

Ottawa, KS Campus

1001 S. Cedar St.
Ottawa, KS 66067
758-242-5200 ext. 5571

Kansas City Campus

10865 Grandview Dr.
Overland Park, KS 66210
913-451-1431 ext. 12

Arizona Campuses

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

Milwaukee, WI Campus

300 N. Corporate Dr., #110
Brookfield, WI 53045
262-879-0200

Jeffersonville, IN Campus

316 E. Court Ave.
Jeffersonville, IN 47130
812-280-7271

For additional help

Financial Aid Information Page	www.finaid.org
U.S. Department of Education	www.ed.gov Phone: 800-4-FED-AID
Student Guide	http://studentaid.ed.gov/students/publications/student_guide/index.html
FAFSA on the Web	www.fafsa.ed.gov
fastWEB (A free scholarship search)	www.fastweb.com

Types of Financial Assistance at The College

The College has a program of scholarships, grants and awards. These are types of gift aid that do not have to be repaid. They are awarded in a nondiscriminatory fashion for recognition in the following areas:

- Academics
- Art
- Athletics
- Communication
- Music
- Theater

Scholarships and grants are awarded on a competitive basis. Qualification for receiving an award is based on each individual student's strength of academic preparation, recommendation of the department involved and financial need. Academic scholarships are renewable each academic year provided the recipient maintains a 3.00 GPA on a 4.00 scale. Activity awards and scholarships are renewable each academic year provided the recipient maintains a 2.00 GPA and continues to participate in the activity.

Other scholarship categories for students deserving special recognition may be available as well. Amounts may vary depending upon academic success, financial need and availability of funds.

Church and Campus Scholarships

A recipient must be a member of an American Baptist Church and be recommended by the Pastor.

Alumni Scholarships

These funds may be awarded to students who are children or grandchildren of Ottawa University graduates.

Franklin County Scholarships

Applicants' parents must reside in Franklin County, Kansas, and applicants must have graduated from a Franklin County, Kansas, high school.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is funded by the federal government and administered by Ottawa University. Students who qualify are automatically considered for this grant; however, funds for this program are very limited. This grant is limited to students with exceptional financial need as determined by the Federal Methodology.

Kansas Comprehensive Grant

This grant is awarded on the basis of demonstrated financial need to residents of Kansas who attend private colleges in the state. Funds for this program are limited. Application is made via the Free Application for Federal Student Aid (FAFSA) and must be submitted before April 1 of each year. In order for students to receive a Kansas Comprehensive Grant in subsequent academic years, they must submit the FAFSA before the deadline date, show a demonstrated level of financial need and maintain a 2.00 cumulative GPA.

Ottawa Tribal Tuition Grant

Any certified and documented member of the Ottawa Indian Tribe of Oklahoma is eligible to receive an Ottawa University full tuition grant for attendance at The College during any regular academic session of Ottawa University. A regular academic session is defined as the fall and/or spring semester. The recognized Chief of the Ottawa Indian Tribe of Oklahoma shall certify documentation prior to any student being awarded this grant. This grant is a continuing recognition of the long-established treaty between Ottawa University and the Ottawa Indian Tribe of Oklahoma. The grant will continue as long as the student remains in satisfactory academic standing according to the established standards of the University.

Any student receiving this grant shall also make application for all other forms of student financial assistance as a means of locating funds for the cost of room, board and books. This includes, but is not limited to, Native American Tribal Grants and federal, state, local, and institutional aid programs. In those instances where grant or gift aid combined with the tuition grant exceed the cost of tuition, fees, room, board, and books, the tuition grant will be modified appropriately in order not to endanger the eligibility of the other awards.

Perkins Student Loan

The Federal Perkins Student Loan Program is administered by the University using federal and University funds. Eligible students must demonstrate financial need. Limited funds are available. Interest begins accruing for the student (5% simple interest rate) when repayment begins, which is nine months after the student is no longer enrolled at least half-time. These funds may have cancellation benefits; check with the Department of Financial Aid for details. Depending on when a student applies, the level of need and the funding level of the school, a student can borrow up to \$3,000 for each year of undergraduate study. The total amount a student may borrow is \$15,000.

Federal Work Study

This program provides jobs for undergraduate students with financial need allowing them to earn money to help pay expenses for education. The program encourages community service and work related to the student's course of study. Most positions for employment are available on campus; however, there also may be a limited number of positions off campus. The wage received will be at least the current federal minimum wage rate in effect at the time of employment. Students are paid every two weeks. The wages received cannot exceed the Federal Work Study award.

Endowed and Special Gift Scholarships

The amount and availability of each of these scholarships may vary from year to year. Similarly, the terms and conditions for each scholarship are considered separately. Full details may be obtained from the Department of Financial Aid. A list of Ottawa University endowments follows.

Endowed scholarships are gifts given to Ottawa University by a donor for academic scholarships or other specifically designated areas of the University. Endowed scholarships are often provided in a will or bequest to support the University for perpetuity. The University invests these funds and uses a portion of the interest earned in areas designated by the donor(s) of the funds. Endowed scholarships are a vital investment in Ottawa University, in both its students and educational endeavors. Many donors, alumni, family, and friends who wish to invest in the University find endowed scholarships a satisfying approach for this investment. Donors are invited to establish criteria for the selection of recipients of academic endowed scholarships. It is an honor for Ottawa University students to receive such an academic scholarship.

Scholarship Name

University Memorial Scholarship	Dr. George Adams Scholarship
Raymond Alquist Scholarship	Ed Angell Scholarship
John and Shirley Bacon Scholarship	W. David and Esher Bemmels Scholarship
Dennis and Ruth Billingsley Scholarship	Henry and Elsie Brost Scholarship
Lulu M. Brown Scholarship	Dr. Roy Browning Scholarship
Robert and Anne Bundy Scholarship	Jerry Campbell Scholarship
Class of 1909 Scholarship	W.C. Coleman Scholarship
Anonymous Scholarship	Allen Cook Memorial Scholarship
Jess and Lucille Cooper Scholarship	Edith and Harry Darby Scholarship
Ross Davidson Scholarship	Bailey and Lucille DeFries Scholarship
Ada Downs Scholarship	Maude Hughes Drew Scholarship
James and May Fisher Scholarship	Rebecca and Ray Flanagan Scholarship
Walter and Emma Franklin Scholarship	Froning Family Scholarship
Lorita Fuller Scholarship	Gustave Gableman Scholarship
H.E. Gillette Scholarship	Elmina Graham Scholarship
Mirko Grgas Scholarship	J.C. and M.L. Grogan Scholarship
Vorha Geliman Haffner Scholarship	Ethiel and Edward Haley Scholarship
Hammond Science Scholarship	Pearl Chenoweth Hays Scholarship
Herriott Lake Scholarship	Hiawatha Scholarship
Murl and Edna Fones Howard Scholarship	Erdman and Artie May Johnson Scholarship
Lillie Johnson Scholarship	Katherine C. Jones Scholarship
Edgar and Ruth Kerr Scholarship	KEY Scholarship
Jon Kirby Scholarship	William and Jean Lay Scholarship
Judson Fisk Lee Scholarship	Harold and Opal Letchworth Scholarship
Gordon Lewis Scholarship	Emma McCoy Scholarship

Financial Aid

Samuel and Greta Marsh Scholarship
William and Ruth Martin Scholarship
Miller Memorial Scholarship
Mr. and Mrs. L.C. Morgan Scholarship
Brunson and Rocelia Motley Scholarship
Luke and Edna Mowbray Scholarship
Corine Adler Myers Scholarship
Walter and Abbie Parrott Scholarship
Robert and Patrice Pickering Scholarship
George Rouse Scholarship
Earl and Marvel Schlick Scholarship
Fred Schwabenland Scholarship
Forrest Selanders Scholarship
Robert and Fanny Simerwell Scholarship
Myrtle Skidmore Scholarship
Frank and Alice Steiger Scholarship
Frank Swift Scholarship
Gussie and Mary Jones Walker Scholarship
Al and Lucille Williams Scholarship
Willis Family Scholarship
Women's Education Society Scholarship
Braves Inc.
Elma Layton Scholarship
Fred and Marjorie Zook Scholarship
Frances and Esther Barry Scholarship
Marvin and Ferm Koons Scholarship
Amos Childears Scholarship
Adams/McWilliam Scholarship
Andrew and Jennie Senter Scholarship
JOMJ Science Scholarship
Dr. Jones Scholarship
OU Christian Leadership Scholarship
Hattie Mae Price Scholarship
Robert Schendel Scholarship
Provost Scholarship
Les and Kay Arvin Scholarship
Leona Warden Scholarship
Estelle and Wilmot Carr Scholarship

Paul A. Martin Scholarship
Richard and Hazel May Scholarship
Elizabeth Mohlman Scholarship
Lyman A. Morgan Scholarship
Mowbray Foreign Student Scholarship
John and Ada Mullin Scholarship
Noren Family Scholarship
Prentiss Pemberton Scholarship
Poland Business Student Scholarship
Charles and Caroline Rush Scholarship
Theodore Schupbach Scholarship
Wilbur Schwatken Scholarship
Cornelia Adams Shiras Scholarship
Jonathan Simmons Scholarship
F.H. Stannard Family Scholarship
Bill Swift Scholarship
Mr. and Mrs. David Talley Scholarship
Wilbur and Ellen Ann Wheaton Scholarship
T. Henry Williams Scholarship
Louis and Mary Coppoc Scholarship
Harry, Jeannie, Alma Grass Scholarship
Conard Foote Family Scholarship
Paul Sato Scholarship
McKenzie/Petersen Scholarship
International Student Scholarship
Class of 1942 Scholarship
Chester and Carol Dalton Scholarship
Jeanne Morehouse Scholarship
Mildred Davidson Scholarship
Sue Armacost Scholarship
Ditlevson Endowed Scholarship
Walter and Lucy Bledsoe Scholarship
E.W. Reynolds Scholarship
Adrian Stoner Scholarship
Bill and Inez Frear Scholarship
Jacob and Drusilla Shinn Scholarship
Randall Brown Scholarship
Nellie Gillett Popp Scholarship

Financial Aid

Lawrence and Carolyn Streets Scholarship

Bill Boucek Scholarship

Walford Endowed Scholarship

FBC, El Dorado Scholarship

Blythe Family Scholarship

Elisa Mullen Scholarship

Cecil and Margaret Hathaway Scholarship

Class of 1922 Scholarship

Kessler Ministerial Scholarship

James Chase Tyler Scholarship

Charlotte Martin Scholarship

Rudd Memorial Scholarship

Clifford O. Moburg Scholarship

Crabb Family Scholarship

Lucky and Mary Hostetter Scholarship

Rev. and Mrs. Warren DeWitt Scholarship

Class of 1948 Scholarship

Murray Fleming Ross Scholarship

Lyle W. and Jessie Hilbert Scholarship

Gary and Shirley Wall Scholarship

Class of 1949 Scholarship

John and Rosemary Lay Scholarship

Dr. Fred and Sue Young Scholarship

Class of 1962 Nwasor Scholarship

Frear, Boucek, Peters Scholarship

Dr. William R. and Sara Clark Scholarship

Dr. Averyt Premed Scholarship

Michael Brown/Litton Industries Scholarship

Lamar Philip Fowler Scholarship

John and Wanda Dodgen Scholarship

Donald C. Meek Scholarship

J. Ellis and Freda Jackson Scholarship

Ikenberry Scholarship

Haworth Family Scholarship

James and Arlene Smith Scholarship

Kansas State Bank Scholarship

Carol Sandstrom Scholarship

Clarence and Nora Schmidt Scholarship

Elizabeth Clogston Scholarship

Amy Hanks Turner Scholarship

Kessler Missionary Scholarship

James Cecil Love Scholarship

Robert P. Jennings Scholarship

Class of 1945 Scholarship

Evelyn Kinney Scholarship

Prall Family Scholarship

Ervin Elder Football Scholarship

George I. Alden Scholarship

Ulverton L. West Scholarship

Mary Adams Bancroft Scholarship

Montgomery Family Scholarship

Carl H. and Gertrude Senter Scholarship

Ronald Averyt History/Political Science Scholarship

Dr. Franklin Strain Endowed Scholarship

Frank Victor Sr. Scholarship

Coral Mae and Roy Sailer Scholarship

Sara Ella Alderson Scholarship

Arthur and Ruth Yantzi Ryan Scholarship

Ruby H. Wilkens Scholarship

Dick Peters Scholarship

Callistus Milan Scholarship

Rioth Davies Scholarship

G. Bruce Currier Scholarship

Sara Williams Andrasek Scholarship

John T. Potts Scholarship

Goppert Scholarship

Financial Aid

Application Procedure for Students Attending The College

1. Submit application for admission (new students only).
2. If applying for need-based aid, complete Free Application for Federal Student Aid (FAFSA), on the web at www.fafsa.ed.gov or by paper application to the Department of Financial Aid, and list Ottawa University, code 001937, as a college to receive the results. Kansas residents must complete the FAFSA no later than March 15 to apply for a Kansas Comprehensive Grant for the following fall.
3. New students should consult their high school guidance counselor to determine if they are eligible for other Kansas state aid programs.
4. Returning students should consult with the Ottawa Financial Aid staff to determine eligibility for other types of aid.

Awarding Policy at The College

The following describes the institutional methodology for awarding aid to incoming new, full-time students who attend The College. This information is current as of the 2003-2004 academic year and subject to change annually based on changes in institutional funding, the availability of federal funds and the needs of the institution to better serve its students.

If total gift aid to any student exceeds direct billable charges, Ottawa Merit Awards/Scholarships will be reduced. The Kansas Comprehensive Grant will be reduced after all Ottawa funds are fully reduced. The only Ottawa funds that will not be reduced are academic scholarships.

Students who move from the Ottawa Residence Hall to off-campus/commuter status may have their Ottawa University funding reduced by the lesser of \$1,000 or the Ottawa University funding amount.

Priority for awards:

1. Ottawa Merit Awards/Scholarships
2. Federal Pell Grant
3. Kansas Comprehensive Grant
4. Other State Grant
5. Outside Gift Aid (e.g. scholarships)
6. Student Employment
7. Federal Stafford Subsidized Loan
8. Federal Supplemental Education Opportunity Grant
9. Federal Perkins Loan
10. Federal Stafford Unsubsidized Loan
11. Federal Parent Loan for Undergraduate Students

FSEOG is awarded based on the following criteria:

Estimated Family Contribution (EFC) = 0-750	\$1,200
Estimated Family Contribution (EFC) = 751-1500	\$ 800
Estimated Family Contribution (EFC) = 1501-2500	\$ 600
Estimated Family Contribution (EFC) = 2501-3800	\$ 400

Academic Scholarships are awarded based on the following criteria:

High School GPA	Scholarship Amount
3.00-2.90	\$ 500
3.30-3.59	\$1,000
3.60-3.89	\$1,500
3.90+	\$2,000

ACT Score	Scholarship Amount
22-23	\$ 500
24-25	\$1,000
26-27	\$1,500
28+	\$2,000

Financial Assistance at All Campuses

Federal Pell Grant

The Federal Pell Grant Program is a federal gift aid designed to provide assistance to those undergraduate students who demonstrate financial need according to economic criteria and program requirements established by the federal government.

Outside Scholarships and Grants

Students may be eligible for a specialized scholarship or grant from their church or an outside civic or business organization. Please notify the Department of Financial Aid if you are a recipient of these types of funds.

Military and Veterans' Benefits

Benefits are available to military personnel in a variety of eligibility circumstances. Each Ottawa University campus has a staff member in the Registrar's department or a general administrative staff member available to help the student apply for VA benefits.

Employer Reimbursement

Some organizations provide reimbursement for educational costs for employees seeking to continue their education. Students should consult with their employers as to the company policy concerning education reimbursement. Contact the Ottawa University Business Office regarding the tuition deferment plan available for students receiving employer reimbursement.

Federal Family Education Loan Program

Federal Subsidized and Unsubsidized Stafford Loans

Low-interest Federal Stafford Loan funds are available to help students and their families finance the cost of education.

Financial Aid

Federal Stafford Loans, which must be repaid, are available through banks and lending agencies at low-variable interest rates not to exceed 8.25%. When deciding whether to borrow, students should examine the need for assistance and the future ability to repay the loan. Unlike consumer loans, student loans have longer terms of repayment. In most cases, payment on a student loan is not required until the student leaves school or is enrolled less than half-time. The precise terms of the loan are contained in the promissory note that the borrower is required to sign. The amounts listed below are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized loans. A student may receive less than these yearly maximum amounts if he/she receives other financial aid that is used to cover a portion of the cost of attendance. The descriptions given here are summaries of the terms available at the time of printing and are subject to change.

Dependent Undergraduates	Subsidized	Total (Subsidized and Unsubsidized)
First Year	\$ 2,625	\$ 2,625
Second Year	\$ 3,500	\$ 3,500
Third Year and Beyond	\$ 5,500	\$ 5,500

Independent Undergraduates

(and dependents whose parents are unable
to borrow under the PLUS program)

First Year	\$ 2,625	\$ 6,625
Second Year	\$ 3,500	\$ 7,500
Third Year and Beyond	\$ 5,500	\$ 10,500
Graduate and Professional Students	\$ 8,500	\$ 18,500

AGGREGATE LIMITS

Dependent Undergraduates	\$ 23,000	\$ 23,000
---------------------------------	-----------	-----------

Independent Undergraduates

(and dependents whose parents are unable
to borrow under the PLUS program)

	\$ 23,000	\$ 46,000
Graduate and Professional Students	\$ 65,500	\$ 138,500

For periods of study that are less than an academic year, the amount a student can borrow will be less than those listed above. For additional information, consult the Department of Financial Aid.

Interest rates and loan maximums are subject to change every July 1 by federal regulation. Minimum monthly repayments of \$50 begin six months after the student leaves school or is not enrolled at least half-time. The standard repayment period is 10 years, but several alternative repayment schedules are available. Students should contact their lenders to make alternative payment arrangements, update change of address information or if there is any difficulty in repaying the loan.

SAMPLE REPAYMENT COSTS AT 8.25% INTEREST

Total Indebtedness	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
\$ 3,000	76	\$ 50	\$ 874	\$ 3,874
\$ 5,000	120	\$ 61	\$2,359	\$ 7,359
\$ 7,000	120	\$ 86	\$3,303	\$10,303
\$10,000	120	\$123	\$4,718	\$14,718
\$15,000	120	\$184	\$7,077	\$22,077

Source: National Council of Higher Education Loan Programs, Inc. (NCHelp), 1992

Subsidized Federal Stafford Loans are interest-free for the student while enrolled at least half-time and during a six-month grace period just prior to beginning repayment. A student must have remaining financial need, as determined by the Federal Congressional Methodology, to qualify for a subsidized Federal Stafford Loan.

Unsubsidized Federal Stafford Loans accrue interest to the student beginning after the loan is fully disbursed. Students may be able to defer making the interest payments on an unsubsidized loan, but this interest will be added to the loan principal and result in higher indebtedness. Students are encouraged to make the quarterly interest payment, if at all possible, while still in school. Students do not need to have financial need to qualify for this type of loan. Eligibility is determined by the cost of attendance and other financial aid available to that student and can replace the estimated family contribution. A student may receive both a subsidized and an unsubsidized Federal Stafford Loan, but the total cannot exceed program limits as illustrated in the chart above.

Federal Parent Loan for Undergraduate Students (PLUS Loan)

This is a federal loan program available to parents on behalf of their dependent's educational costs. Eligibility is determined by the cost of attendance and other financial aid available to that student; can replace the estimated family contribution. Creditworthiness is an important qualifying criterion and co-signers may be required under some circumstances. Repayment begins 90 days after the loan is fully disbursed. The interest rate is variable and subject to change every July 1, but will not exceed 9.0%.

Private/Alternative Loans

Many FFELP lenders also provide private/alternative loans to help students finance their education when traditional sources of funding are not available or are insufficient to meet their educational costs. These programs are outside the realm of the federal government but will mimic the Federal Stafford Loans in many ways. Creditworthiness is an important qualifying criterion and co-signers may be required under some circumstances. Contact the Department of Financial Aid for more information about these types of loans and recommended lenders.

Application Procedure for Students Attending the Adult Campuses:

1. Submit application for admission (new undergraduate and graduate students only).
2. Submit Free Application for Federal Student Aid (via FAFSA on the web at www.fafsa.ed.gov) or by paper application to the Department of Financial Aid.
3. Submit completed Institutional Application to the Department of Financial Aid.
4. Electronically sign and submit Master Promissory Note for the Federal Stafford Loan as soon as possible after receiving the award letter and e-sign instructions.

Financial Aid

Debt Management/Loan Repayment

Situations may occur that could make loan repayment more difficult than anticipated, e.g., job loss or career change. Under these conditions, loan consolidation or refinancing may be of help. The student's lender can provide more information about loan consolidation and the refinancing options available.

Loan Deferment Options

Deferment may be available in the case of unemployment, staying in school full-time or part-time, joining the Armed Services, working in the Peace Corps, or working as a full-time volunteer. Students have a legal obligation to repay student loans regardless of their financial situations; however, lenders may allow a short period of time in which payments do not have to be made, may extend the amount of time during which payments will be made or allow smaller payments than scheduled if the financial need arises.

Loan Consolidation

The Federal Stafford and Federal Perkins Loans are eligible for "loan consolidation." Loan consolidation is a plan that allows lenders to repay existing student loans and to create a new loan. Generally speaking, consolidated loans will lock in an interest rate and have the effect of lowering your monthly payment by extending the repayment period.

Loan Default

If the student fails to make loan payments when they are due, he/she will be considered to be in default. Default on a loan occurs if the terms of the promissory note are not followed. If the student does not repay the loan, the guarantee agency may then take legal action (e.g. wage garnishment) to collect this debt.

During the time the student is in default, the guarantee agency may continue to charge interest on the loan. In addition, the guarantee agency, the lender or the Department of Education may report to a credit bureau that the loan has not been repaid. This report can affect credit rating, making it difficult to obtain credit in the future.

Timely repayment of a loan is the surest way of building a good history, which is important for future loan applications to purchase such things as a car or house. Problems can occur if a student loan repayment is not made on time, including loss of eligibility for further financial aid, loss of federal and/or state income tax refunds and possible legal action. Paying back student loans helps to ensure that the door remains open for other students to borrow for their education.

Borrower Responsibilities

When a student borrows money under FFELP, he/she becomes a partner with the federal government. The government makes money available to pay for education, and the student agrees to pay back the loan amount with interest and on time. The student's responsibilities include:

- Complete all application forms truthfully and accurately.
- Reading, understanding and keeping copies of all forms.
- Providing additional documentation or information as requested.

- Notifying the lender or school of anything that affects ability to repay the loan.
- Informing the lender of a change in name, address or social security number.
- Informing the lender of graduation, dropping out of school, transferring to a different school, or dropping below a half-time enrollment status as defined by the school.
- Knowing who holds the loan. The lender may hire a servicer to handle the account or sell the loan to another financial institution.

Borrower Rights

When the student takes out a loan, he/she signs a promissory note. A copy of the completed note will be available to the student, and the original note must be returned when the loan is paid in full. A list of deferment conditions must be provided. Before the repayment period begins, the lender must give the student a loan repayment schedule and must inform the student of:

- The amount of the student's total debt (principal and interest), what the interest rate is and the total interest charges on the loan.
- Where to send payments and where to write in case of questions.
- The due date of first payment and the number, frequency and amount of all payments.
- Expected fees during the repayment period.
- Prepayment, refinancing and consolidation options.

If the student is willing but unable to meet the repayment schedule and is not eligible for a deferment, forbearance may be requested. Forbearance may permit the student to stop payments temporarily, allow an extension of time for making payments or make smaller payments than were originally scheduled. The lender is not obligated to grant forbearance or a delay in repayment.

With a subsidized Federal Stafford Loan, the student has a right to federal interest benefits. This means that the federal government will pay the interest on the loan until the repayment period begins. It will also pay the interest during authorized deferment periods. The student must arrange with the lender to pay the interest on all Unsubsidized Federal Stafford Loans.

If the lender sells or transfers the right to receive payment on a Federal Stafford Loan, the student must be notified. The student has the right to an honest and complete answer to any question about Federal Stafford or PLUS Loans and should not hesitate to ask for information.

Satisfactory Academic Progress

Students must maintain an adequate rate of progress toward graduation, as defined below. Students are evaluated twice each year, at the end of the fall and spring semesters (i.e. December and June).

This rate of progress is measured using two criteria: Grade Point Average (GPA) and Maximum Time Frame (MTF), both of which are explained below. Students who fail to meet the Satisfactory Academic Progress criteria will be given an opportunity to rectify the deficiency. If it is not corrected within the allotted amount of time, the student may lose his/her eligibility for federal financial aid and may be subject to dismissal from the University.

Financial Aid

Progress Criteria

Grade Point Average

Students will be placed on a one-term financial aid probation for failure to meet the minimum GPA requirement. Financial aid funding will continue during the probation. Progress measurements for the student's GPA are based on a 4.00 scale and reflect all semester credit hours attempted by the student including transfer credits.

Students enrolled in an undergraduate program must meet the following GPA criteria:

Total Number of Semester Credit Hours Attempted	Cumulative GPA
0-24	1.60
25-48	1.80
49+	2.00

Students enrolled in a graduate program must maintain a 3.00 minimum cumulative GPA throughout the entire program.

Maximum Time Frame

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

Students will be placed on a one-term probation if they fail to earn at least 66.67% of the semester credit hours attempted, including transfer credits, during any measurement period. Financial aid eligibility will continue during the probationary period. Further federal financial aid funding will be denied if the student fails to resolve the MTF problem within the probationary period.

Example: If a student attempts 24 cumulative semester credit hours at the time of measurement, he/she must have earned at least 16 semester credit hours ($24 \times 66.67\% = 16$) toward program completion.

Incompletes, no credits, withdrawals, and repeated courses are considered semester credit hours attempted but not earned. Updates of incomplete grades constitute reevaluation and are reflected in the new semester credit hours earned and/or semester credit hours graded total. Such reevaluation must be requested by the student and occur prior to the next enrollment period.

Transfer Credits

For the purposes of measuring Satisfactory Academic Progress, all semester credit hours transferred to Ottawa from other institutions are used in calculating the Ottawa GPA and MTF.

Probationary and Denial Status

If placed on probation, the student must improve his/her cumulative GPA and/or complete enough semester credit hours to meet the minimum standards stated above within one academic term or risk being denied further federal financial aid funding. The student may also be subject to dismissal from the University. If a student is denied federal financial aid due to unsatisfactory academic progress, he/she may be reinstated upon request once the minimum standards are met or if an appeal is approved.

Appeals

Students have the opportunity to appeal the loss of federal financial aid eligibility by submitting a written appeal to the Director of Financial Aid (or designee). Appeals should include any unusual circumstances that may have affected the student's academic performance. The Director of Financial Aid (or designee) will review written appeals and may conduct personal interviews with the student. The decision will be communicated to the student in writing and is considered final.

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

Refund Policy

The refund policy in effect when a student drops a single class or completely withdraws from all classes during a period of enrollment varies depending on which campus the student attends, which program he/she is enrolled in and whether he/she is a financial aid recipient.

The following are sample institutional policies. The percentages calculated are based on the number of days of classes. Classes that do not meet are treated as those with standard schedules:

16-Week Terms

Prior to and including the first day of classes	100% Refund
After first day of classes up to and including 10th day of classes	90% Refund
After 10th day of classes up to and including 20th day of classes	75% Refund
After 20th day of classes up to and including 30th day of classes	50% Refund
After 30th day of classes up to and including 40th day of classes	25% Refund
After 40th day of classes	NO REFUND

12-Week Terms

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

8-Week Terms

Zero up to and including 37% of class meetings	100% Refund
After 37% of class meetings up to and including 42% of class meetings	75% Refund
After 42% of class meetings up to and including 50% of class meetings	50% Refund
After 50% of class time	NO REFUND

Proseminar

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

Registration

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

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

Examples of the application of this policy are available upon request in the Department of Financial Aid.

REGISTRATION

The College

The first step of the registration process is a meeting with the student's academic advisor to plan the student's schedule. These sessions normally take place at the beginning of each semester, but students also have an opportunity each spring to register early for the following academic year.

A fee of \$50 is charged for late registration. This fee applies to students who have not completed registration by 5:00 p.m. on the final day of registration. The late registration period is from the first class day of the semester until 5:00 p.m. on the 10th day. Students may enter courses late during the first five days of classes with advisor approval. Students may enter courses during the second five calendar days only with the permission of both the advisor and the course instructor.

Current students may register for courses on their own initiative and convenience via the web. Students with a private access code (PIN) have the ability to:

- Register for courses.
- Add courses.
- Drop courses.
- Print course schedule with course number, title, days, time, instructor, building, and room information.
- Use the "GPA calculator" to project GPA for in-progress courses.
- View student account balance.
- View financial aid.
- Print unofficial student copy of transcript.

Arizona Campuses

Each student must officially register before beginning a course. A student registers by completing and signing an official registration form provided in course schedules. Registration forms may be mailed to the University or hand delivered to the addresses indicated on the form. Dates for priority registration are listed in the course schedule.

Students are assessed a late registration fee if the registration form is not received during priority registration.

Registration for directed studies requires a special registration form and is handled through the course scheduler. Faculty advisors should be contacted for additional information.

Registrations placed on hold for financial or academic reasons are not processed, and students may not attend classes until the problem is resolved.

All fees are listed on the course schedule.

All registrations must indicate tuition payment options.

Jeffersonville Campus

Each student must officially register before beginning a course. A student registers by completing and signing an official registration form provided in course schedules. Registration forms may be mailed to the University, faxed or hand delivered.

Registrations placed on hold for financial or academic reasons are not processed, and students may not attend classes until the problem is resolved.

All fees are listed on the course schedule.

All registrations must indicate tuition payment options.

Kansas City Campus

A student registers by completing and signing an official registration form. Forms may be faxed, mailed or dropped off. Registration is not considered complete until financial arrangements have been made with the financial records office. Enrollment in an eight-week class after the second class meeting requires written approval of the instructor and the provost.

Registration for independent studies requires a special registration form. Students must consult with their advisor before registering for any independent studies. Registration is not considered complete until financial arrangements have been made with the financial records office.

Milwaukee Campus

To be considered registered for a class, a student must fax, mail or drop off a signed official registration form to the Milwaukee Campus. This required form is mailed to the student along with the class schedule. Students registering by the date stated on the registration form will receive a confirmation in the mail prior to the start of class. Students registering after the date stated on the registration form may not receive a confirmation. It is requested that students keep a copy of their original registration form for their records in order to compare the class information on the registration form to the class information on the confirmation form. Early registration is encouraged, as space availability is limited. There is also an option to prepay if a student so chooses. Payment must be made on or prior to the first night of class. Statements are sent out the second week of class and serve as an official receipt of payment. Students are not allowed to register if they have an outstanding debt greater than \$100.

ACADEMIC AFFAIRS

Transcripts

Official transcripts are issued only by the University's Office of the Registrar. They are printed on security paper and conform to guidelines established by the American Association of College Registrars and Admissions Officers (AACRAO).

Transcripts will not be issued until the original, official, signed grade lists corresponding to the courses noted have been received by the University's Office of the Registrar.

Students and former students must request a copy of their transcript in writing. Faxed requests are acceptable.

The request must include the following:

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

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

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

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

Grading

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

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

Attendance

The College

Regular attendance in class, laboratory and other appointments is expected of all students. The final grade of any student may be lowered because of absence from class or laboratory at the discretion of the instructor. Instructors keep attendance and report all concerns about lack of attendance to the Office of the Registrar. Excused absence because of illness, family emergencies, or Ottawa University- sponsored activities do not excuse the student from required coursework. Students are responsible for reporting absences to their instructors prior to class. Completion of all coursework is the obligation of each student. If a student misses two consecutive class days, the faculty notifies the Office of the Registrar. This process places the student in the "Early Warning" system. At this point, the student's scheduled is checked to determine if the student is missing any additional classes. First a notice is sent to the student's Ottawa University box. The student is told that the faculty member has a concern. The student is asked to call or stop by the Office of the Registrar so that the University can determine what help the student may need. Perhaps the student may need to drop the class. The administration, instructor and academic advisor attempt to help the student determine the best solution to the problem. Often no intervention is required, but persistent failure to attend classes may result in disenrollment from the University.

Adult Campuses

Attendance in classes is required of all students. Absences due to emergencies or matters beyond a student's control are understandable, but the student must notify the instructor involved and make arrangements for missed work and class time. Instructors have the final right to determine how absences will affect students' grades. Frequent or repeated absences are detrimental to academic progress and may lead to a failing grade or to withdrawal from the course(s).

Academic Affairs

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

International Instructional Sites

Class attendance is required. Absences due to emergencies or matters beyond a student's control are understandable; however, when this occurs, the student should notify the instructor and the local representative. The student is responsible for making arrangements to complete missed work. Frequent or repeated absences are detrimental to academic progress. Repeated absences may in some cases lead to withdrawal from a class or to a failing grade. The instructor is charged with the responsibility of notifying the University of any change in a student's status and the effective date the student ceased to make adequate academic progress.

Add/Drop

The College

Students may add a course during the first five class days of the semester. Courses may be added, with instructor permission, during the 6th through 10th class day. No classes may be added after the 10th class day. Students may drop courses during the first 20 class days without a notation appearing on the official transcript. After the 20th class day, a grade of "W" will be posted with the dropped course and will appear on the official transcript. Students wanting to add or drop a course on the first class day must consult their academic advisor for permission and submit a completed Add/Drop form to the Office of the Registrar.

Adult Campuses

Courses may be added, with advisor and/or instructor approval, if done within 10 business days of the beginning of the term. Students wanting to drop courses should first consult their instructor and their academic advisor. Timely written notification is required. Students should check with the registrar at their instructional location for location-specific forms. Students may drop courses during the first 10 business days without a notation appearing on the official transcript. After the first 10 business days, a grade of "W" will be posted with the dropped course and will appear on the official transcript. Changes in registration may affect refunds or result in additional fees. See Refund Policy and Fee Schedule for your local campus.

International Instructional Sites

Courses may be dropped on or before the third day after the module start without a notation appearing on the official transcript. Written notification is required. After the third day, a grade of "W" will be posted with the dropped course and will appear on the official transcript. Students should first consult with their instructor. Any tuition paid for the class will be applied to the student's next enrollment.

Repeating Courses

The College

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.

Adult Campuses and International Instructional Sites

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

Incomplete Grade

If a student is unable to complete all assignments in a class by the end of the term due to extraordinary life/work situations, he/she may request an incomplete, or grade of "I" from the instructor. The awarding of an incomplete grade is completely at the discretion of the instructor. The instructor and student must complete and sign the incomplete request form. An incomplete cannot extend longer than one year, but The College and adult campuses can impose more restrictive time limits. The instructor will indicate on the form a deadline date for completion of all work, as well as a grade the student will be given in the event the work is not completed by the deadline. If the work is not completed by the deadline, the grade notated on the form will be issued and will appear on the official transcript.

Withdrawal

The College

Students who have not graduated and plan to leave the University should complete an official withdrawal form and return it to the Office of the Registrar. Students who do not return from a previous semester and who have not completed an official withdrawal form are considered unofficially withdrawn from the University.

Adult Campuses and International Instructional Sites

Due to the nature of Ottawa University's adult programs, it is not feasible to unofficially withdraw students who do not maintain continuity between terms. Students wishing to officially withdraw from the University should notify the registrar at their instructional location.

Academic Honesty

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

Ottawa University does not condone any form of dishonesty. Academic dishonesty includes cheating on examinations, plagiarism and the supplying of false information pertaining to the student's academic program. Penalties for cheating on examinations and plagiarism can be failure in the course in which the dishonesty has occurred and dismissal from the University. The faculty member supervising the course will make the decision on penalties. The Provost/Director of the campus will make the decision concerning dismissal from the University. Penalties for supplying false information pertaining to the student's academic program may include the withdrawal of semester credits and dismissal from the University. The Provost/Director will make decisions concerning such cases. Students may appeal decisions using the academic grievance procedure.

Please see Student Handbook for definitions and examples of academic dishonesty.

Academic Probation and Suspension

The College

Academic probation is a statement that the student's academic performance is below the standard required for graduation and/or adequate progress toward graduation from The College. A student whose cumulative grade point average (for work done at The College) falls below the following standards at the end of any semester will be placed on academic probation:

Semester Credit Hours Earned	Cumulative GPA
0-23	1.60
24-53	1.80
54-and over	2.00

Ottawa University reserves the right to suspend any student whose semester GPA falls below 1.00. For transfer students, the cumulative grade point average is calculated on the basis of all courses on the student transcript; however, it should be remembered that transfer students must attain at least a 2.00 cumulative GPA in courses taken at The College.

A student who fails, for more than one semester, to earn at least 75% of the The College's semester credit hours for which he/she enrolled is placed on academic probation.

Adult Campuses

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

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

International Instructional Sites

A student whose cumulative grade point average is below 2.00 is considered not making satisfactory academic progress toward graduation and is then placed on academic probation. The student will have one module (two classes) to remove the probation. If the probation is not removed within this time frame, the student will be dismissed from the University.

Academic Reinstatement

The College

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.)

- The student must earn no less than 75% of the semester credit hours for which he/she enrolled for two consecutive semesters.

A student who has been suspended for academic reasons may submit a petition for reinstatement to the Office of the Registrar for submission to The College Academic Council after one semester has passed. 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 Campuses

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

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

International Instructional Sites

A student who has been academically dismissed from the University and desires to be reinstated must submit a formal petition to the Director for reinstatement, which must:

- Be in writing.
- Be submitted no sooner than 90 days after the academic dismissal became effective.
- Address any personal, professional, or academic factors that led to the academic dismissal.
- Indicate the academic and personal development the student has pursued since the academic dismissal became effective.
- Show how the student plans to maintain satisfactory degree progress.
- Be signed and dated by the student.

Academic Forgiveness

The intent of this policy is to make graduation from Ottawa University possible for students whose previous academic performance would preclude this opportunity. If the coursework was completed seven (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. For transfer students, only passing grades will appear on the official transcript. Transfer credit accepted under this provision will be hours of credit only. All previous semester credits and grade points will be used in determining honors. This option applies only to coursework from regionally accredited institutions and to degree-seeking students.

Academic Grievance

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

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

Purpose/Definition

Ottawa University's academic grievance policy has been established to create a comfortable and safe environment wherein concerns about whether or not students have been treated fairly according to both the letter and spirit of academic policies and procedures can be resolved.

Ottawa University's philosophy supports multiple and frequent interactions between students and the University. No student should hesitate to contact a faculty member or administrator to discuss any issue or concern.

Informal Resolution

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

- The student should be encouraged to take the initiative to meet with the instructor to resolve the issue. More than one meeting may be required to enable either the student or instructor to gather relevant data or materials. Every effort should be made to resolve any concerns at this level, as instructors have the ultimate responsibility for grades in the courses they teach.
- If the student does not accept the outcome of the meeting(s) with the instructor, or if the student elects to not contact the instructor, the student should then contact his/her advisor for assistance. (If a campus or program does not assign an advisor to students, the campus's grievance procedure as detailed in the Student Handbook must identify the position that will act on the student's behalf.) The student shall take this step promptly, preferably within one week of the recognition of the grievance. Assistance by the advisor may take a number of forms, including additional clarification to remedy miscommunication or misunderstanding. The advisor may also act as an advocate or neutral intermediary with the instructor. If matters are still unresolved to the student's satisfaction, the Formal Resolution policy described below is in order.

Formal Resolution

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

- The procedure will be "user friendly."
- The procedure will preserve and protect the confidentiality, integrity and the human dignity of all parties.
- The procedure will guarantee due process to all involved parties.

- The procedure will actively prevent any conflicts of interest.
- The procedure will be designed to convey fairness and impartiality.
- Formal grievances will be in writing.
- The moving party must show at least a threshold burden of proof.
- If a campus procedure elects to include panels, such panels will not make or develop University policy.
- If a campus procedure elects to include panels, such panels will function only as a body and its members will have no individual authority on the matter(s) before it.
- A lack of timeliness on the part of a party will not interfere with the proper investigation of a concern or with appropriately “doing the right thing” even if it is outside of a campus’ procedure.
- If any employee or contractor of the University attempts, regardless of how subtly, to coerce, single out, threaten, or retaliate against a complaining party, or to discourage use of this or any other University policy or procedure, absent a question of fact, this will be interpreted as a negative response and immediately considered grounds for disciplinary action or termination.

Please see Student Handbook for grievance procedures and appeals processes.

Complaints

In compliance with federal regulations as interpreted by the North Central Association accrediting agency, the University maintains a record of complaints sent by enrolled students to the president, vice presidents, provosts, and directors of academic programs. The complaints recorded include academic grievances sent to any person designated by a vice president, provost or director to receive and act on grievances. The complaints recorded include only complaints submitted in writing and signed by a student. Enrolled students include students who registered for courses within the last two years from the date of receipt of the complaint unless the student has been dismissed from the University. If a student has been dismissed but an academic grievance is filed within two years, the complaint/grievance will be tracked.

No information identifying the individual(s) making the complaint is made available to the accrediting association. Students may review a record of anonymously tracked complaints that 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

STUDENT SERVICES AT THE COLLEGE

The College provides a variety of services in addition to those listed below in an effort to support and integrate students into campus life. The Office of Admissions, Office of the Registrar, Office of Financial Services, and Office of Student Development provide these services.

Center for Excellence

The Center for Excellence seeks to help students strengthen all aspects of their college-level work. Tutors are made available to help students within various departments, or, if necessary, one-on-one tutoring sessions are available.

Career advising and resources are available in the Myers Library. While the responsibility for career planning is the student's, the center is available to help students learn how to obtain and process career information; specifically, the center offers career counseling, computerized career guidance, workshops, seminars, fairs, job vacancy listings (on-campus, part-time, full-time, and summer), and much more. These services are available to current students and to alumni as they continue in the career development process.

Counseling Services

The College provides resources for students to receive assistance when they face personal concerns such as difficulties in school, spiritual matters, career choices, or problems with family and/or personal relationships.

The first resource person to contact is a member of the residence hall staff, either resident directors (RDs) and/or resident assistants (RAs). The resident hall staff is trained to provide help with traditional and routine situations. They can help find additional assistance when needed.

If more in-depth counseling is necessary or formal counseling is required, a student may visit with the Campus Pastor. The Campus Pastor can provide responsive, confidential, short-term counseling services along with crisis intervention assistance. If long-term counseling is needed, students are referred to other professionals in the Ottawa, Kansas, community.

Health Services

The Health Center at The College is staffed by a part-time registered nurse who is on duty approximately 15 hours each week during the fall and spring semesters. Open hours are posted each semester, and students are notified of office hours. A variety of services are offered to sustain the physical health of the members of The College academic community. Preventive medicine is advocated through the Health Center by press releases, educational films and personal consultation. Typical illnesses and minor injuries are treated at the center free of charge for students. Blood pressure checks and referrals to a doctor are also provided. Students are required to have their health history form and immunization record completed and turned in to the nurse. Doctor visits, outpatient laboratory tests, emergency room treatment, and prescription medications are the financial responsibility of the student. The College requires each student to have health insurance. For those who do not have personal insurance, a private health insurance policy is available. Health insurance information is available through the Office of Student Development.

STUDENT LIFE AT THE COLLEGE

Residential Life

The College is a residential campus where all students are required to live on campus and participate in a University meal plan unless one of the following exceptions applies:

- Married.
- Single parent.
- Is 22 years of age or older by October 1 for fall semester or March 1 for spring semester.
- Is living with a parent or legal guardian who lives within a one-hour drive of The College. Verification is required.
- Is classified as a senior (92 semester credit hours or more) prior to October 1 for the fall semester or March 1 for the spring semester and has an approved Educational Plan for Graduation on file in the Office of the Registrar at the time of application.
- Special circumstances.

All requests to live off campus must be submitted to the Office of Student Development for approval.

Residence Halls

The College has one men's, one women's and one co-educational residence hall staffed by a live-in resident director and student resident assistants. The Residence Hall staff is there to help make the transition to the Ottawa University family successful. Listed below are the residence halls at Ottawa University.

Men's Hall:	Brown Hall
Women's Hall:	Martin Hall
Co-Educational Hall:	Bennett Hall

All residence halls are closed during Christmas and spring break vacations. The University is not responsible for articles left in rooms or stored in the residence halls, either during regular sessions or over vacation periods. Students who leave personal possessions in the residence halls do so at their own risk. Information regarding the purchase of personal property insurance can be obtained from the Office of Student Development.

Haigh Meadows Apartments

The College has five apartments that may be rented by married students. For more information, contact the Office of Student Development.

Residence Hall Policies

The following are the residence hall policies students need to know before moving to The College. The Student Handbook contains a more complete list of these policies.

Student Life at The College

Health and Safety

The following items are not permitted in the residence halls.

- Alcohol
- Candles
- Illegal drugs
- Explosives of any kind, including firecrackers
- Weapons –(such as guns, knives, bows and arrows, etc.)
- Extension cords (circuit breaker power strips are allowed)
- Exposed element or oil-using electrical devices such as hot plates, popcorn poppers, heaters, etc.

The following items are allowed in the residence halls.

- Coffee pots
- Hot pots
- Hot air popcorn poppers
- Hair dryers
- Electric blankets
- Microwave ovens
- Refrigerators

Visitation Policies

The residence hall lobbies are open for visitation from 7:00 a.m. to 2:00 a.m. each day. Residents may have guests in their rooms if agreed to by their roommates. Guests of the opposite sex may visit the room during the following times:

Sunday - Thursday	12 noon - 11:00 p.m.
Friday - Saturday	12 noon - 1:00 a.m.

Standards of Conduct

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

First, The College is a Christian liberal arts and professional studies institution. This definition particularizes the aims and expectations of the members of The College 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. The College regulations are designed to provide maximum opportunity for out-of-class learning and student development.

Third, The College is distinctly residential and its aim is to sustain the kind of community life in which a student's total educational experience is deepened and enriched.

Student Life at The College

The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community. In this context, The College has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific regulations, which are the minimum regulations necessary. These standards are:

- To maintain order and to control behavior that impinges upon the freedom and privacy of other persons.
- To maintain a way of student life that is physically and psychologically healthy.
- To protect the University from behavior that threatens its ability to exercise its responsibility and to achieve its educational mission.
- To preserve satisfactory relations with the larger University constituency so that The College can marshal the necessary resources to devote its attention to its primary tasks.

With this in mind, The College assumes that students are responsible members of the University community.

Students at The College must act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole.

Students whose behavior, on or off campus, is inconsistent with the Christian or academic traditions and standards of the institution are subject to disciplinary action.

The College reserves the right to impose sanctions up to, and including, expulsion from the institution.

Unless otherwise specified, the following actions are prohibited at any time during which the person is a student at The College regardless of whether or not classes are in session, whether on University property or at other places:

1. All forms of dishonesty including cheating, plagiarism and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud.
2. Theft of or damage to the property of another person or of the University, as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University.
3. Unauthorized entry, use or occupation of University facilities, as well as the unauthorized possession, duplication or use of keys to any University facility.
4. Physical, verbal or written harassment or abuse of another person, as well as threatening or attempting to inflict personal injury, or creating a substantial risk of such injury, to another person.
5. Misusing or tampering with fire alarms, fire fighting equipment or safety equipment.

Student Life at The College

6. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary 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 Mowbray Student Union.
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 except between married couples within the married student housing.
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 except in individual rooms on designated floors/wings of the residence halls.
19. Solicitation except for student-, faculty- or staff- produced articles (such as paintings, pottery, cakes, jewelry, etc.) or with the consent of the appropriate campus provost or director.
20. Going through or participating in activities that involve or encouraging others to go through the "Tunnel" located under the soccer and practice fields.

The University also believes all individuals are entitled to be free from sexual harassment in the development of relationships within the University community; thus, it does not condone sexual activity that violates the integrity of another human being.

Student Life at The College

Food Services

The College provides residential dining services through a variety of quality food service options, to meet student, faculty and staff needs. All meals are served buffet style in the Mowbray Student Union Dining Commons with unlimited portions, unless otherwise announced. Students have the option of either a 9-, 14- or 19-meal plan. Commuter students can purchase a 5-meal plan as well. The College also offers catering arrangements for meetings, activities or programs within the Ottawa University community.

Another food option for students is the Snack Bar, also located in the Mowbray Student Union. This informal conversation place provides quick food items, as well as several grilled food options.

Mail Systems

A full service post office is located in the Mowbray Student Union with wide variety of services, including UPS, Federal Express, and Airborne Express. All students, faculty and staff are assigned a mailbox, which is used for normal mail distributions, as well as official University communications. Box numbers and combinations are distributed through the Union desk.

Financial Services for Students

The Business Office window at The College is open between 9:00 a.m. and 4:00 p.m., Monday through Friday to accommodate students. Services include but are not limited to, checking on student account balance, cashing checks and disbursing reimbursement and refund checks.

Vehicles

All automobiles and motorcycles driven by students, faculty and staff must be registered in the Office of Student Development. Registration is free, and students must update their registration at the beginning of each academic year. For additional information contact, the Office of Student Development.

Commuter Life

Commuter students are encouraged to participate in the clubs, organizations and activities that are available for all Ottawa University students.

Student Life at The College

Activities and Organizations

The College offers a wide variety of opportunities for students to become involved outside the classroom. Various clubs and organizations include activities that benefit other people (e.g., G.O.T.C.H.A.: Get Off the Couch. Help Another; sponsorship of Habitat for Humanity workdays; Red Cross blood drives; and Social Club sponsorship of food drives for Thanksgiving Baskets for the needy). Below are the student organizations currently on campus:

- Alpha Psi Omega (drama)
- Black Student Union
- Cheerleaders
- Cognoscenti (literature)
- Dance Team
- Education Club
- G.O.T.C.H.A.: Get Off The Couch. Help Another.
(service organization)
- Native American Student Association (NASA)
- The Ottawan (yearbook)
- Habitat for Humanity
- Sigma Alpha
- Student Government
- Amnesty International
- The Campus (student newspaper)
- Christian Faith in Action (CFA)
- Computer Club
- Drama Club
- Fellowship of Christian Athletes (FCA)
- The "O" Club (letter winners)
- Pi Kappa Delta (forensics)
- Senior Class
- Student Activities Force (SAF)
- Whole Earth Club (multicultural)

Greek Life

Greek life is an important part of The College's campus life. Greek Life social clubs provide an opportunity for students to plan social events and community service projects and to participate in intramural athletics and other activities to enhance student leadership development. The Greek Life social clubs are:

Men's Greek Life Social Clubs

- Beta Gamma Chi
- Delta Phi Delta

Women's Greek Life Social Clubs

- Kappa Tau Delta
- Phi Kappa Chi
- Pi Theta Chi

Off-campus students are encouraged as well to join one of the local Greek Life social clubs listed.

National Scholastic Societies

Alpha Psi Omega

The Kappa Cast is the Ottawa Chapter of Alpha Psi Omega, a national dramatics fraternity. Membership is conferred on those who have done outstanding work in drama.

Student Life at The College

Phi Kappa Theta

Phi Kappa Theta, the national history honor society, is represented at The College by the Mu Omicron Chapter, which was chartered in May 1967. Membership is open to all students interested in the past and its impact on the problems of today. Eligibility is established by superior grades in history courses.

Pi Kappa Delta

Pi Kappa Delta, the largest national forensic fraternity, was founded at The College in 1913. The College is proud to continue as the Alpha Chapter of Pi Kappa Delta. The Ottawa Chapter sponsors a varied program of speech activities.

Sigma Alpha Honor Society

Sigma Alpha was established as a local honors society at The College in 1941. Its purpose at that time was to encourage high academic achievement by electing to membership those students who had been active in the Honors Program. Membership in Sigma Alpha is available only to students at The College who rank in the top 10% of the senior class and the top 2% of the junior class. Its present purposes are:

- To promote and encourage concern for intellectual issues on the University campus.
- To give visible focus to a concern for high academic achievement.
- To recognize those students who have attained distinction in Ottawa University's academic program.

Religious Life at The College

The religious life programs and activities of Ottawa University are designed to strengthen and broaden the faith of students, faculty and staff in keeping with the mission statement of the school. The University makes an effort to encourage individual growth and community interaction as issues of faith are explored. During the programs and activities, contemporary concerns and time-honored traditions are discussed regarding one's faith development. The Campus Minister administers the formal program of religious activities in conjunction with student groups, Campus Ministry Intern and Religious Life Council.

Student-led Campus Ministry Groups:

- Christian Faith In Action (CFA) – a worship-based group that meets weekly for worship.
- Fellowship of Christian Athletes (FCA) – which meets weekly for recreation and devotion.
- G.O.T.C.H.A. Get Off The Couch. Help Another – a mission-based group that meets weekly to do service projects on and off campus.
- Surge Ministries – an outreach-based group that performs monthly campus outreach and travels to American Baptist Churches to serve in worship through videos and skits.
- Resident Chaplin (RCs) – an extension of the Campus Minister in reaching students with counseling or other spiritual needs.
- Braving Discipleship – a student-led weekend retreat for high school students.

Student Life at The College

Religious Life Council

The Religious Life Council serves as a coordinating group for the various religious opportunities on campus. This group consists of Campus Minister, the Campus Ministry interns, representatives of student religious groups, and faculty/staff campus ministry representatives. Ottawa University enjoys a close relationship with churches in the community whose ministers and lay people also provide opportunities for worship, fellowship and personal involvement. On special weekends, worship services are provided on campus, but students are encouraged to make connections in the local churches for their ongoing Sunday worship. The intent of Campus Ministries is to facilitate a variety of religious experiences because of the school's unique heritage and connection with the American Baptist denomination and continued focus on providing a liberal education.

Music, Theater and Communication

In addition to the academic offerings available in these areas, Ottawa University – The College also maintains active cocurricular programs in music, theater and related activities. Opportunities in music include several instrumental groups (Symphonette, Jazz Ensemble and University Ringers, a five-octave hand bell choir) and vocal groups (Oratorio Choir, University Concert Choir and Adelanté Singers). These groups not only enrich the cultural and artistic environment for The College but also provide student participants with the chance to develop and exercise their talents both in local performances and on annual concert tours.

Ottawa's cocurricular theater program annually attracts participation by more than one-fifth of the student body. Productions vary in scope and type including traditional works, musicals, contemporary works, dinner theater, and experimental theater. These present a wide variety of opportunities for students to experience theater and become involved.

In addition to music and theater, the students at The College create and publish their own newspaper, *The Campus*, and yearbook, *The Ottawan*, as well as manage and program their own FM radio station, KTJO.

Intercollegiate Athletics

Intercollegiate athletics are an integral part of the total program of Ottawa University. The aim is to provide an opportunity for highly skilled students to participate in the various athletics sponsored by the:

KCAC Affiliation Statement

Ottawa University is with a member of the Kansas Collegiate Athletic Conference (KCAC), which is composed of 10 independent and church-related colleges and universities in Kansas with a long and rich history of outstanding intercollegiate athletics.

NAIA Affiliation Statement

Ottawa University is affiliated with the National Association of Intercollegiate Athletics (NAIA). The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation.

Men's Intercollegiate Programs

Varsity competition for men is available in:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer

Women's Intercollegiate Programs

Varsity competition for women is available in:

- Basketball
- Cross Country
- Soccer
- Softball
- Track & Field
- Volleyball

Eligibility Regulations

The rules and regulations of NAIA apply to both men's and women's athletics. You must, if a first-time entering first-year student, meet two of the three entry-level requirements:

- Score 18 on the Enhanced ACT or 860 on the SAT.
- Achieve an overall high school GPA of 2.00 on a 4.00 scale.
- Graduate in the top half of your high school graduating class.

This is not a complete listing of the rules and regulations of the NAIA; complete eligibility regulations are published in the official NAIA Handbook. See the Director of Athletics or the Faculty Athletic Representative at The College for further information.

"O" Club

Students who have earned the varsity letter as a result of athletic competition or after two years as a team manager may become members of the "O" Club. The purpose of this organization is to promote loyalty to Ottawa University and to foster a high standard of sportsmanship.

Intramurals

The Ottawa University Intramural Athletics Program is recreation through participation. Participation in intramural athletics is a great opportunity to get involved and stay active in campus activities. Competition is offered in activities such as basketball, flag football, volleyball, sand volleyball, whiffle ball, disc golf, racquetball, table tennis, contests, and ultimate Frisbee. The Intramural Program at The College caters to the students and listens to their ideas, as events and competitions are based on the requests and desires of the student population. Participating in intramural athletics opens up an avenue to make lasting friendships. Stay healthy, stay fit and catch the spirit of participation.

Athletic Participation Rates and Financial Support Data

Ottawa University discloses information on athletic participation rates and financial support data to the public and to current and prospective students. Information contained in this annual report includes:

- Number of male and female full-time undergraduates.
- List of all varsity teams that competed in intercollegiate athletic competition.
- Total number of participants by each team.

Adult Campus Life

- Total operating expenses for each team.
- Gender of each head coach and whether he/she is full-time or part-time.
- Number of assistant coaches of each gender and whether they are full-time or part-time.
- Total amount of money spent on athletically related student aid aggregately for men's and women's teams.
- Ratio of athletically-related student aid awarded to male athletes and female athletes.
- Total annual revenue generated by men's teams and women's teams.
- Average annual institutional salary of head coaches of all teams for all athletics by gender.
- Average annual institutional salary of assistant coaches of all teams for all athletics by gender.

This report may be obtained by contacting:

Athletic Director
Ottawa University
1001 South Cedar, #7
Ottawa, KS 66067-3399
785-242-5200

ADULT CAMPUS LIFE

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

Students are expected to be familiar with the procedures in the Student Handbook, the University catalog and other publications and to conform to them. The student, not the University or a member of the faculty, has primary responsibility for meeting degree requirements. Students are expected to become knowledgeable about the University's degree requirements, academic policies and procedures (including deadlines), and financial policies and procedures.

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

It is assumed that students of the University will behave in a manner that will respect the rights and welfare of students, faculty and staff of the University.

Conduct contrary to responsible behavior includes such actions as:

- Academic dishonesty.
- Theft of, or damage to, the property of another person or of the University, or property being leased by the University.
- Physical or verbal harassment or abuse of another person, as well as threatening or attempting to inflict injury, or creating a substantial risk to another person.
- Disruption of the educational process including behavior that inhibits or prevents faculty and staff from carrying out their institutional functions and/or other students from learning.
- Violation of drug and alcohol abuse policies.

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

Policies and other statements are provided in the Student Handbook at each campus. Please contact your local campus for additional information.

COMMUNITY SERVICE OPPORTUNITIES

In addition to the numerous clubs and organizations at Ottawa University that are committed to community service, Martin Luther King, Jr. Day has been designated as a University-wide Community Day of Service. On this day, all campuses participate in community service activities, which are organized by each individual campus.

ALUMNI ASSOCIATION

The Ottawa University Alumni Association (OUAA) strives to enhance a lifelong relationship between Ottawa University and its graduates and former students while facilitating networking opportunities among alumni. Traditionally the OUAA has served graduates of The College through a Board of Directors, which helps oversee Homecoming Weekend activities in fall and Reunion Weekend in spring.

To better reflect the worldwide, diversified institution Ottawa University has become, several of the adult campuses have formed their own Alumni Councils. The Board of Directors (at The College) is transitioning to a Council to create a parallel structure University-wide.

A committee of the Ottawa University Board of Trustees sets policies and expectations for the various bodies that support alumni relationships. The Councils work closely to determine the most rewarding programs for their alumni (personal and professional growth, community service, networking, social events, etc.). A centralized effort is planned to reach out to the many established, although sometimes inactive chapters around the country that provide activities and services to alumni who settle in the area, no matter where they attended Ottawa University. OUAA will begin a pilot project to provide electronic networking among alumni with similar interests, no matter where they attended Ottawa University or where they now live.

While students focus on the coursework leading to a degree, the OUAA engages students during their years on campus. Providing supportive activities and interaction while people are still in class helps keep the Alumni Association apprised of the developing needs of new generations of alumni. At Ottawa University, the education, experience and relationships are built to last a lifetime.

OTTAWA UNIVERSITY ACADEMICS

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

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

Components of an Ottawa University Education

The Ottawa University undergraduate program focuses on the development of the reflective inquirer who thinks critically and questions objectively with a goal of understanding underlying assumptions. To this end, the undergraduate program at Ottawa University is composed of three parts: liberal arts studies (LAS), the major field of study and electives. A student's major provides a focus for in-depth learning of inherent processes, concepts and theories within a particular program of study, while electives provide variety in his/her study and an opportunity for the exploration of diverse areas. Bridging the major and electives is the LAS core program, which is grounded in common learning outcomes for students at all campuses.

Liberal Arts Studies

Ottawa University's mission and values are embodied in its LAS program. As that portion of a student's educational program required of all students, the LAS program at Ottawa University not only ensures all students fulfill basic institutional expectations but also provides the learning community with a strong element of intellectual unity.

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

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

Learning Outcomes in Liberal Arts Studies

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

Knowledge

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

Skills

3. Communication. The student will demonstrate his/her ability to engage in effective oral communication and to write clearly and coherently in a variety of forms.
4. Critical Thinking. The student will analyze complex issues and arguments (e.g., identify assumptions, premises and conclusions) in various intellectual contexts (scientific, technical, ethical, aesthetic, etc.) and will evaluate the validity and soundness of such arguments.
5. Problem Solving. The student will gather relevant information and ideas and apply appropriate principles, concepts, and theories to solve significant social and intellectual problems.

Values

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

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

The LAS Program

The LAS program consists of required interdisciplinary seminars, a distribution requirement, and at The College, an arts and cultural events requirement.

The Interdisciplinary Seminars

The interdisciplinary seminars are designed to help students integrate knowledge from a variety of sources, develop their communication, critical-thinking and problem-solving skills, and explore the nature and relevance of values in their lives and education.

LAS Courses at The College

LAS 12513 Writing I: Entering the Disciplines

Taken in the first semester of the first year, this is a composition course that treats writing as a tool for learning and exploring content, as well as for expressing ideas. The course introduces students to the habits of mind and assumptions that inform the various disciplines. It also orients students to the Ottawa University plan of education and helps them to begin their own educational planning.

LAS 32513 Writing II: Integrating the Disciplines

Taken in the junior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work and meaning. Students seek to integrate ideas and approaches of several disciplines in both individual and group projects. Prerequisite: Completion of four distribution courses and junior status.

LAS 42515 Writing III: Applying the Disciplines

This interdisciplinary seminar gives seniors (classified as having earned 92 or more credit hours) the opportunity to bring their entire college experience to bear on a complex issue. Working in small groups (usually four or five), students first identify and define a significant problem or issue (e.g., child abuse, athletics and education, the energy crisis), and then articulate a way or ways to solve or cope with that problem or issue. The student group is given the major responsibility for the task. The tutor acts as a resource person and critic. Twice during the course, the group presents and defends its work before a "jury" of faculty and persons from the University community who have particular expertise in the areas of their research. The first presentation and defense occurs midway through the course, the second occurs during the last week of classes. Prerequisite: LAS 32513 Writing II: Integrating the Disciplines, senior standing (92 credit hours or more) and an approved learning contract.

Distribution Requirements at The College

To assure that students have exposure to a rich range of human knowledge and inquiry, the LAS program also has a distribution requirement. Students at The College are required to take at least one course in each of seven breadth areas: Creative and Performing Arts, Historical and Cultural Perspectives, Social and Behavioral Sciences, Mathematical and Logical Systems, Natural Sciences (with lab), Language, and Physical Fitness.

The Arts and Cultural Events Series enriches the opportunities for growth and development beyond the formal classroom by offering lectures, concerts, drama, film, and religious presentations, as well as the annual Presidential Lecture Series, Faith, Learning and Life. Students at The College are required to attend four arts and cultural events each semester for a total of six semesters.

The College also maintains active cocurricular programs in music and theater. Opportunities in music include instrumental and vocal groups that not only enrich the cultural and artistic environment for The College but also provide student participants with the chance to develop and exercise their talents in local

performances and on annual concert tours. Ottawa University's co-curricular theater program offers productions that vary in scope and type including traditional and contemporary works, musicals and experimental theater. The program presents a wide variety of opportunities for student involvement in theater and to enrich their experience in the arts.

Adult Campuses

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

LAS Courses at the Adult Campuses

LAS 30012 Proseminar

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

LAS 45012 Graduation Review

As the final course in the LAS sequence, Graduation Review asks students to revisit the breadth areas first introduced in Proseminar exploring them this time in the context of globalization and cross-cultural concerns. As in Proseminar, students will respond in discussions and reflective papers to issues raised by readings and/or other media selected for their quality and relevance to the areas in question. Close attention will be paid to the students' communication skills as well as their mastery of the course's substantive content. As a culminating experience, Graduation Review will also ask students to assess their Ottawa program (both the major and the liberal arts components) in terms of the process of their education and in terms of their achievement of the Ottawa University LAS program outcomes.

Distribution Requirement at the Adult Campuses

The distribution requirement at the adult campuses is applied with the flexibility appropriate to adult student experience and transcribed academic history. Students at the adult campuses are required to have coursework and evaluate experience in each of the four breadth areas: Value/Meaning; Social/Civic, Science/Description, and Art/Expression.

In order to ensure significant exposure to the University's four Breadth Areas all students will be required to have the equivalent of adequate coursework in each of these areas, typically at least six credit hours. These hours may be documented by transcribed coursework and/or by a written reflection on relevant

non-transcriptable experience. Courses will be allocated to the various breadth areas as follows: courses in the Humanities will count towards the Value/Meaning breadth area; courses in the Social Sciences towards the Social/Civic breadth area; courses in the Sciences towards the Science/Description breadth area; and courses in the Arts towards the Art/Expression breadth area. Where there are questions the faculty or a sub-committee of the faculty will make the appropriate determination. Nor is it assumed that every course a student has taken must fit under one of the breadth areas. Non-transcriptable experiences will be assessed by the student's advisor beginning with the student's autobiographical reflection on his/her learning experiences in Proseminar. This assessment will be based on the student's analysis of his/her experiences, including the documentation of those experiences, and the demonstration of how those experiences relate to the breadth areas in question.

The Major

Building upon the foundation of the LAS program's common structure, students become reflective inquirers in their chosen fields of study. The major, the student's program of study, provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program.

The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student's educational goals. With faculty guidance and approval, students may complete double majors or design individualized programs of study. The major that is ultimately chosen may prepare a student for a professional career, advanced graduate studies and/or personal fulfillment.

The goal of a major is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems. To achieve this goal, students are guided into a balanced major area in which assignments and activities are presented to foster intellectual and personal growth.

Learning Outcomes for All Ottawa University Majors

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

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

To demonstrate personal growth through the major students will:

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

Assessment of Learning Outcomes

In addition to assessment strategies that are program-specific, each major requires students to complete a senior comprehensive, a capstone course or portfolio as a measure of student academic achievement of these six University-wide learning outcomes.

Electives

College years are not only a time for setting career goals and working toward these goals, but also a time for exploring a variety of areas of learning. These explorations are encouraged at Ottawa University through its approach to elective courses. Electives serve the purpose of broadening the required LAS courses and enriching the major course of study. Students are encouraged to look for interdisciplinary electives that complement their field of study instead of simply taking a random collection of courses. For those preferring greater specialization, some majors have associated concentrations or sets of related electives that provide in-depth academic and professional preparation.

Since Ottawa University promotes elective freedom, students may use electives to broaden their understanding and appreciation of subjects outside their majors. A strong elective program provides the student with the kind of diversity that affords new perspectives and encourages new enthusiasms. Electives can help students gain a greater understanding of their place in a complex and changing world that is contextualized by new technologies, cultural diversity, competing faiths, conflicting political systems, and the ongoing need to solve social problems and meet community needs.

Unique Aspects of an Ottawa University Education

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

Advising Process

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

Individual Development

Ottawa University above all is a student-centered institution. Each student participates in the selection or design of a specific educational program, which includes consideration of his/her own interests, abilities and goals and the educational experiences needed to attain these goals. The process culminates in the development of an educational plan specifying the student's graduation requirements.

Ottawa University Academics

Ottawa University is aware that each student differs in the pace and ability to set personal goals and plan educational experiences. There is also a recognition that additional experiences during the college years cause goals and plans to change. Ottawa University faculty are flexible and responsive to each student's individual needs in the development and implementation of the educational plan. Ottawa University seeks to balance freedom and structure, giving each student both the freedom and the guidance needed to succeed.

Opportunities for Career Preparation

The development of skills needed in future careers is an important facet of the Ottawa University education. The emphasis on career planning begins in the first year LAS seminar in which interests and abilities are evaluated before setting career goals. The student and advisor select or develop a major, which becomes an integral part of the educational plan and is usually oriented toward the student's career interests.

The flexibility of Ottawa University's approach allows students to include practical non-classroom experiences in their programs. For example, internships, practica, and student teaching provide students with valuable career-oriented knowledge and skills that often open doors to employment opportunities or career changes.

Assessment and Evaluation as a Part of the Learning Process

One principle of learning implies students learn best when they have immediate and precise feedback as to how they are performing. The goal of Ottawa University is to make evaluation a valuable part of the learning process itself, not an anxiety-producing hurdle that must be surmounted. Evaluation should take place in ways that helps each person understand the strengths and weaknesses of his/her performance in a given area and determine what needs to be done to improve. The most effective feedback tells the student what the grade symbol means relative to the skill and knowledge objectives of a particular course or learning experience. Evaluation takes place in many ways, not merely through tests and term papers.

Each student at Ottawa University receives an evaluation of performance from the instructor in each class. Students, too, are encouraged to develop their own skills in self-evaluation as a part of becoming life-long learners who continue to learn and grow long after graduation.

Ottawa University is committed to student success in the achievement of the learning outcomes for LAS and the chosen major. In addition to a range of evaluation tools, each program provides the student an opportunity to demonstrate academic achievement through a designated primary assessment strategy: a senior comprehensive examination, a capstone course or a portfolio.

GRADUATION REQUIREMENTS

The College

- Course Requirement:** Each student must satisfactorily complete the interdisciplinary seminars:
LAS 12513 Writing I: Entering the Disciplines (for entering first-year students only)
LAS 32513 Writing II: Integrating the Disciplines
LAS 42515 Writing III: Applying the Disciplines
- Religion Course Requirement:** Each student must satisfactorily complete for graduation requirements the two following courses:
REL 10223 Introduction to the Gospels
REL 11023 Christian Thought I
- Arts and Cultural Events:** Attendance at the Arts and Cultural Events is part of the liberal arts studies requirement for graduation. Each student is expected to attend four events each semester. At the end of each semester, the student receives a grade for having attended. A total of six semesters of attendance is required for graduation. The requirement for transfer students depends upon the hours of semester credit earned at entry:

From 1 to 12 hours	need 6 semesters
From 13 to 23 hours	need 5 semesters
From 24 to 40 hours	need 4 semesters
From 41 to 60 hours	need 3 semesters
From 61 to 92 hours	need 2 semesters
Over 92 hours	need 1 semester
- Major Requirement:** Each student is required to plan a major program in cooperation with an appropriate faculty advisor, involving at least 24 semester credit hours. At least 12 semester credit hours of the major must be taken at Ottawa University, and at least 12 semester credit hours of the major must be upper division courses. Only those required courses completed with a grade of "C" or better are counted toward satisfaction of the minimum number of major semester credit hours required by the department. Each major requires a comprehensive examination/project designed to assess the student's achievement of the goals of his/her major program. In the case of a dual major, a separate and distinct comprehensive are required in each of the major areas.
- Distribution Requirement:** Each student is required to select distribution courses consistent with his/her educational goals and approved by the faculty advisor. The student must maintain passing work in these courses as evidenced by the course instructor's evaluation. In order to be approved, a student's educational plan must show encounter with all seven areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.

Graduation Requirements

Area I Creative and Performing Arts

ART	13023	Art Fundamentals
MUS	10123	Introduction to Creative Listening
MUS	10223	Popular Music in America
THE	14623	Introduction to Theater

Area II Historical and Cultural Perspectives

ENG	10223	Contemporary Literature
ENG	20123	World Literature
HPS	11053	The American Experience
HPS	25353	World Civilization I
HPS	25453	World Civilization II
HPS	10053	Introduction to World Geography
PHL	11023	Basic Issues in Philosophy

Area III Social and Behavioral Sciences

ECO	20163	Macroeconomics
HPS	13353	American Government
PSY	12053	Principles of Psychology
SOC	10153	Social Thought
SOC	11753	Social Problems and American Values
SOC	26053	Cultural Anthropology

Area IV Mathematical and Logical Systems

MAT	10543	Topics in Mathematics
MAT	10643	College Algebra

Area IV Mathematical and Logical Systems—Continued

MAT	21044	Calculus I
MAT	26043	College Geometry
MAT	30443	Statistics
ITS	16163	Computer Programming

Area V Natural Sciences

BIO	10042	Principles of Biology Lab AND BIO 10043 Principles of Biology
CHE	10041	Concepts of Chemistry Lab AND CHE 10044 Concepts of Chemistry
CHE	12041	General Chemistry I Lab AND CHE 12044 General Chemistry I
PHY	11041	Physical Science Lab
PHY	11043	Physical Science
PHY	22041	College Physics I Lab
PHY	22043	College Physics I
PHY	24741	University Physics I Lab
PHY	24743	University Physics I

Graduation Requirements

Area VI Language

ENG	23723	Intermediate Writing
ENG	31023	Advanced Expository Writing
COM	10063	Survey of Mass Communications
COM	30163	Interpersonal Communication
SPH	11023	Speech Preparation and Delivery
SPA	10124	Elementary Spanish I

Area VII Physical Fitness (choose two)

PAC	10131	Coed Weight Training
PAC	10331	Body Conditioning
PAC	10931	Karate
PAC	11131	Lifetime Fitness
PAC	11231	Nontraditional Team Sports I
PAC	12131	Walking for Fitness

6. **Skills Competency Requirement:** Each student must demonstrate minimal competency in reading, writing and computation to graduate from Ottawa University's The College.

- **Reading competency** is demonstrated by achieving at least a 19 composite ACT score or by passing a qualifying examination before the end of the sophomore year. In the case of transfer students, a qualifying examination must be passed before the end of the first year at Ottawa University.
- **Writing competency** is demonstrated by achieving a composite score of 20 or higher on the ACT or by receiving a grade of "C" or better in ENG 23723 Intermediate Writing. In the case of transfer students, a grade of "C" or better in Composition II meets this requirement.
- **Computational competency** is demonstrated by passing any distribution course in Area V, Mathematics. In the case of transfer students, a passing grade in College Algebra or a more advanced mathematics course meets the requirement. Teacher Education students may demonstrate skills competency in reading and writing by achieving an adequate score on the Preprofessional Skills Test (PPST). Failure to demonstrate any of these basic competencies by the appropriate time results in the evaluation of the student's continuation at Ottawa University's The College.

7. **Academic Performance Requirements:** To receive a Bachelor of Arts degree from Ottawa University – The College, each students are required to complete a minimum of 124 semester credit hours of coursework with a grade point average of 2.00 or better. Transfer students must maintain at least a 2.00 GPA in Ottawa University coursework, as well as their cumulative coursework.

- No less than 30 semester credit hours of coursework must be completed at Ottawa University.
- No more than 62 semester credit hours of junior or community college work count toward the graduation requirement of 124 semester credit hours. Courses transferred from a junior or community college after a student has completed 62 semester credit hours do not count toward the 124 semester credit hours graduation requirement. Courses transferred from a junior or community college after a student has completed 62 semester credit hours do not satisfy The College's distribution requirement unless the chair of the department in question grants an exception.

Graduation Requirements

8. **40 semester credit hours of upper level coursework:** Graduating seniors are expected to earn at least 40 semester credit hours of upper level courses numbered higher than 30000.
9. **Graduation:** Graduating seniors are expected to attend the baccalaureate service and commencement and must appear personally at graduation to receive their diplomas. The provost, only in case of absence due to justifiable cause, can authorize graduation in absentia. For seniors graduating in absentia, students must notify The College registrar the address to which diplomas should be mailed.

Adult Campuses

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

A minimum of 24 semester credit hours in residence with Ottawa University, including minimum of 8 semester credit hours in the Liberal Arts Studies (LAS) sequence, namely Proseminar and Graduation Review, and including at least 12 semester credit hours in the major (*not including semester credit hours earned through Credit by Assessment*).

- A minimum of 40 semester credit hours of upper-division coursework (300- and 400-level).
- A minimum of 24 semester credit hours in the major. All grades for courses in the major must be at a "C" level or better.
- A cumulative grade point average of 2.00 or better.
- A minimum of 128 earned semester credit hours.

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

International Instructional Sites

The international degree completion program in business administration consists of 31 semester credit hours including three courses in the liberal arts studies sequence including Proseminar, Cross-Cultural Issues in International Business and Graduation Review.

- A grade of "C" or better in all Ottawa coursework.
- A cumulative grade point average of 2.00 or better.
- A minimum of 125 earned semester credit hours.

GRADUATION HONORS

The Latin designation for honors refer to the medieval origins of academic ceremony: cum laude indicates distinction; magna cum laude, great distinction; and summa cum laude, highest distinction. At Ottawa University, students achieve a 3.50 to 3.79 grade point average (on a 4.00 scale) to graduate cum laude. Magna cum laude honors require a 3.80 to 3.89 grade point average. For the highest honors, summa cum laude, students must achieve a 3.90 or higher grade point average. To qualify for honors, students must complete 40 semester credits hours at Ottawa University. Some majors offer special honors. Distinction in the comprehensive examination or project will be earned by students as judged by the faculty. Distinction may also be available at the adult campuses. Please contact your campus registrar or academic advisor for more information.

ACADEMIC DIVISIONS AND UNDERGRADUATE MAJORS

Because Ottawa University serves students in several geographic regions, not all programs are available at every campus. Four academic divisions encompass all Ottawa University undergraduate programs at all locations. Each of these divisions represents one of the major domains of knowledge and inquiry, and together they form a comprehensive and unified view of the world. The four academic divisions at Ottawa University are:

- Arts, Humanities and Sciences
- Business, Management and Information Technology
- Education
- Behavior and Social Sciences

Ottawa University's undergraduate majors are presented in the following pages, beginning with a list of all majors offered at each location. To help the reader locate programs of interest, all majors are listed alphabetically with campus-specific availability noted.

THE INDIVIDUALIZED MAJOR

In addition to the majors listed in the following, each campus offers students the opportunity of pursuing an individualized major on a topic or area of study of special interest. An individualized major is a program of study that may include courses and learning experiences from more than one subject area and from more than one division. The student and the faculty advisor collaborate to develop learning outcomes as well as assessment strategies, drawing on expertise provided by other faculty members and professionals in the chosen field. Individualized majors have been designed in areas such as: Adult Education, Fire Service Management, Labor and Management Relations, and Studies in Christian Ministry. Students interested in learning more about individualized major opportunities are encouraged to contact a faculty advisor at any Ottawa University locations. (Note: The individualized major is not available at international instructional sites.)

Special Study Opportunities

SPECIAL STUDY OPPORTUNITIES

In response to students' learning needs and styles, Ottawa University offers a variety of study opportunities in addition to regularly scheduled courses in a traditional classroom setting. Coursework may be delivered through directed study, independent study, or online. Students may enroll in special topics as an alternative to regular course offerings or internships that offer valuable experiential learning. Students should consult with their advisors regarding the availability of special opportunities at their locations.

ONLINE PROGRAMS

Ottawa University offers online programs at the master's level in business administration and human resources and an undergraduate program in health care management. These programs require an intensive, face-to-face classroom meeting over a weekend with the instructor and other students at the beginning of each course. The remainder of the course is conducted online. Ottawa University also offers one completely online undergraduate program in police science in cooperation with Rio Salado College in Phoenix, Arizona. For complete information about online programs, contact one of the adult campuses.

PROGRAMS BY LOCATION

Arizona Campuses

Bachelor of Arts

- Biology*
- Communication
- English
- History
- Human Services
- Information Technology Systems
- Mathematics*
- Psychology
- Business Administration
- Education
- Health Care Management
- Human Resources
- Individualized
- Management
- Police Science/Law Enforcement Administration
- Public Administration

**Degree completion program available to those students who seek secondary teacher certification.*

Master of Business Administration

Master of Arts

- Human Resources
- Professional Counseling
- Education

Post-baccalaureate Teacher Certification Program in Elementary and Secondary Education

Professional Education Program for Certified Teachers

Certificate of Advanced Graduate Studies

Jeffersonville Adult Campus

Bachelor of Arts

- Business Administration
- Individualized
- Human Resources
- Management

Kansas City Adult Campus

Bachelor of Arts

- Business Administration
- Health Care Management
- Individualized
- Management
- Education
- Human Resources
- Information Technology Systems
- Psychology

Master of Arts

- Human Resources

Post-baccalaureate Teacher Certification Program in Elementary Education

Certification in Human Resources

Professional Education Program for Certified Teachers

Programs By Location

The College

Bachelor of Arts

- Accounting
- Biology*
- Communication
- English*
- History/Political Science*
- Individualized
- Mathematics*
- Physical Education*
- Religion
- Theatre*
- Art*
- Business Administration
- Education*
- Health Care Management
- Human Services
- Information Technology Systems
- Music*
- Psychology*
- Sociology

**Indicates teacher certification available.*

Milwaukee Adult Campus

Bachelor of Arts

- Accounting
- Communication
- Human Resources
- Individualized
- Management
- Psychology
- Business Administration
- Health Care Management
- Human Services
- Information Technology Systems
- Management of Computer Services

Online

Bachelor of Arts

- Health Care Management
- Police Science/Law Enforcement Administration

Master of Business Administration

International Instructional Sites: Hong Kong, Malaysia, Singapore

Bachelor of Arts

- Business Administration

Master of Arts

- Human Resources*

**Offered in Hong Kong only.*

UNDERGRADUATE PROGRAMS

ACCOUNTING

Offered at: The College, Milwaukee

The Accounting major helps students understand and master the conceptual framework used to measure and report an organization's financial events. In accordance with professional and ethical standards, students analyze and evaluate accounting practices and systems to understand how they should and do function in business entities. They learn fiduciary responsibility and how to communicate with internal and external stakeholders. This major promotes skills in problem-solving, decision-making, systems analysis, and planning within financial, economic, managerial, and technological contexts. Accounting is an important foundation for careers in finance, auditing and administration within both the public and private sectors.

The College

Required Courses

ACC	20364	Accounting for Business Operations
ACC	20464	Accounting for Financing and Investing Activities
ACC	30163	Cost Accounting
ACC	33164	Intermediate Accounting I
ACC	33264	Intermediate Accounting II
ACC	36264	Federal Income Tax
ACC	40164	Advanced Accounting
ACC	44163	Auditing
ACC	49060	Seminar in Applied Accounting (CAPSTONE COURSE)

Other Required Courses

ECO	20163	Macroeconomics
ECO	20263	Microeconomics
HPS	13353	American Government
MAT	10643	College Algebra
MAT	32044	Statistics
OAD	30563	Management
OAD	31863	Marketing
OAD	40063	Financial Administration
PSY	12053	Principles of Psychology

Elective Courses

ACC	40464	Non-For-Profit Accounting
ECO	30363	Money and Banking
ECO	31563	Quantitative Business Analysis
ECO	40863	International Business
ENG	23723	Intermediate Writing
HPS	10053	Introduction to World Geography
MAT	21044	Calculus I
OAD	31063	Business Law
PSY	32153	Social Psychology
SOC	10453	Introduction to Sociology
SPH	11023	Speech Preparation and Delivery

Undergraduate Programs

Milwaukee Campus

Program Required Courses

ACC	20364	Accounting for Business Operations
ACC	20464	Accounting for Investing and Financing Activities
ACC	30163	Cost Accounting OR
ACC	40264	Advanced Cost Accounting
ACC	33164	Intermediate Accounting I
ACC	33264	Intermediate Accounting II
ACC	36264	Federal Income Tax*
ACC	40164	Advanced Accounting
ACC	44163	Auditing
OAD	40063	Financial Administration
ACC	49060	Seminar in Applied Accounting (CAPSTONE COURSE)

**If transferred from another University, must be taken within the last five years.*

ART

Offered at: The College

Art fosters individual creativity and cultural identity. Art can be studied for its aesthetic, psychological, anthropological, historical, religious, social, and commercial significance. It can be created for expressive, therapeutic and political purposes. Students learn to appreciate, contextualize, and evaluate art as a means of visual communication. They explore different media and techniques as they develop their own talents in drawing, painting, design, sculpture, and varied crafts. As an important component of a liberal education, art promotes sensitivity, self-exploration, creativity, and multicultural awareness. Those majoring in this area may find careers in teaching; art history; painting; sculpture; illustration; publishing; advertising; art collection and appraisal; museum management; graphic design; and theater, film, or video production.

The College

Drawing/Painting/Design Emphasis

Required Courses

ART	13023	Art Fundamentals
ART	20623	Art History I
ART	20723	Art History II
ART	22023	Drawing and Composition I
ART	23023	Design I
ART	23523	Painting I
ART	33023	Design II
ART	49024	Art Comprehensive

And one of the following (depending on the emphasis):

ART	23423	Graphic Art
ART	32023	Drawing and Composition II
ART	33523	Painting II

7-12 semester credit hours of advanced studio courses and/or internship.