Alcohol

Ottawa University is a dry campus. Alcohol is not permitted in any residence hall regardless of an individual's legal age. Possession or consumption of

# OUKS: Housing Policies and Procedures

alcohol or possession of alcohol bottles (full or empty) or paraphernalia is prohibited. See the University Alcohol and Other Drug policy in Appendix B.

Residents of Blue Mountain Apartments, Gillette House and University Apartments, please see Apartment-Specific Guidelines for Alcohol Policy.

## Appliances

Only cooking appliances with self-contained heating units may be used in student rooms. Such appliances include automatic shut-off coffee makers, automatic shut-off hot pots, hot air popcorn poppers, microwave ovens (no more than 900 watts), etc. Appliances with an exposed element or that use oil are not permitted with the exception of a toaster.

Examples include but are not limited to:

- Crock pots (with non-exposed heating elements)
- Rice cookers (with non-exposed heating elements)
- Automatic shut-off drip coffee makers or Keurigs
- Electric kettles with automatic shut-off
- Waffle-makers/cake-pop makers/quesadilla makers/etc. or similar appliances are permitted as long as said appliances do not contain an open element.

What is an exposed element? When you can physically see the heating element turn red, it is exposed. The only exception to this policy is toasters.

Appliances with automatic shut-off features are preferred whenever possible. Coffee makers must have an automatic shut-off feature in order to be an approved item.

Residence halls are filled with combustible items, even a small appliance fire can quickly sweep through a room and/or building. If the appliance you plan to bring is not listed or is questionable, please obtain permission from the Office of Student Affairs/Residence Life Professional Staff. You may wish to leave appliances in their original packages prior to arrival in the event that it is not a permissible item.

Professional staff members may remove any questionable appliance at any time. If an appliance is questionable, ask. It is the student's responsibility to obtain permission for a questionable appliance. Professional staff will always err on the side of caution when a safety determination for the appliance in question cannot be made.

Only small appliances are permitted in residence halls. Full-size or apartment-sized refrigerators, freezers, or similar items are prohibited. Refrigerators should not exceed 5.0 cubic feet. See chart below for refrigerator guidelines.

### Refrigerator Dimensions:

Maximum Height: 33.5"  
Maximum Width: 19"  
Maximum Depth: 24"

These dimensions meet the requirements for students wanting to house their refrigerator in the space provided in the kitchenette. Any refrigerator found to exceed the approved size requirements must be removed from the halls. Additional apartment-sized refrigerators are not permitted in any campus apartment (Bennett Hall, Martin Hall, Blue Mountain Apartments or University Apartments). All apartments are furnished with a full-sized refrigerator. Unless there is a special need for an additional small unit, additional refrigerators are not permitted in any campus apartment.

## Babysitting

Babysitting is not permitted in the residence halls. Ottawa University is not registered or inspected by the Department of Health and Environment, which must approve babysitting in an institution.

## Bicycles, Skate Shoes, Scooters

Bicycles are not to be stored in public or common areas of the residence halls. Bicycles may be stored in an individual's room or locked up to the bicycle racks located outside each hall (U-Lock Bicycle Lock Suggested). Bicycles, skateboards, scooters, roller blades, heely shoes, etc. are not to be ridden at any time within the residence halls.

## Damage Charges/Room Condition Report (RCR)

A Room Condition Report (RCR) will be provided to each resident at the time of move in. The Residence Life Professional Staff or RA, along with the resident(s), will inspect the room/suite/apartment to note any defects or damages.

If an inspection is not completed with the appropriate University designee(s), the room/suite/apartment and fixtures, appliances, and furniture will be deemed to be in a clean, safe and in good working condition. The resident(s) will be responsible for defects or damages that may have occurred before prior to move in.

It is the resident(s) responsibility to inform Residence Life staff of any damages in an apartment/room/suite.

At move out, all windows, bathrooms, kitchen appliances, and furniture must be clean and in good repair and condition. If a room/suite/apartment fails to be cleaned or if any furniture or appliances have been damaged, resident(s) will be charged to complete the necessary cleaning, repair, or replacement. A scheduled walk-through with your Residence Life staff is required prior to move out.

If a walk-through is not scheduled, resident(s) could be assessed an Improper Check-out fee (minimum of \$50) in addition to any assessment of damages and charges when staff inspect the apartment. Resident(s) are responsible for damage to property including, but not limited to paint, plaster, walls, appliances, windows/screens, doors, cabinets, carpets, floors, furniture, or damage to any part of the apartment or apartment community caused by leaving windows or doors open during inclement weather, or other excessive use or abuse.

Residents may not remove any of Ottawa University's furniture, equipment, or appliances from the premises.

## Damage to Facilities

Deliberate damage to facilities such as (but not limited to) lobby furniture, bulletin board, walls, appliances, ceilings, lights, windows, screens, locks, and paint is not permitted. In cases of damage whether deliberate or accidental to any facility or University property, the responsible party will be assessed the cost of repairs. If individual responsibility cannot be established, residents of a given room/suite, floor, wing, or building can be jointly responsible for the cost of repairs. All damages should be reported immediately to the hall staff.

## Decorating and Room Personalization

Residents are encouraged to decorate their rooms to express their individuality and personalize their living space with plants, pictures, curtains, and the like. When decorating, remember that you are responsible for your room and all damages that may occur because of decorations. All decorations should reflect the University's Christian heritage, should not contain offensive or degrading representations, and fall within safety regulations. Below are guidelines to follow when decorating your room. If in doubt, ask a residence hall staff member before you decorate.

When fastening posters, photos, and/or other items to the walls, residents should not utilize nails, tape, double-sided tape, rubber cement, or other items that will cause damage to the walls of the room. Sticky-tack (white only), removable 3M strips and push pins (in non-excessive amounts) are acceptable.



#### Not Permitted:

- Painting and/or loft construction.
- Pornographic and alcohol/other drug posters.
- Alcohol beverage bottles, cans, and containers (either full or empty).
- Posters which impede normal functions of doors.
- Elevating floors (platforms).
- Additional wiring for electrical equipment or lighting effects.
- Construction and decoration that obstructs a 90-degree swing of the room entrance door.
- Construction and decoration that obstructs the air circulation of the heating/cooling unit.
- Furniture obstructing full view of room from entrance door.
- Furniture from lounges or lobbies.
- Lights/lamps using halogen bulbs.
- Candles, incense or other incendiary items.
- Foam-backed carpet and rugs and adhesives on the floor.
- Subwoofers or electric amplifiers.
- No string/decorative lights, with the exception of LED.

The University has the right to remove any items that are judged to be objectionable and/or a safety concern.

#### Disorderly Conduct

Students should not engage in disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression. This includes but is not limited to activities which are excessively noisy or otherwise disrupt other residents or community members.

#### Drones

Drones usage is not permitted within any University-owned building (including residence halls).

#### Drugs

The possession, use, sale, manufacturing, or distribution of illicit drugs and/or paraphernalia is a violation of the law and is prohibited. See the University Alcohol and Other Drug policy in Appendix B for full policy guidelines.

#### Extension Cords

Single multiple wall socket outlet adapters (commonly called octopus outlets) are prohibited. If additional outlets are needed in a room, residents are to use a power strip bar (14 gauge or less) with a circuit breaker. Additional wiring and extension cord use and/or tampering with or altering any electrical outlets, lighting fixtures or light switches is prohibited.

#### Fire Alarms and Safety

Ottawa University is committed to assisting students in having a safe experience while residing in University housing, and expect residents to know and comply with fire safety regulations. The University is dedicated to student welfare and works hard to educate, prevent and respond to fire related emergencies. It takes all members of the community to prevent fires. Ottawa University takes this responsibility seriously and requests resident(s) assistance in preventing fires. Violations of the policies below may result in penalties.

Fire drills will be conducted in the residence halls at least once a semester. When the fire alarms sound in the residence halls, residents and their guests must immediately exit the building. All students are expected to cooperate and leave the building when a fire alarm sounds. Students remaining in the building or trying to enter the building while the alarm is sounding or before the "all clear" is given will be referred to a conduct administrator.

#### Suppression Sprinklers and Alarms

Each building is equipped with automatic fire suppression sprinklers. Sprinklers are activated by heat/fire, not smoke. Also, each room is equipped with a smoke alarm. Tampering with smoke alarms is not permitted and is a cause for University disciplinary action and/or state prosecution. If a Residence Life staff observes a detached, removed or disarmed smoke alarm or building alarm, the resident(s) will be referred for University disciplinary action and could also be removed from the apartments.

Sprinkler equipment needs to be free of any obstructions. Playing with Frisbees, footballs, etc. in University building is not permitted as sprinkler heads may be damaged and/or activated. Sprinklers are sensitive to heat and pressure. Sprinklers will activate if items are hung on them, if they are bumped, or if they are exposed to heat. Keep hot items away from sprinklers and do not hang anything from sprinkler heads.

Fire alarms are located throughout the buildings. Alarms will sound throughout the building when any fire sprinkler or manual pull stations are activated. Students may be held liable for damages to individuals or property caused by tampering with fire and life safety systems. Residents must evacuate the building when the fire alarm sounds.

The intentional sounding of any smoke alarm is prohibited. Students must not disconnect or intentionally damage any fire safety device or signage including smoke detectors. Tampering with apartment or building alarm systems may result in immediate relocation to a residence hall and referral to the University's disciplinary process.

#### Emergency Fire Procedures

If smoke enters a room/suite/apartment from cooking food and no alarm has been triggered, but there appears to be no danger of an actual fire, open the window(s) to let the smoke out to help disperse smoke from the apartment.

If a fire alarm is triggered, notify a Residence Life staff member and/or the fire department immediately of the location where the alarm was triggered. Residents must evacuate when the fire alarm sounds. If the apartment is filled with smoke, remain close to the floor. It is important for you to use the nearest exit.

Very few alarms are caused by equipment malfunction; therefore every alarm must be taken seriously.

Students are not to re-enter the building until the fire department's notification that it is safe.

#### Fire Hazards

The following items are potential fire hazards and are prohibited:

- Candles — open flames and hot wax may ignite other flammable items
- Beanbag chairs — may produce highly toxic smoke in the event of a fire
- Wall hangings — may obstruct fire sprinkler heads and add fuel in case of fire
- Incense — hot ash may drop onto cloth or papers causing a fire
- Halogen lamps — contain super hot gas that may quickly ignite (read the boxes and labels of desk top study lamps)
- Christmas trees (real)
  - Smoking
    - o Any smoke in an apartment is in violation of residence life policies
  - Grills and smokers
  - Seasonal décor — unless made of non-flammable material
  - Space heaters — may overheat and ignite nearby material



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- String/decorative lights (with the exception of LED) - may overheat and ignite nearby material
- Fireworks are not permitted in or around the apartment community at any time

You must immediately call 911 in the event of a fire emergency.

## Firearms, Fireworks and Weapons

In the interests of health and safety, fireworks, ammunition, combustible liquids, and explosives of any kind are prohibited in the halls. Possession of firearms or other weapons, including large knives, paint ball guns, pellet guns, and/or martial arts weapons are also prohibited in the halls, in campus buildings, campus parking lots, or any other location owned and/or operated by Ottawa University.

## Furnishings and Appliances

All student rooms/suites/apartments are fully furnished. No other furnishings or appliances will be provided. Resident(s) assume full responsibility for furnishings and appliances. Normal wear and tear is expected, but loss, breakage, or other damage or destruction will be considered excessive and resident(s) will be charged for repair or replacement.

Ottawa University provides every student the following:

- A Twin XL bed frame and mattress
- Closet and/or Standing Wardrobe
- Stackable Drawers and/or 5-Drawer Dresser
- A desk (shared between roommates)
  - Students may request an additional desk for their room after move in
- Living-Room Couches & Table/Chairs (Bennett Hall, Martin Hall)

If a student wishes to bring additional sitting furniture beyond a single-seater, students must coordinate with their roommate before move in. PLEASE NOTE: Residence Life Professional Staff has the right to ask students to remove any furniture impeding upon the living space of their roommate.

## Guests and Visitation (Brown Hall, Bennett Hall, Martin Hall)

Residents of Blue Mountain Apartments, Gillette House and University Apartments, please see Apartment-Specific Guidelines for Guests and Visitation Policy.

Residents may have visitors or guests from time to time, but guests must adhere to the rules and regulations and respect the rights of other residents.

The following guidelines apply when a student has a guest(s) from outside their specific residence hall.

- The residence hall common areas, which vary by building, are open for visitation twenty-four (24) hours per day. Residents are prohibited from sleeping in the common areas.
- Guests of the opposite gender (from outside or inside the hall) are permitted to visit student rooms/suites/apartments during the following times:
  - Sunday - Thursday 10:00 a.m. – 12:00 a.m.
  - Friday - Saturday 10:00 a.m. – 3:00 a.m.
- Guests (non-OU students) must be signed in and out at the front desk each time they enter or leave the building.
- All guests must be escorted by the host to and from the main lobby, lounges, and/or other rooms within the building at all times.
- Students are responsible for signing in guests whether the official sheet or writing utensil is at the front desk or not. If it is not there, they should find a staff member or find another sheet of paper to sign.
- Overnight guests of the same gender are permitted to stay with the resident with the roommate's and/or suite mates' approval for

three nights free of charge. The resident must notify the Residence Life Professional Staff of overnight guests (anyone other than OU students, i.e. parents, friends) and their length of stay 24-hours in advance.

- All non-enrolled minors under the age of 18 are permitted in OU housing only while accompanied by a parent or legal guardian and are not permitted overnight.
- Guests are subject to University regulations. The resident hosting the guest is responsible for the behavior of the guest(s) and will be held accountable for their behavior. At any time that the guest violates a policy or becomes a problem for a resident, the guest will be asked to leave.
- Guests may use parking lots and/or grounds in such a manner that does not interfere with the enjoyment of other residents.

Students who violate this policy will result in referral to a student conduct administrator and may be charged a fine of \$50-\$125.

PLEASE NOTE: Residence Life staff has the right to exclude guests or others who have been in violation of the law, any rules or policies, or anyone who refuses to, or cannot, identify themselves as a resident's guest. Residence Life staff will notify the police and confiscate any prohibited items. Residents and guests are required to comply with all federal, state, and local laws, rules and regulations, and Ottawa University's Student Conduct Code.

## Hall Council

Residence Hall Council (RHC) is dedicated to enhancing the residential community and the living-learning experience in the residence halls. RHA advocates for residents, provides opportunities to hear and meet residents' needs, and positively represents Residence Life at Ottawa University. The purpose of the Residence Hall Council shall be:

- To build community through intentional programming efforts in conjunction with the Resident Assistants and Residence Life Professional Staff in their respective hall.
- To act as an advocate on behalf of the hall to improve the living conditions of the living community.
- To support and sponsor programs and events between residence halls and campus organizations
- Develop leadership, honor diversity, recognize achievement, and promote scholarship, while encouraging involvement among students who reside in the residence halls.
- Through fair representation from each hall and open discussion of issues facing students, the Residence Hall Council acts as the voice of students living in the residence halls to Student Senate and University Administration.

Members of RHC who are elected as the Student Senate representative will be referred to as RHA, or Residence Hall Association. The RHA serves as the voice from the Hall Council to Student Senate, and ultimately University Administration.

## Health and Safety Inspections

For Residents' well-being and protection, the Office of Student Affairs will be conducting Health and Safety Inspections, a walk-through of common areas and individual rooms to identify and address any health, safety, sanitation or maintenance issues that may be present, once a month. The University has the right to enter a resident's room to thoroughly inspect the rooms, its furnishings and/or student's personal possessions for sanitation purposes, to notate or to perform repairs and/or maintenance, and lastly to document violations of University policies.

Although not necessary, the Office of Student Affairs hopes residents will be available during the inspection of their room. If residents have failed an inspection, they will be notified via email by their Residence Life Professional

Staff and/or Residence Life staff within 24 hours with any charges that may apply.

Residents will be granted 24 hours to communicate with the Office of Student Affairs if they have concerns or questions pertaining to their charge. The resident must dispute the charge within five (5) business days. After five (5) business days, the charges are final, and will be sent to OUAR and applied to the student's account.

The University may conduct unannounced inspections at any time as well as utilize community resources during the inspection. Community and University resources may include, but are not limited to, the local law enforcement, drug dogs, University maintenance officials, University administrative officials, University security, etc. Any items removed from a person or room during the search may become the property of the University and disposed of, returned or turned over to the appropriate authorities as necessary.

Health and safety issues found during inspections may result in a fee of \$25, per person in the room/suite, the first time a room fails. After the first time a room fails a health and safety inspection, the fee will increase by an additional \$25 (Example: Two failed health and safety inspections result in a \$50 fee; three failed health and safety inspections result in a \$75 fee and so on). Any damage found at the time of health and safety inspections may be assessed at the time of the inspection. You will be billed for the cost of repair inclusive of labor and materials.

#### Hoverboards

Hoverboards are prohibited.

#### Keys and ID Card Misuse

Keys to individual rooms are checked out to each resident by hall staff. Unauthorized possession, duplication or use of keys or ID cards to any residence hall facility or unauthorized entry or use of residential facilities is prohibited. Keys and ID cards are to remain in the possession of the person to whom the keys and ID cards are issued. Students who violate this policy will be referred to a student conduct administrator and be charged a fine of \$100-\$250 and an additional educational sanction. If you lose your key and/or ID card, you must immediately inform a hall staff member so that the security of your room and building can be re-established as soon as possible. Lost keys and/or ID cards will result in a lock change and/or card deactivation and all associated replacement costs will apply. Key core replacement can range from \$75-\$375 depending on residence location. ID replacement is \$25.

#### Lock Outs

If you lock your keys within your residence hall room and/or building, please contact a member of the Student Affairs Staff. You may do this by calling the desk phone of your residence hall or stopping by the Office of Student Affairs between the hours of 8:30 a.m. - 4:30 p.m. on school days. A member of the Residence Life Professional Staff will be the resource for lockouts. In case of an emergency, please call Campus Security at 785-229-1075 (You will be asked to provide identification).

#### Maintenance Right to Enter

In the normal course of residence life work practices or an emergency, and/or if any resident of the room/suite/apartment has placed a work order, residence life staff, designated Ottawa University employees, repairers and representatives may, without notice, enter your room/suite/apartment for any reason.

#### Maintenance Requests

Contact the Residence Life staff with maintenance issues or concerns. The Residence Life staff is the direct link to the maintenance department, and will follow set protocols to submit and follow up with any maintenance issues reported.

If a maintenance issue needs attention during the day, and Residence Life staff is not available, contact the Office of Student Affairs.

#### Mistreatment of Staff

Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and will result in referral to the Conduct Administrator.

#### Pets

Fish are the only pets allowed in residence hall rooms. Aquarium size limited to 10 gallons.

#### Public Areas

Driveways, sidewalks, courts, halls, entry passages, stairs, and other public areas shall not be obstructed at anytime. No resident vehicle may be parked or driven on any sidewalk or grassy area. These areas are for the sole use of residents of the apartment community.

#### Propping/Exiting Through Security Doors

Propping any security or fire door or exiting through any "Emergency Only" door for non-emergency purposes is prohibited.

#### Quiet Hours and Courtesy Hours

Quiet hours are established to promote an atmosphere conducive to study, relaxation, and sleep. Quiet hours are defined as periods of time when noise will be kept to a minimum. Noise heard outside of a resident's closed room door or within student rooms from the corridor will be considered excessive and in violation of the quiet hours policy.

Quiet hours:

Sunday-Thursday	Friday and Saturday
10:00 p.m. - 10:00 a.m.	Midnight - Noon

Twenty-four (24) hour quiet hours begin prior to Finals Week and continue through the end of final exams. Notification of specific dates will be posted on campus video boards.

Residents are expected to show courtesy, consideration and demonstrate a sensitivity to the needs of other residents at all times. All hours of the day are considered courtesy hours. Excessive noise outside of quiet hours that violate community standards are considered a violation of courtesy hours policy.

#### Pornography

X-rated movies, posters, screen savers, downloadable images and/or magazines are prohibited.

#### Repairs

You may not remove any Ottawa University property, and you may not perform any repairs, painting, wall papering, electrical changes, or other. You are required to leave the room/suite/apartment in good condition, reasonable wear excepted. "Reasonable wear" means wear not caused by negligence, carelessness, accident, or abuse.

You are not permitted to construct wall partitions, or any similar structure. You may construct lofts utilizing the loft kits provided by Ottawa University.

No electrical or telephone wiring may be installed. Absolutely no holes may be drilled. Holes of any size are not permitted.

#### Resident Conflict

Residents are expected to resolve disputes or conflict in a cooperative manner. Please refer to your roommate agreement for guidance. Verbal fighting, physical altercations or intimidation in any form will not be tolerated in any residence hall facility. All occurrences of such behaviors shall be referred to a Conduct Administrator. Residents may seek hall staff assistance to mediate disputes when necessary.

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## Renter's Insurance

Neither Ottawa University nor Residence Life staff is liable to you or your guests for personal injury or damage or loss of personal property. Ottawa University and Residence Life staff urges you to obtain your own renter's insurance for such losses.

## Restrooms

Restrooms on wings of traditional-style halls that are designated male or female may not be used by members of the opposite gender. Gender-neutral restrooms are located in the main lobby of each residence hall.

## Safety and Security

Residence Life is committed to providing a safe and secure living environment in its buildings through its security features, policies, and procedures. Please be reminded that the residence hall/apartment complex is only as secure as the residents' treatment of and responsibility for them.

Although it may seem harmless to open the door for individuals who do not have access, it is very dangerous. It is impossible to assess whether any individual intends to harm a resident or property just by looking at them. NEVER OPEN THE DOOR FOR PEOPLE YOU DON'T KNOW! Request they use their cell phone and call their friend to come to the door and let them in. Do not allow non-residents access to the building.

If you see suspicious looking people, such as someone wandering, lurking, looking lost or nervous, hiding, sneaking, visually watching all passersby, etc., CALL Ottawa Police! You could easily prevent a crime or other dangerous or threatening events by taking action. Become an active member of the residence life community and be aware of your surroundings and the individuals in the buildings, and most importantly, take action.

The direct number for Campus Security is 785-248-1075.

## Inside Your Room/Suite/Apartment

- Lock your doors and windows, even while you are inside
- Use the locks on your bedroom door while you are inside
- When answering the door, see who is there by looking through a window or peephole. If you do not know the person, first talk with him or her without opening the door. Do not open the door if you have any doubts
- Do not give out keys to anyone
- Do not put your name, address, or phone number on your key ring
- Loss of keys can be a great concern for safety—report lost keys to Residence Life staff immediately
- Dial 911 for emergencies. If an emergency arises, call 911 first, and then call the on-call Residence Life staff
- Check your door locks, window latches, and other security devices regularly to be sure they are working properly
- Immediately report the following to residence life staff – in writing, dated and signed:
  - o Any needed repairs of locks, latches, doors, windows, smoke detectors, and alarm systems
  - o Any malfunction of other safety devices outside your apartment such as burned-out lights in stairwells, blocked passages, broken railings, etc.
- Close curtains, blinds, and window shades at night
- Mark or engrave identification on valuable personal property

## Outside Your Room/Suite/Apartment

- Lock your doors while you are gone
- Close and latch your windows while you are gone, particularly when you are on vacation
- Tell your roommate(s) where you are going and when you will be back

- Do not walk alone at night
- Do not give keys to anyone
- Carry your key, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your key at the door

## Vehicle

- Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked
- Whenever possible, do not leave items such as iPods, CDs, wrapped packages, briefcases, or purses in your car in view
- Do not leave your keys in the car
- Carry your key ring in your hand while walking to your car whether it is daylight or dark, and whether you are at home, school, work, or on vacation
- Check the backseat before getting into your car
- Do not stop at gas stations or automatic teller machines at night or anytime when you suspect danger

## Security

Abiding by policies that are in place to provide security to the halls and their residents is of the utmost importance. In consideration of and respect for residents' privacy and property, all halls are secured 24 hours a day and accessed only by the students' OU ID card.

Alarms will be active on all non-entry exterior doors and are for emergency use only. Residents are not permitted to prop the main or exterior doors at any time, should not duplicate room keys, should promptly display or surrender OU ID card when requested by a student affairs staff, residence life staff, or University employee. **Residents are required to escort guests at all times.**

## Soliciting

No solicitation is permitted in residential facilities. This includes distribution of flyers and door-to-door canvassing without permission from the Dean of Student Affairs or designee. Residents are requested to notify hall staff or the Office of Student Affairs of incidences of unauthorized solicitation.

## Sports/Horseplay

Residents and their guests may not engage in any physical sports or sports-related activities within the rooms, suites, apartments, lounges, hallways, stairwells, and/or other public areas within residential facilities. The act of playing sports, or engaging in sport-related activities in a confined area such as those listed above can lead to injury and/or damage to personal and/or University property. Water fights and/or slides are prohibited. Sports/Horseplay may result in damage to property and constitutes vandalism. Items will be confiscated and damage assessments will be levied. Students/residents may also be referred to the Conduct Administrator.

## Subletting

Subletting of a student's room/suite/apartment is not permitted.

## Suspicious People / Events

Call Security or Ottawa Police immediately to report suspicious people or events.

## Tobacco

Smoking, including e-cigarettes and vaping, the use of smokeless tobacco, and hookahs are not permitted in residence halls. If residents and/or students choose to smoke, they should be no closer than twenty feet from the building. See the University Tobacco policy for full details.

## Tornado Safety

Tornado Watch Means: "Heads Up"

The weather conditions in this part of the country suggest tornados may form. If a tornado watch is taking place, gather a radio and flashlight and be prepared to act quickly in case of a tornado warning. Listen for warnings on your battery operated radio or on local stations (KOFO 1220 AM/103.7 FM).

Tornado Warning Means: "Take Cover"

A tornado has actually been sighted or indicated by radar in the area. If a tornado warning is issued, TAKE COVER IMMEDIATELY! Go to the lowest level of the building away from windows or the designated tornado area. Stay away from windows, doors, and outside walls, and do NOT watch/video the tornado!

Falling and flying debris is the major cause of death and injury during a tornado—stay in place and take cover. Use mattresses or blankets to shield from debris. If a resident is unable to proceed to a lower level, the resident should seek shelter in a bathroom in an apartment and use mattresses for protection.

### Trash

Residents and their guests must dispose of all trash and recycling items in the proper bins located in collection areas around the residence hall/apartment complex. Residents found leaving trash in the bathrooms, hallways, common areas, etc. will be referred to a Conduct Administrator.

### Unauthorized Stay

Guests who stay more than three consecutive nights (without pay) will be considered "living" on campus and may be asked to vacate the premises and pay an overnight fee.

### Utility Interruptions

Residence Life staff may temporarily turn off equipment and/or interrupt utilities to your room/suite/apartment or your building to avoid property damage, or to perform maintenance work or repair. Neither Ottawa University nor the Residence Life staff will be liable for any inconvenience, discomfort, disruptions, or interference with your use of the premises.

### Vacating – 24 Hour and Failure to Vacate

Students must move from the residence hall within 24 hours of withdrawal (official or administrative), and/or completion of last final exam or graduation.

Students who are dismissed from Ottawa University will be subject to an expedited notification to vacate that will be determined by the Office of Student Affairs. Students must cease use of the student dining center upon withdrawal or dismissal from Ottawa University.

Residents are responsible for their own personal property at all times. When residents have not vacated assigned space as scheduled, including hall transfers and end of a contract period, and have not removed personal property, the Office of Student Affairs will make a reasonable attempt to contact the resident. After a 24-hour attempt to contact, the personal property will be removed and stored at the resident's expense. A fee of \$200 will be assessed to remove the belongings along with a \$20/hour labor fee for the total number of hours involved in removal and/or storage of abandoned personal property. If a student improperly checks out and leaves his/her belongings, the belongings will be stored for no more than 30 days at a charge of \$50. After 30 days, with no contact from the student, the items will be considered abandoned and donated to charity. Should the student request the items be stored, a storage charge of \$50 per month will apply for a maximum of four months. After four months, if the items are not removed, the items will become University property.

The Office of Student Affairs and Ottawa University are not liable for damage to or loss of property that might occur during the course of removal, disposal, and/or storage. Residents will be billed for all costs incurred in removing personal property and restoration of the residential unit to usable space.

### Water Beds

Water beds are prohibited.

### Windows/Window Screens

Screens should remain in windows at all times. Removal of screens is a violation of University policy. If resident(s), student(s) and/or guest(s) enter or exit through windows, this will be in violation of visitation policy. Residents should never enter or exit through a window except in the case of a fire or other life threatening emergency. Removal of the window sticker and/or screen will result in both a fine and additional disciplinary sanctions. The cost for replacing damaged screens and/or window stickers will be assessed to the individual(s) responsible. Dropping, throwing or discharging item(s) from windows is a safety hazard and is prohibited.

## POLICY VIOLATIONS

"Documentation" is the term used by most people in the University community when referring to the process that occurs when a staff member or resident reports an emergency or a violation of a University policy. Residence life staff are required to document all possible violations of policy. They do not determine who is responsible and will document all persons present. Students have the opportunity to share their account of a situation when they meet with a student conduct administrator. Your actions and behavior during documentation will be taken into account, and it is imperative that you cooperate with the Residence Life staff. Furthermore, students must comply with the directions or requests of University officials, including housing staff such as residence life professional staff, residence life staff, etc. **Failure to accurately identify oneself, and/or comply with staff requests will result in referral to a student conduct administrator.**

In most cases, a staff member will identify him/herself, communicate which regulation has been violated, and request identifications from the student. If you find yourself in such a position, you should remember three things:

- Remain calm. The judicial system is part of the total educational process and is very protective of your rights.
- Always cooperate. Produce your OU ID card immediately upon request.
- You will have the opportunity to visit with an appointed conduct administrator to discuss the situation.

When writing the incident report, the staff member will include every detail of what s/he observed before, during and after the incident, including your disposition. The incident report is only one version of what has happened. It is not to your benefit to argue the point at that time. You will have an opportunity to meet with an appropriate student conduct administrator to share your version of the incident. The conduct administrator receives the report, reviews it along with any past reports of misconduct, and determines appropriate sanctioning. You always have the right to discuss your concerns with the hall staff. For the full conduct process, refer to the Student Code of Conduct.

Be aware of the University and residential policies and regulations. Keep in mind that each situation is unique. No one can ever predict in advance the outcome of a case of misconduct. The Student Code of Conduct was designed with your rights in mind, as well as the rights and safety of others.

Being a member of a community means understanding and adhering to community standards and policies. It also means taking an active role in the development and well-being of that community. One community role residents play is to ensure that community standards are upheld. As a community member, you are responsible for your behavior and the choices that you make. It is our hope that you will choose to abide by all university and housing policies as well as community standards. If you are ever in the presence of a policy violation, you have some choices:

- you may attempt to stop the violation or;
- you may contact residence hall staff or;



# OUKS: Housing Policies and Procedures

- you may remove yourself from the situation.

If you choose to remain at the scene of a policy violation, you may be included in the incident report and may be held accountable for a policy violation.

## APARTMENT-SPECIFIC POLICIES

### Mail and Package Information

#### How to Address Apartment Residents Mail

University Apartment street address is:

Student Name  
803 South Oak Street, # \_\_\_\_\_  
Ottawa, KS 66067

Blue Mountain Apartment street address is:

Student Name  
832 South Oak Street, # \_\_\_\_\_  
Ottawa, KS 66067

Gillette House street address is:

Student Name  
718 South Cedar Street, # \_\_\_\_\_  
Ottawa, KS 66067

Each resident will be issued a mail key upon move-in. If a key is lost or is not returned, the lock will be replaced. The resident is responsible for the replacement cost(s).

### Alcohol and Other Drug Policies

Blue Mountain Apartments, Gillette House and University Apartments are off-campus units under the Ottawa University administration. Ottawa University permits alcohol consumption for students of legal drinking age, only when the following criteria is met:

University-Owned Building	Allowed in Individual Bedrooms (Both Residents 21+ years of age)	Allowed in Common Areas (ALL Residents 21+ years of age)
Blue Mountain Apartments		X
Gillette House	X	X
University Apartments		X

Only apartments (Blue Mountain Apartments and University Apartments) or bedroom (Gillette House) whose residents are ALL over the age of 21 are permitted to have alcohol. If even one resident is underage, the apartment/room is considered a dry unit. Once all residents are over the age of 21, alcohol is permitted.

Ottawa University allows this privilege, but reserves the right to change this policy at any time if significant health and safety issues arise. The use of alcohol on campus is prohibited and is only permitted in Blue Mountain Apartments, Gillette House and University Apartments. If alcohol is consumed, it is expected that such consumption is in compliance with college policies, is not abusive, does not violate rights of roommates or others, and does not lead to conduct that is disorderly, disruptive, or destructive.

Please note this policy does not permit “alcoholic beverage” parties of any type. It is intended to allow moderate and responsible consumption by resi-

dents who are of age with a reasonable number of guests who must also be of age.

- An individual must be of legal age (21 years or older) to consume or possess alcohol within the apartments/house.
- The alcohol in the room is for personal consumption of the residents and their guests of legal age.
- An individual of legal age may have no more than any two (per person) of the following:
  - o 750ml of Wine
  - o 6 (12oz) pack of Beer Products
  - o 6 (12oz) pack of Wine Cooler or Similar Product
- All alcohol must be packaged and unopened when brought into the facility.
- Beer “bongs,” beer pong tables or other binge drinking/drinking game items are not permitted.
- Common sources of alcohol (kegs, half-kegs, quarter kegs, beer/party balls, punches, or the like) are not permitted.
- Public intoxication is prohibited in and around the apartments/house and/or on campus.
- Empty beer and/or alcoholic beverage containers are not permitted in non-21 year old rooms or in any public space in the facility.
- Residents assigned to the room/apartment are responsible for the violations of this policy in their room and/or apartment/house.

### Alcohol Violations and Sanctions (apartment specific)

Tier One Violations (may include, but are not limited to):

- Public intoxication
- Possession of more alcohol than allowed (per apartment policy) by an individual of legal age
- Possession of hard liquor by an individual of legal age

Tier One Sanctions (may include, but are not limited to):

- Disciplinary Warning for up to the academic year
- Fine of \$50-\$150
- Five to Ten (5-10) Hours Community Restitution
- Alcohol Education Program
- Reflection Paper

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 1 Violation during his/her time at Ottawa University. A second Tier 1 Violation moves the violation to a Tier 2 status.

Tier Two Violations (may include, but are not limited to):

- More than one (1) Tier 1 Violation
- Public consumption- anything outside of your assigned apartment



- Possession of alcohol and/or hard liquor by an individual 20 years and under
- Consumption of alcohol and/or hard liquor by an individual 20 years and under
- Disruptive or disrespectful behavior as a consequence of alcohol use
- Ticketed and/or arrested as a result of alcohol

Tier Two Sanctions (may include, but are not limited to):

- Disciplinary Probation up to suspension for the remaining semester
- Parent Notification Letter (if a student is under 21 at the time of violation)
- Fine of \$150-\$300
- Alcohol Education Program
- Reflection Paper
- Ten to Twenty (10-20) Community Restitution Hours
- Removal from Ottawa University Housing or change in housing assignment
- Referral to Ottawa University Counselor. Follow all recommendations.
- Repayment of any costs to repair/replace property damaged

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 2 Violation during his/her time at Ottawa University. A second Tier 2 Violation moves the violation to a Tier 3 status.

Tier Three Violation (may include, but are not limited to):

- More than one (1) Tier 2 Violation
- Providing alcohol to minors
- Providing a location for minors to consume alcohol
- Coercing or forcing another individual to consume alcohol
- Public intoxication leading to harm to self or others
- Public intoxication leading to property damage, disruption to the community

Tier Three Sanctions (may include, but are not limited to):

- Disciplinary Probation up to expulsion for an academic year
- Parent Notification Letter (if a student is under 21 at the time of violation)
- Fine of \$300-\$500
- Alcohol Education Program
- Reflection Paper
- Twenty to Forty (20-40) Community Restitution Hours
- Removal from Ottawa University Housing or change in housing assignment

- Referral to Ottawa University Counselor. Follow all recommendations.
- Repayment of any costs to repair/replace property damaged

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 3 Violation during his/her time at Ottawa University. A subsequent violation will lead to suspension or dismissal from Ottawa University.

### Further Considerations Regarding Violations

1. In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room/suite in which an Alcohol Policy violation occurs will be charged with a violation.
2. Violations of this policy by individuals or groups will be referred to the Office of Student Affairs. The University conduct process will apply. All violations of this policy are cumulative and carry over throughout a student's career at Ottawa University. The degree of sanctioning for a student may depend on a number of factors including but not limited to the level of the violation, any mitigating factors regarding the incident, and the number and type of past violations.
3. Student Athletes are also subject to additional sanctions from the Athletic Department. The Director of Athletics will be notified of any alcohol-related issue/violation.
4. Additional sanctions may be recommended for any level of violation based on the circumstances of each individual incident. These additional sanctions may include but are not limited to:
  - Suspension of co-curricular activities
  - Required involvement with a student organization
  - Other educational sanctions as developed and assigned by the Conduct Administrator

### Controlled Substances and Drugs

See the University Alcohol and Other Drug policy in Appendix B for full policy guidelines.

### Guests and Visitation

Guests, of any gender, over the age of 18 are permitted to visit student rooms/apartments at any time, as long as the guests do not inconvenience the rights, comfort, health and safety of the other residents in the apartment or apartment community. All guests must be escorted by the host at all times. All non-enrolled minors under the age of 18 are permitted in OU housing only while accompanied by a parent or legal guardian and are not permitted overnight.

Guests staying in student rooms/apartments longer than three (3) days would need to receive approval from the Area Residence Hall Coordinator/Office of Student Affairs.

- All non-enrolled minors under the age of 18 are permitted in OU housing only while accompanied by a parent or legal guardian and are not permitted overnight.
- Guests are subject to University regulations. The resident hosting the guest is responsible for the behavior of the guest(s) and will be held accountable for their behavior. At any time that the guest

# OUKS: Housing Policies and Procedures

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violates a policy or becomes a problem for a resident, the guest will be asked to leave.

- Guests may use parking lots and/or grounds in such a manner that does not interfere with the enjoyment of other residents.

Students who violate this policy will result in referral to a student conduct administrator and may be charged a fine of \$50-\$125.

## Neighbors/Community Disturbances

Please discuss concerns directly with your neighbors unless you feel that your safety could be threatened. If an agreeable solution cannot be found, please call your Residence Life staff or a residence life professional staff member.

If a neighbor or Ottawa University staff member contacts you regarding noise, illegal activity, etc. and you are uncooperative and do not immediately cease or alter your activity so that it no longer disturbs others, Ottawa Police will be called and given your apartment number. As a result, you risk prosecution by Ottawa Police and disciplinary action from the University.

Any resident may call Ottawa Police at any time upon their own discretion.

Any University Apartment property that is missing may be reported to the police as stolen. If missing furniture or other unassigned property belonging to Ottawa University is found in your apartment, you will be referred to the University's disciplinary process.

## Utilities - Heat

In freezing weather, you must keep your apartment heated to at least 50° F. You will be responsible for damage to your apartment and property and the property of others if damage occurs as a result of the utilities being turned off or because of broken water pipes.

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## **STUDENT ACTIVITIES & ORGANIZATIONS**



# OUKS: Student Activities and Organizations

## STUDENT ACTIVITIES AND ORGANIZATIONS

The activities and organizations at OU are important parts of a college experience.

Through these activities and organizations, students find friends, make memories, and learn leadership. They develop new talents and sharpen skills, attend campus-related events, and provide valuable services to the University and greater Ottawa community.

Ottawa University provides a variety of opportunities for students to become involved outside the classroom. From campus government to professional groups, and from campus ministries to intramurals, OU students never feel bored.

### CAMPUS FINE ARTS, MUSIC AND THEATRE GROUPS

More than one-third of OU's students participate in art, music, and theatre activities and courses. Each year the Ottawa University Theatre group presents at least 1-2 major productions. Productions vary in scope and type, including traditional works, musicals, contemporary works, and experimental theater. The productions offer students a wide variety of opportunities to experience theatre and become involved.

The Art Department offers courses in studio drawing, painting, graphic arts, ceramics, and design, which culminate in exhibits and shows.

All enrolled students are invited to participate in music ensembles offered by the Department of Music. Ensembles include the University Concert Choir, Jazz Singers, University Orchestra, Jazz Ensemble, Jazz Combos, and Pep Band. Non-music majors are especially encouraged to participate. All ensembles give public performances each semester and selected ensembles tour regionally.

### CAMPUS MEDIA

The Campus student newspaper serves the OU community by keeping its members informed of news, events, and activities. It is entirely student managed, and all students are invited to work on its staff. Established in 1886, The Campus is the oldest student newspaper in Kansas. Students may also participate in the Video or Digital Media production groups.

### CAMPUS MINISTRIES GROUPS

Campus Ministries plans a variety of events, activities, and programs to strengthen and broaden the faith of students, faculty and staff, while keeping with the school's mission statement. Events and activities include contemporary issues and time-honored traditions.

The Director of Campus Ministries oversees each program, along with the help of a campus ministries intern and student leaders. Events and activities range from chapel services to concerts and from campus mixers to mission trips. Activities and programs are open to any OU student desiring fellowship with God and other students. Students who wish to volunteer for these activities or who have questions may contact the Director of Campus Ministries at extension 12575.

Ottawa University enjoys a close relationship with community churches, whose ministers and lay people actively participate in campus ministry programs. Worship services are held in the University Chapel on Sunday evenings at 8:00 p.m. and students are encouraged to seek fellowship in a local church for their ongoing worship needs. The Offices of Student Affairs and Campus Ministries have lists of Ottawa churches.

### Chapel Services

The director of campus ministries plans events for these weekly services held on Thursdays at 11:00 a.m. Some religion courses require Chapel attendance.

### Fellowship of Christian Athletes (FCA)

The Fellowship of Christian Athletes reaches out to our student-athletes by sponsoring activities and events. The group meets Wednesday evenings to discuss issues dealing with teams, relationships and character on and off the field.

### Braving Discipleship

Braving Discipleship is a weekend retreat for high school students from Kansas and surrounding states. OUKS students plan and administer this program, which takes place the first weekend in November. Students have ample opportunities to lead committees, lead small group workshops, and plan an event. This event focuses on service ministry and training for discipleship.

### Summer Camp Ministry Team

Each summer Ottawa University sends a summer camp ministry team to various American Baptist summer camps around the Midwest. Each summer, teams visit six camps in Nebraska, Kansas, Illinois, and Colorado. Summer camp teams attend a training session that emphasizes all aspects of summer camp ministry. Students learn how to lead small group Bible studies, music, craft activities, games, devotionals and team building activities.

### Praise Band

Praise Band, a student-led Worship team, provides Worship in music at Chapel on Thursdays, and at special events.

### Escape

Escape is a spring retreat for OUKS students and serves as a time of renewal and refocus.

### Spring Break Mission Trip

A group of Ottawa University students travel regionally to do mission work during the OUKS campus' annual spring break.

## DEPARTMENTAL AND PROFESSIONAL GROUPS

Many departments offer students the opportunity to learn more about a field by participating in extra-curricular activities. To learn more about these groups, contact the Office of Student Affairs:

- Biology Club
- Drama Club
- Forensics

### Forensics

Promotes forensic activities such as public debate and improvisational comedy, and supports forensics team by focusing upon common goals. Each year the Intercollegiate Forensics Team travels to tournaments nationwide and competes in platform speaking, limited preparation speaking, oral interpretation, and debate. Typically students end the season with a state tournament and a national tournament.

## ETHNIC AND INTERNATIONAL GROUPS

The Whole Earth Club creates opportunities for students to experience multiculturalism at Ottawa University. Led by Dr. Murle Mordy, the group organizes activities that allow international and American students to interact and learn each other's customs, values, and traditions.

## INTERCOLLEGIATE ATHLETICS

Ottawa University is a member of the National Association of Intercollegiate Athletics (NAIA) and is one of twelve member institutions in the Kansas Collegiate Athletic Conference (KCAC) and offers the following varsity-level sports:

Men:	Women:	Co-ed:
Basketball	Basketball	Competitive Cheer
Baseball	Bowling	Competitive Dance
Bowling	Cross Country	
Cross Country	Golf	
Football	Lacrosse	
Golf	Soccer	
Lacrosse	Softball	
Soccer	Track & Field	
Track & Field	Tennis	
Tennis	Volleyball	
Wrestling	Wrestling	
Volleyball		

## INTRAMURALS

Intramurals offer a voluntary program that allows students, regardless of degree or skill, to participate in competitive activities on campus. The program's aim is to contribute to the health and fitness of each student, and develop wholesome recreational skills, constructive attitudes, and desirable social relationships.

Intramurals is recreation by participation. The program organizes activities such as basketball, flag football, volleyball, video games, corn hole, racquetball, table tennis, Frisbee, and more.

## NATIONAL SCHOLASTIC HONOR SOCIETIES

Each year national honor societies elect eligible Ottawa University students into their membership. The national honor societies with chapters at OU are:

### Pi Kappa Delta

Ottawa University proudly continues as the Alpha Chapter of this national forensic skills society. Established in 1913, this society represents Ottawa University at speech and debate competitions in the state, region and nation. Typically, the team competes at the Kansas State Individual Events Championship (KASIE) and the Pi Kappa Delta National Comprehensive Tournament.

### Kappa Delta Pi

To promote excellence in and recognize outstanding contributions to education. The mission of Kappa Delta Pi is to sustain an honored community of diverse educators by promoting excellence and advancing scholarship, leadership, and service.

### Sigma Alpha Honor Society

Ottawa University established this honor society in 1941 to encourage high academic achievement by electing to membership only students at the OUKS campus (Ottawa, Kansas) who rank in the top 10 percent of the senior class or the top two percent of the junior class.

## Sigma Beta Delta

The mission of Sigma Beta Delta is to encourage and recognize scholarship and accomplishment among students of business, management and administration, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Sigma Beta Delta was established to honor students who have attained superior records in business programs in schools and colleges with regional accreditation.

## OTHER ORGANIZATIONS

There are a variety of other organizations offered to students:

### Archery Club

A student organization dedicated to the education and enjoyment of archery.

### Be Brave

The BE BRAVE organization was established to cultivate Agents of Change within the Ottawa University Community. Our purpose is to (1) critically examine social issues impacting college students. (2) Develop resources to educate, empower and assist members of the Ottawa Community (3) Promote personal responsibility and ownership in situations where it is important to take action. (4) Advocate respect, kindness and healthy interactions. Student

### Biology Club

To increase interest in the field of biology by discussion of relevant topics and taking field trips to educate participants, at the same time raising awareness in the community.

### Black Student Union

Unites OU students and increase awareness of the black culture and supports black students. Plans activities to promote diversity, friendship and understanding.

### Champions of Character

Student group designed to encourage the exercise of sportsmanship and integrity in OU athletics.

### Campus Activities Board (CAB)

The Campus Activities Board (CAB) plans activities to develop a well-rounded social, educational, and multi-cultural environment for OU's students, faculty, and staff.

### DECA

Helps members increase their leadership abilities through resources provided by DECA, Inc. The organization also provides a real world experience through competitive events, projects, and community service as well as connections to DECA Inc.'s wide range of partner corporations. "Business as Usual!"

### Diversity Activities Board

DAB is an organization designed to facilitate a shared knowledge of diversity and culture competency on the Ottawa Campus and in the Ottawa Community.

### Hungry for Change

Encourage students, faculty, and the community to join the fight against domestic and global hunger through service and programming that highlight our vision and goals. **Optimist Club**

An organization dedicated to servicing community youth, by demonstrating "Bringing out the Best in Kids." The organization also actively participates with the local organization to provide an event for the community.



# OUKS: Student Activities and Organizations

## Math Club

The Ottawa Math Club was established as a social outlet for intellectual members studying and/or relatively interested in mathematics.

## Public Relations Student Society of America (PRSSA)

PRSSA is a national organization for students interested in public relations and communications. Membership will help students from all fields enhance their education, broaden their networks, and launch their careers.

## Student Senate / Government

The Student Senate represents the students' voice to the faculty and administration. The membership of the Senate shall be comprised of a total of 12 senators and a four member executive team. The Student Body Vice-President who shall preside over the Senate as the Student Senate President. The student body president primarily serves as the liaison among faculty, administrators and students.

The Student Senate meets regularly to discuss and take action on issues facing OU students. Student Senators work in a committee format to serve the interests of all OU students.

The Student Senators include:

- 1 Bennett Hall Senator;
- 1 Brown Hall Senator;
- 1 Martin Hall Senator;
- 1 Apartment Senator (University/Blue Mountain Apartments);
- 1 from each class;
- 2 off-campus Senators;
- 2 at-large Senators
- Student Senate President
- Student Senate Vice President
- Student Senate Secretary
- Student Senate Treasurer.

Contact the Office of Student Affairs for more information about Student Senate.

## SWAAN

The Student Welcoming and Affirming Network's (SWAAN) mission is to enhance the cultural and social climate at Ottawa University and to improve and enrich the lives of the Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) and straight allies of the community. This will be achieved through funding, training, and administrative support for the organization so they may organize successful educational, social, outreach, advocacy, and cultural programs and serve as an effective supportive environment for these programs and the organization's targeted populations.

## The Whole Earth Club

The fundamental aim of this club is to provide opportunities for cross-cultural experiences on campus and at the same time to promote closer relationships between all students. The club is open to any student, faculty or staff member of Ottawa University.

## Volunteer Services

Many individuals and organizations benefit from OU students who give of their time. The OU campus encourages students to apply their faith through involvement in service opportunities; thus, they are found working with Boy and Girl Scout troops, Big Brothers and Big Sisters organizations, social agencies, nursing homes, churches, etc. Interested students may contact the Campus Pastor, the Office of Student Affairs or specific organization leaders.

## BENEFIT FEE

At the beginning of each semester, each enrolled student pays a Student Benefit Fee. The amount of the fee is \$30 per semester credit hour up to 11 semester credit hours. 12 semester credit hours or more pay a flat fee of \$375 per semester. If during the registration period a student increases the number of credit hours in which originally enrolled and the increase moves the student to a higher fee category, his/her account will be adjusted to reflect the increased fee.

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## **APPENDIX A**

### **Sexual Misconduct Policy**

# APPENDIX A: Sexual Misconduct Policy (U-wide)

## SEXUAL MISCONDUCT POLICY

### POLICY STATEMENT

Ottawa University ("University") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination based on pregnancy, gender identity as well as that based on the failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal physical, or visual, that is based on sex, is a form prohibited sex discrimination. Sexual harassment also includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

### SCOPE

This policy applies to administrators, faculty, and other University employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

### JURISDICTION

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, conduct that occurred during an official University program or activity (regardless of location), off campus activities and online activities/actions when the conduct creates a hostile environment on campus, and conduct occurring in University housing and University-sponsored housing. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

### TITLE IX STATEMENT ON POLICY

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquired regarding Title IX, including complaints for sex discrimination:

Carrie Stevens  
Director of University Compliance/Title IX Coordinator  
1001 South Cedar Street  
Ottawa, KS 66067  
785-248-2326  
Carrie.stevens@ottawa.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html) or by calling 1-800-421-3481.

### SEXUAL MISCONDUCT VIOLATIONS

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Ottawa University has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Ottawa considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, Ottawa reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

#### Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when: submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities; submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

Sexual harassment may occur when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Examples of Sexual Harassment:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes or humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail and Internet uses that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, and photos (electronic or otherwise)
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolate, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as described in this policy)

### Non-consensual Sexual Contact

Non-consensual sexual contact is defined as:

- Any intentional sexual touching
- However slight
- With any object
- By a person upon another person
- That is without consent and/or by force

Sexual touching/contact includes, but is not limited to, any bodily contact with breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

### Non-consensual Sexual Intercourse

Non-consensual sexual intercourse is defined as:

- Any sexual penetration or intercourse (anal, oral, or vaginal)
- However slight
- With any object
- By a person upon another person
- That is without consent and/or by force

Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

### Sexual Violence

Collectively, Non-consensual Sexual Contact and Non-consensual Sexual Intercourse can be referred to as “Sexual Violence”. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because of his or her youth, or because of his or her incapacitation due to the use of drugs or alcohol.

#### Examples of Sexual Violence

- Rape or sexual assault: sexual intercourse (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person’s vagina or anus with an object
- The use of the “date rape drug” (or similar drug) to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner’s consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented
- Prostituting another student/employee

### Intimate Partner Relationship Violence (Domestic and Dating Violence)

The offenses of domestic violence and dating violence or abuse occurs between those in an intimate interaction and/or relationship to each other

#### Examples:

- A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
- An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn’t give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
- A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
- Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

### Stalking/Cyberstalking

Persons who violate Ottawa University’s policy against stalking/cyberstalking, as found in the Student Handbook, will be subject to disciplinary action through the Ottawa University Office of Student Affairs who administers the Code of Conduct, unless the alleged violation is also being brought in a complaint under this Sexual Misconduct Policy. In that case, the violation may be determined in conjunction with the Title IX Complaint. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

- Examples of Stalking
  - o A student repeatedly shows up at another student’s on-campus residence, always notifying the front desk attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together.
  - o A graduate student working as an on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate if the gift deliveries stop. The student then started leaving notes of love and gratitude on the graduate assistant’s car, both on-campus and at home. Asked again to stop, the student stated by email: “You can ask me to stop, but I’m not giving up. We are meant to be together, and I’ll do anything necessary to make you have the feelings for me that I have for you.” When the tutor did not respond, the student emailed again, “You cannot escape me. I will track you to the ends of the earth. We are meant to be together”.

### Sexual Exploitation

An act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose, the act or acts of sexual exploitation are present even if the behavior does not constitute another sexual misconduct offense. Sexual exploitation may involve individuals who are known to one another, have an intimate sexual relationship, and /or may involve individuals now known to each other.

#### Examples of Sexual Exploitation:

- Sexual voyeurism (such as watching person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).

# APPENDIX A: Sexual Misconduct Policy (U-wide)

- Invasion of sexual privacy
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the act is not completed).
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation
- Gathering information about an individual from friends, family, and acquaintances
- Threats to harm self or others
- Defamation – lying to others about the reporting party
- Vandalism

## Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

1. If you are the victim of a crime sexual violence, domestic or dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (call 911 if an emergency), in addition to making a prompt complaint to the Title IX Coordinator. You may also wish to contact the National Sexual Assault Hotline at 800-656-HOPE or one of the additional resources listed in this policy.
2. If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, order liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.
3. Under the Violence Against Women Act ("VAWA"), Ottawa University is required to disclose certain information regarding sexual violence, domestic and dating violence, and stalking. You may find Ottawa University's information, which includes state-specific statutes for criminal violations of these offenses, in Appendix D of the Student Handbook.

## CONSENT, FORCE, AND INCAPACITATION

Consent: is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawn is clearly communicated.

Consent to some sexual contact (such as kissing) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("have sex with me or I'll hit you"). Coercion is unreasonable pressure for sexual activity. Coercive behavior different from seductive behavior based on the type of pressure someone uses to get consent from another when someone makes clear that they do not want a sexual activity to occur, continued pressure can be coercive. Note: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how") of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

A person who is legally considered a minor cannot consent to sexual activity. This means that sexual contact by an adult with a person considered a minor by the State may be a crime and a potential violation of this policy, even if the minor wanted to engage in the act.

## ROLES AND RESPONSIBILITIES

### Title IX Coordinator

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) appoint investigators and ensure that they are trained to respond to and investigate complaints of sexual misconduct; (6) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (7) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures. If circumstances require, the Executive Vice President/Chief Financial Officer may designate another person to oversee the process as stated in this Policy, should a conflict arise or should the Coordinator otherwise be unavailable to fulfill the duties herein.

### Administrators, Deans, and Other Managers

It is the responsibility of administrators, deans, and other supervisory staff (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy



## All Employees

It is the responsibility of all employees to review this policy and comply with it. All employees, including Administrators, Deans, Managers, Faculty, Staff, Graduate Assistants, Residential Life Professional Staff, and others, are “mandatory reporters”. As a mandatory reporter, one must inform the appropriate supervisor and/or the Title IX Coordinator upon receiving any information which might be a violation of this policy.

## Students

It is the responsibility of all students to review this policy and comply with it.

## The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The University will act in accordance with its Complaint Resolution Procedures.

## ACADEMIC FREEDOM

While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression or the proper exercise of academic freedom.

## EDUCATION

Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, intrapersonal violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

## AMNESTY FOR REPORTING PARTY AND WITNESSES

The University encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, Ottawa University maintains a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident. However, this policy does not prevent the University from requiring educational and/or counseling options when needed to those who offer assistance under this policy.

## COMPLAINTS

Ottawa University encourages the reporting of misconduct and crimes by witnesses and victims. This Section addresses the method and details of filing a complaint and the following Section addresses the Complaint Resolution Procedures.

### Making a complaint

Complaints may be made directly to the Title IX Coordinator, Carrie Stevens, at 785-248-2326 or [carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu) or with the Deputy Title IX Coordinator, Brittney Kellar, who is located at the Surprise, AZ campus, and can be reached at 623-233-7546 or [Brittney.kellar@ottawa.edu](mailto:Brittney.kellar@ottawa.edu). A person may also tell any employee who can assist in relaying the information to the Title IX Coordinator. Students may also file a complaint with the Department of Education's Office of Civil Rights, as set forth above.

Complaints will be resolved as set forth in this policy under the heading, “Complaint Resolution Procedures”, below.

### Timing of Complaints

There is no statute of limitations for complaints under the Sexual Misconduct Policy. However, the University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

### Faculty and Employees

All University faculty and employees have a duty to promptly report sexual misconduct to the Title IX Coordinator when they observe such conduct or a report of sexual misconduct is made to them. This does not apply to employees who may maintain confidentiality as described in this policy.

### Students

Students are encouraged to file a report under this policy when they experience or witness sexual misconduct. Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator. Students should be aware that all faculty and employees at the University, except those who may maintain confidentiality as described in this policy, have an obligation to report sexual misconduct to the Title IX Coordinator if they observe such conduct or receive a report of such conduct.

### Vendors, Contractors, and Third Parties

This policy applies to the conduct of vendors, contractors, and third parties. If any of these people believe they have been subject to sexual misconduct in violation of the policy, they should make a report as instructed in this policy.

Likewise, members of the University Community may file complaints under this policy against vendors, contractors, and third parties.

### Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.

### Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime – including sexual violence, domestic violence, dating violence, or stalking – is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

### Confidential Reports

If a person desires to talk confidentially about the situation, that person may contact numerous on-and off-campus resources. These resources are available to assist you and will not report your circumstances to the University for investigation without your permission. Notwithstanding, crimes reported to confidential resources at Ottawa University will be reported to the appropriate University personnel for inclusion in the University's annual crime statistics disclosure, though your name will be withheld from this report.

### University-wide Confidential Resources

University Chaplain Dr. John Holtzhuter 785-248-2334 or [john.holtzhuter@ottawa.edu](mailto:john.holtzhuter@ottawa.edu)

Ottawa University Counseling Services 785-248-2582

### Arizona Confidential Resources

- Arizona Coalition to End Sexual & Domestic Violence 800-782-6400 or [www.acesdv.org](http://www.acesdv.org)
- Banner Medical Center 623-524-4000

# APPENDIX A: Sexual Misconduct Policy (U-wide)

## Kansas Confidential Resources

- The Trauma and Abuse Care Center 785-843-8985
- The Willow Domestic Violence Center 800-770-3030

## National Confidential Resource

The Rape, Abuse & Incest National Network (RAINN) is the nation's largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline at 1-800-656-HOPE or [www.rainn.org](http://www.rainn.org), provides confidential services and support to victims and supporters.

## Protecting the Complainant and Respondent

**Interim Measures:** Pending the final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include issuing a no-contact order between the parties, assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether an investigation has begun, or a finding has been made.

**Legal Orders:** If either party has obtained an order of protection, temporary restraining order, other no-contact order against the other party, the information should be provided to the Title IX Coordinator, Dean of Student Affairs, or campus manager. The University will then take all reasonable and legal action to implement the order.

**Policy Against Retaliation:** it is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Person who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this Policy. Complaints of retaliation will be handled as a matter separate from the Sexual Misconduct Complaint and will be sanctioned as a separate policy violation.

**Bad Faith Complaints:** While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

## Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint as it applies to both complainant and respondent.

However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. The Title IX Coordinator is the person responsible for evaluating requests for confidentiality.

## Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

4. If you are the victim of a crime sexual violence, domestic or dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (call 911 if an emergency), in addition to making a prompt complaint to the Title IX Coordinator. You may also wish to contact the National Sexual Assault Hotline at 800-656-HOPE or one of the additional resources listed in this policy.
5. If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence by may be necessary for proof of the crime in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or order liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.
6. Under the Violence Against Women Act ("VAWA"), Ottawa University is required to disclose certain information regarding sexual violence, domestic and dating violence, and stalking. You may find Ottawa University's information, which includes state-specific statutes for criminal violations of these offenses, in Appendix D of the Student Handbook.

## COMPLAINT RESOLUTION PROCEDURES

### General Principle

- A. **Applicability**  
These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.
- B. **Administration and Training**  
For purposes of administering this policy:
  1. "Investigating Officer" means the person or persons appointed by the Title IX Coordinator to conduct a formal investigation of a Title IX report. The Investigating Officers are selected from a group of employees selected by the Title IX Coordinator in consultation with the Executive Vice President & Chief Financial Officer and the Director of Human Resources. The Investigating Officer(s) shall have responsibility for administering these complaint resolution procedures. At their discretion, the Title IX Coordinator may appoint multiple Investigating Officers to work together in administering these complaint resolution procedures. Depending on the circumstances, one or two investigators may be appointed to a particular situation.
  2. The Investigating Officers are trained on an annual basis and are provided supplemental training material that is available at all times. They are trained on issues related to sexual misconduct, domestic violence, dating violence, and stalking. They are also trained on how to conduct an investigation and the process that protects the safety of victims and promotes accountability.
- C. **Promptness, Fairness, and Impartiality**  
These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply

these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall inform the Title IX Coordinator so that another appropriate individual can be designated to administer these procedures.

### Investigation and Resolution of the Complaint

#### 1. Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

#### 2. Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. The preliminary inquiry is typically 1-3 days in duration. This inquiry may also serve to help the Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, Ottawa University, reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed, or Ottawa University determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct a formal investigation to commence and the allegation will be resolved through the process as stated in these Resolution Procedures. If, during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Title IX Coordinator.

#### 3. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

#### 4. Interim Measures

At any time during the investigation, the Investigating Officer, in coordination with the Title IX Coordinator, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

#### 5. Support Person

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complaint or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

#### 6. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

#### 7. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence;
- Similar and timely access to all information considered by the Investigating Officer;
- Equal opportunity to review any statements or evidence provided by the other party; and
- Equal access to review and comment upon any information independently developed by the Investigating Officer.

#### 8. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, the Title IX Coordinator, or other parties as needed.

#### 9. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have an opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

#### 10. Resolution (including Sanctions) of Complaints Against Student Respondents

At the conclusion of the Investigating Officer's investigation, the Investigating Officer will prepare a draft written report. The report will explain the scope of the investigation and identify findings of fact. The Investigating Officer will present the report to the Title IX Coordinator who will review the draft, revise as necessary, and finalize.

If the final written report finds that any allegations in the complaint were found to be substantiated by a preponderance of the evidence

# APPENDIX A: Sexual Misconduct Policy (U-wide)

resulting in a policy violation, the Title IX Coordinator will consult with the Provost/Dean with jurisdiction over the complainant and respondent to determine discipline and remedial measures. The Title IX Coordinator will prepare an addendum setting forth the discipline and remedial measures. Examples of such measures include: no-contact orders, classroom reassignment, the provision of counseling or other support services, suspension of campus activities, educational programming and training, and discipline for the perpetrator including up to probation, suspension in abeyance, suspension, expulsion, and other appropriate institutional sanctions. This document will explain the scope of the investigation, identify findings of fact (if any), and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence resulting in a policy violation.

The final written determination shall be final subject only to the right of appeal set forth in this policy, below.

## 11. Resolution (including Sanctions) of Complaints Against Employee, Faculty, and Third-Party Respondents

At the conclusion of an Investigating Officer's investigation, the Investigating Officer will prepare a draft written report. The report will explain the scope of the investigation and identify findings of fact. The Investigating Officer will present the report to the Title IX Coordinator, and the Title IX Coordinator will review the draft, revise as necessary, and finalize it.

If the final written report finds that any allegations in the complaint were found to be substantiated by a preponderance of the evidence resulting in a policy violation, the Title IX Coordinator will consult with the University administrator with jurisdiction of the complainant and respondent to determine discipline and remedial measures. The Title IX Coordinator will prepare an addendum setting forth the discipline and remedial measures. Examples of sanctions may include: no-contact orders, classroom reassignment, the provision of counseling or other support services, referral to the EAP program, training, discipline for the perpetrator including up to probationary status, termination, and other appropriate institutional sanctions. Discipline may be directly imposed for, in cases with faculty member respondents, a referral may be made for further proceedings in accordance with faculty discipline proceedings.

The Title IX Coordinator will notify the parties of the outcome in writing as described below.

## 12. Notification of Outcome

The Title IX Coordinator will provide written notification of the outcome of the investigation and any addendum to the complainant and the respondent within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Clery Act.

## 13. Special Procedure for Complaints Against the Chancellor, the Title IX Coordinator, or Other Administrators Ranked Higher than the Title IX Coordinator.

If a complaint involves alleged conduct on the part of the University's Chancellor, the University's Board of Trustees will designate the Investigating Officer(s). Based on the information gathered by the investigation, Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal. If a complaint involves alleged conduct on the part of the Title IX Coordinator, a Vice President of the University, or the University Provost, the University's Chancellor will designate the Investigating Officer(s). Based on the information gathered by the investigation, the Chancellor will prepare and issue

the written report determining the complaint. The determination of the Chancellor is final and not subject to appeal.

The Investigating Officers may be chosen from outside sources.

## 14. Withdrawal or Resignation While Charges Pending

**Students:** Ottawa University does not permit a student to withdraw if that student has an allegation pending for violation of the Sexual Misconduct Policy. Should a student decide to leave and/or not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Ottawa University unless all sanctions have been satisfied. The student will not have access to an official academic transcript until the allegations have been resolved.

**Employees:** Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any Ottawa University responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for hire.

## APPEALS

Either party may appeal the final determination (finding of violation or severity of sanction).

### Grounds for Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information not available at the time evidence was presented to the Investigating Officer would result in a different decision;
- There was a procedural error significant enough to call the outcome into question;
- There was a clear error in factual findings;
- Bias or prejudice on the part of the Investigating Officer; or
- The punishment or the corrective action imposed is disproportionate to the offense.

### Method of Appeal

Either party may appeal the final outcome determination. The appeal is submitted to the following parties, depending on the identity of the respondent:

- Appeals from complaints that allege a student or faculty have committed sexual misconduct shall be directed to the University Provost, Dr. Terry Haines.
- Appeals from complaints that allege an employee or third-party has committed sexual misconduct shall be directed to the Executive Vice President/Chief Financial Officer, Clark Ribordy.

The official to which the appeals are submitted (i.e., the University Provost or the Executive Vice President/Chief Financial Officer) shall be referred to as "Appeals Officials". The appeal must be filed within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of complainant;
- Name of respondent;
- A statement of the determination of the complaint, including corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any.

The appellant may request a meeting with the appropriate Appeal Official, but the decision to grant a meeting is within the Appeal Official's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

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### Resolution of Appeal

The Appeal Official will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Appeal Official is final. The Appeal Official shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Title IX Coordinator's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution. In some cases involving faculty member respondents, the discipline imposed may result in additional process following the appeal.

### Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appeal Officials as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio procedures.

### Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent that there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control resolution of complaints alleging violations of the Sexual Misconduct Policy.

Questions on this Policy should be directed to:

Carrie Stevens

Director of Compliance/Title IX Coordinator

1001 South Cedar Street

Ottawa, KS 66067

785-248-2326

Carrie.stevens@ottawa.edu

### Revisions

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. Ottawa University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

*This policy and procedure was most recently revised September 30, 2018.*





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## **APPENDIX B**

### **Alcohol and Other Drug Policy**

# APPENDIX B: Alcohol and Other Drug Policy (U-wide)

## ALCOHOL AND OTHER DRUG POLICY

The alcohol policy for Ottawa University is in compliance with the laws of the states of Arizona, Indiana, Kansas, and Wisconsin. Students who fail to comply with the policies are subject to disciplinary action.

The alcohol policy at Ottawa University is based upon the recognition that:

1. The majority of the undergraduate student at the residential campuses cannot legally consume alcohol;
2. A number of students who are of legal age to consume or possess alcohol choose not to do so; and,
3. Alcohol abuse on college campuses across the nation can be problematic.

Ottawa University recognizes that abuse of alcohol and other drugs is a problem on our nation's campuses. Ottawa University condemns excessive consumption of alcohol. The University also considers the decision of whether to consume alcohol to be a value judgment on the part of each individual of legal age. All University-housing units on the residential campuses are dry, substance-free buildings. Some off campus University and University-sponsored housing options permit alcohol consumption with limitations for students of legal drinking age (reference your campus section for details).

### ALCOHOL IS PROHIBITED ON CAMPUS

Alcohol is prohibited on Ottawa University campuses. Exceptions to this policy may be authorized by the campus Provost/President or Dean of Student Affairs after review of specific situations, which present unique circumstances. Committing a city and/or state crime also constitutes a University violation.

1. All Ottawa University community members are expected to abide by any and all city, state, and federal laws, in addition to the policies specific to Ottawa University.
2. Possession or consumption of alcoholic beverages by an individual who is under 21 is a violation of policy and city and state law.
3. Use of false identification to justify underage possession or consumption of alcoholic beverages is a violation of policy.
4. Furnishing alcoholic beverages to a minor is a violation of policy. It is also a criminal violation of city and state law.
5. Hosting an event where alcohol is consumed by minors is a violation of policy. It is also a criminal violation of city and state law.
6. Abusive or disruptive behavior related to the use/abuse of alcohol or beer (alcoholic beverages) will not be tolerated on or off campus.
7. Paraphernalia related to alcohol consumption, including, but not limited to beer bong, beverage containers, funnels, keg taps, bottle caps, etc. are prohibited in/on University and University-sponsored properties.
8. Organizations that receive budgetary support from the University, or organizations that solicit funds for the purpose of college activities are not allowed to use the funds to purchase alcoholic beverages.
9. Ottawa University reserves the right to report any incident of possible legal violation to law enforcement officials.
10. Alcohol policy violations are cumulative during a student's enrollment tenure at Ottawa University.

### ILLEGAL DRUGS ARE PROHIBITED ON CAMPUS

Students who are involved with drugs are encouraged to seek assistance through the University's Student Health and Counseling Services or our community professional partners. These services are confidential. Ottawa University will not tolerate unlawful possession, use, manufacture, distribution, or dispensing of illegal substances in or on property controlled by Ottawa University or at University-sponsored events or programs. Drug paraphernalia and water pipes are also prohibited. Examples of violations include:

- Misuse of over-the-counter drugs

- Misuse or sharing of prescription drugs
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug
- Possessing paraphernalia (i.e. rolling papers, pipes, bong, etc.) for intended or implied use of any form of illegal drug
- Possessing paraphernalia that contains or appears to contain illegal drug residue
- Purchasing or passing illegal drugs from one person to another
- Using mail services to purchase, pass, or distribute illegal drugs

Students found responsible for possession, use, or distribution of illegal drugs will face appropriate disciplinary action including but limited to separation from the University. Ottawa University is a partner with the local community law enforcement and does not provide immunity or protection from prosecution by local authorities. This policy provides flexibility for the University in addressing drug-related offenses which occur on or off campus. The focus of the policy is to ensure that students are engaging in behaviors that will lead to successful completion of their academic goals, and to that end, the University also considers any violations relative to illegal drugs a major offense that may be referred to local law enforcement.

### SAFE HARBOR

The University seeks to empower students with addiction problems to seek assistance. A safe harbor rule exists at Ottawa University to assist students in obtaining the resources necessary to overcome addiction issues. If any University student brings their own use, addiction, or dependency to the attention of a University official outside the threat of drug tests or imposition of the conduct process and seeks assistance, a student conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

### GOOD SAMARITAN CLAUSE

Any student who seeks assistance for him/herself or another student from Campus Security, Residence Life, or professional medical personnel, for intoxication or overdose shall not be subject to formal Conduct System.

This refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the Ottawa University alcohol policy. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol and does not extend to related infractions such as assault or property damage. Although formal disciplinary action may not be invoked, mandatory referrals for educational sessions and/or assessment at the student's own expense may be made.

### VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

1. University conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code, if both possible violations result from the same factual situation, without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual based on his/her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of

the Student Code and of how such matters are typically handled with the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with campus policies or sanctions. Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## ALCOHOL

Alcohol sanctions differ between campuses, as well as University and University-sponsored housing units. It is the student's responsibility to know the sanctions that apply to his/her circumstances.

Containers promoting alcohol consumption and/or once contained any alcoholic beverage are prohibited on University and University-sponsored properties. This prohibition includes, but not limited to:

- Shot glasses
- Beer cans/bottles
- Liquor bottles
- Wine bottles
- Kegs
- Funnels
- Beer bongs
- Flasks
- Games/Activities simulating alcohol consumption
- Items with the intent to conceal alcohol
- Items promoting any alcoholic brand (i.e. t-shirts, posters, etc.)

Please note, any décor made from any type of alcohol container is considered paraphernalia and is not permitted. Discovery of an empty alcoholic beverage container or other alcoholic paraphernalia will require immediate discarding of the item in the presence of a residence life staff member. If a student is asked on more than one occasion to dispose of empty alcohol containers or paraphernalia, they will be referred to a Conduct Administrator.

### Alcohol Violations and Sanctions

Ottawa University seeks to educate students about responsible drinking behaviors. To clearly note, a total of three (3) alcohol violations are deemed the maximum number a student may accumulate throughout his/her career at Ottawa University. The fourth violation at any tier or combination of any of the tiers is grounds for suspension or dismissal. As part of the readmissions process, all students who are suspended based on cumulative alcohol violations must provide evidence they may successfully engage in their education at Ottawa University without further issues with alcohol.

Tier One Violations (may include, but are not limited to):

- Being in the presence of alcohol, on more than one occasion
- Possessing Alcohol Containers & Alcohol Paraphernalia, on more than one occasion

Tier One Sanctions (may include, but are not limited to):

- Disciplinary Warning for up to the academic year
- Fine of \$50-\$150
- Five to Ten (5-10) Hours Community Restitution
- Alcohol Education Program
- Reflection Paper

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 1 Violation during his/her time at Ottawa University. A second Tier 1 Violation moves the violation to a Tier 2 status.

Tier Two Violations (may include, but are not limited to):

- More than one (1) Tier 1 Violation
- Possessing or consuming alcohol
- Your guest in possession (regardless if they are signed in to the hall or not) of alcohol (any quantity)
- Public consumption- public areas, such as buildings within the perimeters of campus and University grounds.
- Public intoxication
- Destruction of property related to alcohol

Tier Two Sanctions (may include, but are not limited to):

- Disciplinary Probation up to suspension for the remaining semester
- Parent Notification Letter (if a student is under 21 at the time of violation)
- Fine of \$150-\$300
- Alcohol Education Program
- Reflection Paper
- Ten to Twenty (10-20) Community Restitution Hours
- Removal from Ottawa University Housing or change in housing assignment
- Referral to Ottawa University Counselor. Follow all recommendations.
- Repayment of any costs to repair/replace property damaged

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 2 Violation during his/her time at Ottawa University. A second Tier 2 Violation moves the violation to a Tier 3 status.

Tier Three Violations (may include, but are not limited to):

- More than one (1) Tier 2 Violation
- Ticketed and/or arrested as a result of alcohol
- Providing alcohol to minors
- Coercing or forcing another individual to consume alcohol
- Public intoxication leading to harm to self or others
- Public intoxication leading to property damage, disruption to the community

Tier Three Sanctions (may include, but are not limited to):

- Disciplinary Probation up to expulsion for an academic year
- Parent Notification Letter (if a student is under 21 at the time of violation)
- Fine of \$300-\$500
- Alcohol Education Program
- Reflection Paper
- Twenty to Forty (20-40) Community Restitution Hours
- Removal from Ottawa University Housing or change in housing assignment
- Referral to Ottawa University Counselor. Follow all recommendations.
- Repayment of any costs to repair/replace property damaged

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

# APPENDIX B: Alcohol and Other Drug Policy (U-wide)

A student may only have one (1) Tier 3 Violation during his/her time at Ottawa University. A subsequent violation will lead to suspension or dismissal from Ottawa University.

## CONTROLLED SUBSTANCES AND DRUG

Violations associated with controlled substances and illegal drugs are managed under drug sanctions. Drug sanctions differ between campuses. It is the student's responsibility to know the sanctions that apply to his/her circumstances and locations.

Students can only have two drug-related policy violations in total with the exception of a Tier 3 violation in which the student faces immediate suspension/dismissal.

The illegal possession, use, sale, manufacturing, or distribution of drugs is a violation of the law and is prohibited. The illegal possession or use of drugs may subject individuals to criminal prosecution. The University will refer violations to appropriate authorities for prosecution on any Ottawa University campus or at any Ottawa University event. This prohibition includes, but not limited to:

- The use of non-prescribed controlled substances
- Improper use of prescription medications
- Possession and trafficking (manufacturing, dispensing, or selling) of controlled substances
- Possession of drug related paraphernalia (i.e. water bong, bong, bowls, and other common containers) is not permitted
- Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drugs or controlled substances is strictly prohibited. Any person found in violation of this policy will be subject to various applicable University disciplinary actions which could include suspension or dismissal and will be reported to the appropriate local, state and Federal authorities.

Containers promoting drug usage and/or once containing any illegal drugs are prohibited. This prohibition includes, but not limited to:

- Bong
- Bowls
- Rolled Papers
- Pipes
- Homemade One-Time Use Devices
- Items with the intent to conceal drugs
- Items promoting any drug company

Please note, any décor made from any type of drug container is considered paraphernalia and is not permitted. Discovery of an empty drug container or paraphernalia will require immediate discarding of the item in the presence of a residence life professional staff member.

## Drug Violations and Sanctions

Below is the list of drug-related violations and sanctions.

Tier One Violations (may include, but are not limited to):

- Possession of Drug Paraphernalia/Drug Container Violation
- In the presence of drugs (illegal, non-prescribed (to you), synthetic, etc.)

Tier One Sanctions (may include, but are not limited to):

- Disciplinary Probation for up to the academic year
- Fine of \$100-\$300
- Ten-Twenty (10-20) Hours Community Restitution
- Educational Sanction(s)
- Drug Assessment and Treatment as deemed necessary by University Counselor
- Parent Notification Letter

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due

date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 1 Violation during his/her time at Ottawa University. A second Tier 1 Violation moves the violation to a Tier 3 status.

Tier Two Violations (may include, but are not limited to):

- The use of non-prescribed controlled substances
- Improper use of prescription medications
- Possession of drugs (regardless of amount)
- Disruptive or disrespectful behavior as a consequence of illicit drugs or controlled substances
- Public inebriation leading to harm to self or others
- Public inebriation leading to property damage, disruption to the community
- Failure of Athletic Drug Test
- Ticketed and/or arrested as a result of drugs or controlled substances

Tier Two Sanctions (may include, but are not limited to):

- Disciplinary Probation up to suspension/dismissal
- Fine of \$300-\$500
- Twenty-Thirty (20-30) Hours Community Restitution
- Educational Sanction(s)
- Drug Assessment and Treatment as deemed necessary by University Counselor
- Parent Notification Letter
- Repayment of any costs to repair/replace property damaged
- Removal from Ottawa University Housing or change in housing assignment

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).

A student may only have one (1) Tier 2 Violation during his/her time at Ottawa University. A subsequent violation may result in suspension or dismissal.

Tier Three Violations (may include, but are not limited to):

- Two violations of the drug policy (any combination of Tier 1 or Tier 2 violations)
- Coercing or forcing another individual to consume a controlled substance and/or illicit drugs
- Dealing, selling and/or trafficking controlled substances
- Dealing, selling and/or trafficking illicit drugs

Tier Three Sanctions (may include, but are not limited to):

- Suspension/Dismissal
- Fine of \$500+
- Thirty-Forty (30-40) Hours Community Restitution
- Educational Sanction(s)
- Drug Assessment and Treatment as deemed necessary by University Counselor
- Parent Notification Letter

Please note, all assigned sanctions will correspond with a penalty fee and have a due date. Each penalty fee will be added to a student's account and remain unless the sanction(s) are completed by their corresponding due date. Students who fail to complete their sanction(s) by the designated due date will forfeit the opportunity to remove the fee associated with each sanction and will still be held responsible for completing their sanction(s).



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## FURTHER CONSIDERATIONS REGARDING VIOLATIONS

1. In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room/suite in which an Alcohol and Other Drug Policy violation occurs will be charged with a violation.
2. Violations of this policy by individuals or groups will be referred to the Office of Student Affairs. The University conduct process will apply. All violations of this policy are cumulative and carry over throughout a student's career at Ottawa University. The degree of sanctioning for a student may depend on a number of factors including but not limited to the level of the violation, any mitigating factors regarding the incident, and the number and type of past violations.
3. Student-athletes are also subject to additional sanctions from the Athletic Department. The Director of Athletics will be notified of any alcohol-related issue/violation.
4. Additional sanctions may be recommended for any level of violation based on the circumstances of each individual incident. These additional sanctions may include but are not limited to:
  - Suspension of co-curricular activities
  - Required involvement with a student organization
  - Other educational sanctions as developed and assigned by a Conduct Administrator



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## **APPENDIX C**

### **Drug and Alcohol Abuse Prevention Policy**

Required by Drug-free Workplace and Drug-free Schools and Communities Acts

# APP. C: Drug/Alcohol Abuse Prevention Policy (U-wide)

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

### INTRODUCTION

Ottawa University is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, sexual misconduct, and disruption of sleep and study space increase in relation to misuse. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the University community.

Under the Drug-free Workplace Act and the Drug-free Schools and Communities Act, the University is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This Policy must outline the University's prevention, education and intervention efforts, and consequences that may be applied by both the University and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

### UNIVERSITY ALCOHOL AND OTHER DRUG POLICY

For the purpose of this Policy, the term "drug" includes:

1. controlled substances, as defined in 21 USC 802, which cannot be legally obtained
2. legally obtainable controlled substances which were not legally obtained, including:
  - o Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
  - o Prescribed drugs used contrary to the prescription;
  - o Prescribed drugs issued to another person.

All members of the campus community also are governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Kansas, Wisconsin, Indiana, and Arizona law prohibits the dispensing, selling or supplying of drugs or alcoholic beverages to a person under 21 years old. Employees, students, faculty and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle or while otherwise engaged in University business. University property, as defined in this Policy, includes all buildings and land owned, leased, or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University unless exempted by the Board.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on University property, while driving a University or privately owned vehicle, or while otherwise engaged in University business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time. The specific details of the University Alcohol and Other Drug Policy can be found in Appendix B of the Student Handbook.

### OTTAWA UNIVERSITY ALCOHOL AND OTHER DRUG PREVENTION STRATEGIES

The University uses evidenced-based strategic interventions, collaboration, innovation and the incorporation of the wellness dimensions to reduce harmful consequences of alcohol and other drug use.

- Providing education and awareness activities.
- Offering substance-free social, extracurricular, and public service options.
- Creating a health-promoting normative environment.
- Restricting the marketing and promotion of alcohol and other drugs.
- Limiting availability of alcohol and other drugs.
- Developing and enforcing campus policies and enforce laws to address high-risk and illegal alcohol and other drug use.
- Providing early intervention and referral for treatment.

For more detailed information on the University alcohol and other drug prevention strategies, contact the campus Office of Student Affairs at 623-233-7611 (OUAZ — Surprise, Arizona) or 785-248-2313 (OUKS — Ottawa, Kansas) or the University Director of Compliance at 785-248-2326.

### HEALTH RISKS

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with drug use.

#### Alcohol

Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

#### Amphetamines

Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

#### Cannabis

Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

#### Cocaine (crack)

Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

#### Designer Drugs/Synthetic Cannabinoids (bath salts, K2, spice)

Can cause short-term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

#### Hallucinogens (PCP, LSD, ecstasy, dextromethorphan)

Can cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

### **Inhalants (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons)**

Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

### **Opiates/Narcotics**

(heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long-term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

### **Sedatives**

Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.

### **Tobacco (cigarettes, cigars, chewing tobacco)**

Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

For an extensive list of health-related risks please visit The National Institute on Drug Abuse: <http://www.drugabuse.gov/>

## **COUNSELING AND TREATMENT PROGRAMS**

The University encourages individuals with alcohol- or other drug-related problems to seek assistance. For information on these services, contact:

### **On-campus**

#### **Counseling Services**

**OUKS (Ottawa, Kansas)**  
785-248-2582

**OUAZ (Surprise, Arizona)**  
602-749-5166

#### **Health Service**

**OUKS (Ottawa, Kansas)**  
785-248-2319

**OUAZ (Surprise, Arizona)**  
602-749-5166

#### **Other Services for Students (Residential Offices of Student Affairs)**

**OUKS (Ottawa, Kansas)**  
785-248-2313

**OUAZ (Surprise, Arizona)**  
623-233-7611

**Services for Faculty and Staff**  
785-248-2350

### **Off-campus**

**Narcotics Anonymous**  
[www.na.org](http://www.na.org)

**Alcoholics Anonymous**  
[www.aa.org](http://www.aa.org)

**EAP Program**  
800-624-5544  
[www.ndbh.com](http://www.ndbh.com)

- Confidential counseling and consultation service for University faculty, staff, and their families.

- Serve as an early intervention resource when work, health, and life related issues arise.
- Offer 24-hour availability for consultation and intervention on issues relating to substance use disorders, both for leaders with questions on how to handle workplace situations, as well as for faculty and staff who want assistance, assessment, referral, and post-treatment monitoring.

### **Ottawa, Kansas**

**Elizabeth Layton Center**  
785-242-3780 (weekdays)

785-242-3781 (emergencies)

**The Sexual Trauma and Abuse Care Center**  
785-843-8985

[support@stacarecenter.org](mailto:support@stacarecenter.org)

**Willow Domestic Violence Center**  
800-770-3030

785-843-3333

### **Surprise, Arizona**

**Community Bridges**  
602-861-2255

## **ALCOHOL PREVENTION PROGRAMS**

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

The Office of Student Affairs provides overall coordination of student-focused drug and alcohol prevention programs. The Office of Human Resources focuses on staff and faculty. Many services are provided collaboratively by various departments within the University.

## **UNIVERSITY SANCTIONS**

The use or abuse of alcohol and other drugs also increases the risks for behavioral and social problems such as negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary action, including loss of employment or dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

The laws of the state of Arizona, Kansas, and Wisconsin, and the University's policies prohibit the consumption or possession for personal consumption of alcoholic beverages by persons under the age of 21 years. Further, they also prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. University policies, local ordinances, state laws and federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

Violation of University policies will be subject to campus disciplinary review and action, as follows:

- **Students**  
The University community has established expectations for nonacademic student conduct under the Alcohol and Other Drug Policy in Appendix B of the Student Handbook that specifically addresses the illicit use of alcohol and other drugs.
- **Staff and Faculty**  
Sanctions for violations by faculty and staff are governed by the Employment Policies Handbook. Appropriate sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case, there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

The following behaviors contradict the values of the University community and are subject to action under this policy:



# APP. C: Drug/Alcohol Abuse Prevention Policy (U-wide)

- Illegally possessing or using alcohol and drugs
- Illegally distributing, manufacturing, or selling alcohol and drugs
- Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of using alcohol or drugs

The policy is administered by University and campus administration. At the residential campuses, it is administered by the Office of Student Affairs. These designees are charged with facilitating the resolution process used to determine responsibility. Administration/staff work with parties to determine appropriate educational measures and sanctions. These measures cover a wide range of educational assignments and obligations, including but not limited to counseling (on- or off-campus), community service, probation, suspension, or expulsion.

## EXTERNAL SANCTIONS

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property;/
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

## State Laws

The following State laws for Arizona, Kansas, and Wisconsin are not inclusive of drug and alcohol violations and sanctions and are listed here only as a reference for the most common drug and alcohol violations. This list is not provided as legal advice.

### Arizona

#### Alcohol

Under state law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense. Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Arizona and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Arizona. State law requires drivers who are arrested by the police for a suspected violation of this law to submit to scientific tests that determine the amount of alcohol and/or drugs in their blood. Those who refuse will automatically lose their driving privilege in Arizona for 1 year.

#### Marijuana

Although the use of medical marijuana is legal in the state of Arizona with a valid state issued medical marijuana card, the possession of any amount of marijuana on the University campus, including University housing and University-sponsored housing, is a criminal violation and is subject to criminal prosecution, regardless of whether the possessor has a medical marijuana card or not.

### Kansas

#### Alcohol-related offenses

It is illegal for anyone under 21 years of age to possess, purchase, attempt to purchase or consume cereal malt beverage or alcoholic liquor except where specific exemptions are provided by law. Maximum Penalty: \$200 minimum fine (18-21 years of age); \$500 fine (under 18 years of age); perform 40 hours of public service; attending an alcohol education program; and up to 1 year suspension of driving privileges.

It is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. Maximum Penalty: 6 months in jail; \$200 minimum fine.

It is illegal for anyone to host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages. Maximum Penalty: 1 year in jail, \$1,000 minimum fine; performance of community service.

It is illegal for anyone to operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. If convicted, you are subject to the following penalties:

#### First Conviction (Misdemeanor)

Maximum Penalty: 6 months in jail ; \$1,000 fine; required completion of an alcohol education program; suspended driver's license for 30 days; then use of ignition interlock device for 180 days (1 year suspension and subsequent 1 year ignition interlock device if alcohol concentration is .15 or greater)

#### Second Conviction (Misdemeanor)

Maximum Penalty: 1 year in jail; \$1,750 fine; completion of alcohol treatment program; suspended driver's license for 1 year; then use of ignition interlock device for 1 year (2 years, if alcohol concentration is .15 or greater)

#### Third Conviction (Misdemeanor)

(Felony if prior conviction within preceding 10 years) Maximum Penalty: 1 year in jail;\$2,500 fine; completion of alcohol treatment program; suspended driver's license for 1 year; use of ignition interlock device for 2 years (3 years, if alcohol concentration is .15 or greater), with costs.

#### Fourth Conviction (Felony)

Maximum Penalty: 1 year in jail; \$2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver's license for 1 year, then use of ignition interlock device for 3 years (4 years, if alcohol concentration is .15 or greater), with costs.

#### Fifth & Subsequent Convictions (Felony)

Maximum Penalty: 1 year in jail; \$2,500 fine; participation in alcohol abuse program; required mental health evaluation; suspended driver's license for 1 year, then use of ignition interlock device for 10 years, with costs.

## Drugs

The illegal possession or illegal use of drugs may subject individuals to criminal prosecution. The University will refer violations of proscribed conduct to appropriate authorities for prosecution.

Kansas law also mandates for certain offenders a non-prison sanction of placement in drug abuse treatment programs. Certain other offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to punishment of imprisonment.

The manufacture of a controlled substance is a drug severity level 2 felony. Maximum Penalty: 12 years imprisonment; \$500,000 fine.

Illegal possession or use of opiates, amphetamines and narcotics is a drug severity level 5 felony. Maximum Penalty: 3 1/2 years imprisonment; \$100,000 fine.

Unlawful possession or use of depressants\*, stimulants, hallucinogenic drugs (including marijuana and K-2), anabolic steroids, simulated controlled substances and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A non-person misdemeanor and may escalate to a level 5 felony. Maximum Penalty: 1 year imprisonment; \$2,500 fine. With a prior conviction for this offense: 3 1/2 years imprisonment; \$100,000 fine.

The sale or distribution of these drugs is a drug severity level 4 felony and may escalate to a drug severity level 1 felony. Maximum Penalty: 4 years & 3 months imprisonment; \$300,000 fine. With prior convictions for this offense: 17 years imprisonment; \$500,000 fine.

#### Refusal to Submit to Alcohol or Drug Testing (Felony)

Penalty:

- 1st time - suspended driver's license for 1 year; driving is restricted by ignition interlock device for two years.
- 2nd time - suspended driver's license for 1 year; driving is restricted by ignition interlock device for three years,
- 3rd time - suspended driver's license for 1 year; driving is restricted by ignition interlock device for four years,
- 4th time - suspended driver's license for 1 year; driving is restricted by ignition interlock device for five years,
- 5th time - suspended driver's license for 1 year; driving is restricted by ignition interlock device for ten years.

### Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance / Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4,999 grams mixture	<b>FIRST OFFENSE:</b> Not less than 5 years and not more than 40 years. If death or serious bodily injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>SECOND OFFENSE:</b> Not less than 10 years and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>FIRST OFFENSE:</b> Not less than 10 years and not more than life. If death or serious bodily injury, not less than 20 years or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>SECOND OFFENSE:</b> Not less than 20 years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 OR MORE PRIOR OFFENSES:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilgram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 killogram or more mixture		
Substance / Quantity		Penalty		
Any amount of other schedule I & II substances		<b>FIRST OFFENSE:</b> Not more than 20 years. If death or serious bodily injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>SECOND OFFENSE:</b> Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any drug product containing gamma hydroxybutyric acid				
Flunitrazepam (Schedule IV) 1 gram				
Any amount of other schedule III drugs		<b>FIRST OFFENSE:</b> Not more than 10 years. If death or serious bodily injury, not less than 15 years or more than life. Fine \$500,000 if an individual, \$2.5 million if not an individual.  <b>SECOND OFFENSE:</b> Not more than 20 years. If death or serious bodily injury, not more than 30 years or more than life. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any amount of other schedule IV drugs (other than one gram or more of Flunitrazepam)		<b>FIRST OFFENSE:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>SECOND OFFENSE:</b> Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Any amount of other schedule V drugs		<b>FIRST OFFENSE:</b> Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>SECOND OFFENSE:</b> Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

# APP. C: Drug/Alcohol Abuse Prevention Policy (U-wide)

Possession, use, attempting to obtain, sale, and manufacture of altered or false driver's licenses or identification cards are prohibited by criminal laws. Criminal convictions may jeopardize employment status in professions requiring licensing, certification, or security clearances.

It is illegal to lend a driver's license or identification card to a person under 21 years of age in order to obtain cereal malt beverage and/or alcoholic liquor.

Possession or display of any fictitious or fraudulently altered driver's license or identification card is a Class B nonperson misdemeanor. Maximum Penalty: 6 months in jail; \$1,000 fine; completion of alcohol/drug education or training program.

Lending a driver's license or identification card to a person under 21 years of age for use in obtaining cereal malt beverage and/or alcoholic liquor, is a Class B nonperson misdemeanor (first conviction): Maximum Penalty: at least 100 hours public service; \$500 fine; 6 months in jail; (severity level and penalties increase with subsequent convictions).

Other crimes relating to false identification can have more severe consequences. Dealing in false identification documents is a severity level 9 nonperson felony. Penalties will vary based upon factors considered in sentencing guidelines. Maximum Penalty: 23 months in jail; \$100,000 fine.

## Wisconsin

### Alcohol

Under state law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense.

Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher.

If a student is under 21, there is a "zero tolerance" law in the state of Wisconsin and any blood alcohol level of .02 or higher can lead to a minor in possession (MIP) citation, as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Wisconsin.

### Marijuana

The laws of the state of Wisconsin make the possession of marijuana (for the first two infractions) a misdemeanor, punishable by a fine of \$1,000 and/or imprisonment of up to one year.

### Federal Laws

A full description of federal sanctions for drug felonies can be found at: [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30) (or see the chart at the bottom of the previous page). The information, including

the chart, in this section is not intended as legal advice; individuals should seek independent legal counsel for advice.

## EMPLOYEE REPORTING REQUIREMENT

Under the Drug-Free Workplace Act, in addition to the other requirements of this Policy, the University requires all employees who work in any capacity under a federal grant or contract to notify his or her University supervisor or department head in writing of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five (5) calendar days after such conviction. The supervisor or department head will notify University Human Resources, who will consult with the appropriate staff in the regarding satisfying the University's reporting obligations.

## ALCOHOL MARKETING STANDARDS

The University will refuse advertising inconsistent with the fundamental missions of the University, or in conflict with the image the University seeks to project or the well-being of the University community. Examples of advertisements that will not be accepted include:

- Alcoholic beverages
- Tobacco products
- Sex as a product
- Gambling
- Paraphernalia associated with illegal drugs
- Dishonest, deceptive, or illegal advertising.

## DISTRIBUTION OF POLICY

A copy of this policy will be distributed to all faculty, staff and students annually via email at the beginning of fall semester and/or at the time a student enrolls during the year if outside of the fall semester.

## REVIEW OF UNIVERSITY PREVENTION PROGRAM AND POLICY

Biennially the University shall review its Drug and Alcohol Abuse Prevention Policy to determine effectiveness and implement changes, if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

## FOR MORE INFORMATION

For more information concerning this Policy, contact the University Director of Governmental, Regulatory, Legal Affairs.

Carrie Stevens  
*Director of University Compliance/Title IX Coordinator*

1001 S. Cedar Street  
Ottawa, Kansas 66607

785-248-2326

[carrie.stevens@ottawa.edu](mailto:carrie.stevens@ottawa.edu)





## DISCLAIMER

The Ottawa University Student Handbook the University's official notification of its policies, rules, regulations and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

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