MISSION STATEMENT

The purpose of Ottawa University is to provide the highest quality education possible for the development of individual students in the context of its Christian heritage, its liberal arts emphasis, and its co-educational community of concern and scholarship. The University desires to contribute to the vitality and to the strengthening of local congregations of the Christian community. The University wishes to affect society by educating its students in its Christian environment and by offering educational and cultural opportunities to the broader community.

Founded in 1865 as a mission of the Church, the University continues its commitment to the work of Jesus Christ and to the accomplishment of its task through relatedness to the American Baptist Churches, U. S. A. The University serves a student population reflecting the social, economic, and educational diversity of the Midwest region and such broader clienteles as can benefit by its particular emphases. Ottawa University actively seeks for enrollment and graduation, students who can benefit from its climate of learning.

The University strives to participate in the development of the total person so that students may claim their lives' full potential. Ottawa University centers on students and seeks to assist them in the mastery of skills of learning and self-awareness, so that they may be better able to prepare for their careers and to plan for productive lives.

Statement of Purpose

Ottawa University publicly states its purposes and goals, consistent with its mission statement, to be those which are described below. The University's statement of purposes is divided into two parts. The first part deals with the purposes of the educational program. These are the primary purposes of the University and are fundamental to its identity. The second part of the statement deals with purposes that are supportive of and instrumental to the achievement of the primary purposes. Taken together, these two kinds of purposes form the basis of the University's more specific objectives and plans.

I. Educational Program Purposes

Ottawa University provides an academic program including liberal arts studies and major area course work designed to help students acquire the knowledge, skills, and values that will prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

The goal for the academic program in LIBERAL ARTS STUDIES is to assist students to develop a breadth of knowledge, an ability to organize, apply, and evaluate ideas, a value for learning, a clear sense of their own identity and integrity as persons, and an awareness of and concern for others.

The goal for the academic program in the MAJOR AREA is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems, value the discipline(s) of their major area and prepare for personal pursuits, graduate studies, or a career in that area.

II. Supportive Purposes

To assist it in achieving the Educational Program Purposes at the heart of Ottawa University's identity, the University has also formulated a number of purposes that are supportive of the more fundamental Educational Program Purposes. These secondary purposes are concerned with the University's need to admit and retain qualified students, develop a nurturing and supportive educational environment, and provide adequate administrative and material support and resources.

A. Students. Ottawa University seeks:
- to admit and retain students for the residential campus representing its historic constituencies such as those from American Baptist related churches; children of alumni; residents of its immediate geographic region; and other students likely to benefit from the Ottawa University environment.
- to admit and retain adult students interested in completing a college degree or in continuing their education in programs specially designed for them and delivered at places convenient to them.
- to admit and retain qualified students without regard for race, age, creed, color, gender, national origin, or disability.

B. Educational Environment. Ottawa University seeks:
- to provide a scholarly faculty dedicated to the teaching of undergraduates; a faculty whose interests go beyond disciplinary specializations and who demonstrate a sensitivity to the elements of personal growth of students rather than simply the mastery of a cognitive area; a faculty diverse in age, rank, gender, tenure status, and minority representation; a faculty supportive of the mission and purposes of the University and the general welfare of the institution.
to provide a residential campus where students may live in a total learning environment which furthers their educational opportunities within and beyond the classroom.

- to provide on its residential campus the supportive services needed within its resources to serve residential students, such as routine health service for emergencies, advising and counseling assistance, chaplain services, career development services, and financial aid counseling and service, as well as opportunities for employment on a part-time basis.

- to provide extracurricular opportunities on its residential campus to meet the needs of the student population including options for development and enrichment by participation in drama, music, social clubs, athletics, student government, and religious life.

- to provide education centers in selected urban areas which serve the educational needs of adults who by reason of employment, family obligations, traditional program and calendar constraints, and other reasons cannot avail themselves of a residential campus.

C. Support and Resources. Ottawa University seeks:

- to provide administrative support to the institution so that its affairs, its resources, and its needs are efficiently and adequately managed and planned.

- to communicate with and involve the alumni of the University in its ongoing activities, and to communicate with and involve its other constituencies, especially American Baptist related churches and the local community, in its ongoing activities in order that the University develop a supportive community for its program and its financial needs.

- to provide and staff a development function to insure the generation of fiscal resources, including general and specific endowment, student financial aid, program enrichment, operating budget, and capital development.

- to price the University’s services as reasonably as possible within the constraints of the institution’s need to maintain its program and services, the requirement of fiscal health, the competitive role of other institutions, and the dynamics of governmental policies and the economy.

**HISTORICAL SKETCH OF OTTAWA UNIVERSITY**

No wealthy patrons created Ottawa University. Its establishment and growth arose from the commitment and dedication of many people working together to realize the common purpose of educating individuals for lives of service to humanity. The earliest activities began with explorations by Baptist lay persons interested in education. By 1860, a charter had been obtained from the Kansas Legislature in the name of Roger Williams University. The turmoil and distress of the American Civil War, however, deterred founding action until 1865 when a second charter was obtained April 21, 1865, for the creation of Ottawa University. The name change was principally in recognition of a 20,000 acre grant of land by the Ottawa Indians living in the vicinity. The grant was made by this tribe to ensure the education of their children and other children interested in private Christian education. Additional land was granted in 1867 to further support the institution. The Board of Trustees sold much of the land to generate the income necessary to start the college.

The first educational activity began in 1866 with President Isaac Kalloch, two principals, and a music teacher. The first building, now known as Tauy Jones Hall, was completed in 1869 and then rebuilt in 1875 after a fire. Those early decades were times of financial uncertainty and turmoil, nationally as well as locally. The struggling young college was near extinction several times and was usually saved by the work and activity of dedicated supporters who believed it had a mission and purpose that needed to be sustained.

The University’s program and curriculum began as a private academy or secondary school in its initial instruction, with college courses added gradually as enrollment grew. By the late 1870s, the college curriculum consisted of fewer than 30 available courses, 16 of which were in the areas of Latin, Greek and mathematics. In the twentieth century all American college curricula enlarged and expanded with new disciplines and a larger variety of courses. The first college degree from Ottawa was granted in 1886 with increasing numbers of persons receiving degrees in each successive year thereafter. The secondary school program continued until 1925. Since that time Ottawa University has remained an institution of higher education.

Buildings and plant increased very slowly. In 1891, Mrs. O. C. Charlton began raising funds for the first residence hall. The building, a wooden Victorian frame constructed dormitory, became known as Charlton Cottage. The Cottage housed women students. Two other private residences in Ottawa were purchased and converted to house male students. The next major construction project was the stone building now known as the Administration Building which began in 1892, but was burned in 1902. John D. Rockefeller was one of those who pledged money for a gift if Kansas residents would meet the challenge to construct and rebuild the Ad Building. By 1904 the Ad Building was completed and the college was in healthy financial shape, temporarily free of debt, and had a modest endowment. By 1914, the Commons
Building was begun. It is now known as the Wellness Center and houses the health center and swimming pool. In 1922, Ward Science Hall was constructed with the help of labor contributed by students, staff, and community. The post-World War II era saw the rapid expansion of the plant with the construction of Martin Hall as women's residence center in 1947, the Wilson Field House in 1948, Atkinson and Behan Halls for men students in 1955, Myers Library and the Mammel Art Center in 1957, Price Hall as a men's residence in 1961, the University Union in 1963 (now known as Mowbray Union), Centennial Hall as a women's residence in 1965, the Chapel complex in 1966 as a result of an anonymous challenge gift, and Brown Hall for men in 1968. The most recent building added to physical facilities was the Mabee athletic building in 1979. Behan Hall was completely renovated as a computer center in 1990 while Ward Science Hall was renovated in 1992, and Atkinson Hall in 1995.

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

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

In a thorough review of its program in the late 1960s, and again in the early 1980s, the University further modified its approach to students and to teaching and learning. The underlying emphases have remained the students' needs and goals. Degree completion programs for adults evolved from these concerns and new nonresidential educational centers were established in Kansas City in 1974, in Phoenix in 1977, and in Milwaukee in 1992 to meet that need. In 1987, the University received approval from the North Central Association for a master's in human resources program to be offered through the nonresidential centers, and also expanded its degree completion program to international sites including Hong Kong, Malaysia, and Singapore. A master's in education program was added in Phoenix in 1995. Ottawa University has made its influence felt on the lives of hundreds of persons. The alumni love and support it. It is a high quality university related to the American Baptist Churches, U.S.A., and is designed to make a positive impact on one's ability to choose and prepare for a career and for life itself.

North Central Accreditation Statement

Ottawa University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Ottawa's Presidents

Isaac Kalloch (1866-1868);
Milan L. Ward (1869-1873)
E. C. Andrews (1873-1874)
Philo Jesse Williams (1876-1881)
T. M. Stewart (1881-1883)
Milan L. Ward (1883-1887)
George L. Sutherland (1887-1890)
Franklin O. Johnson (1890-1891)
F. W. Colegrove (1891-1895)
J. D. S. Riggs (1895-1905)
R. A. Schwegler, Acting President, (1905-1906)
S. E. Price (1906-1924)
Erdmann Smith (1924-1931)
W. P. Behan, Acting President (1931-1935)
Andrew B. Martin (1935-1967)
Peter H. Armacost (1967-1977)
Milton Froyd, Interim President, (1977-1978)
Robert E. Shaw (1978-1983)
Harold D. Germer (1992-)

OTTAWA UNIVERSITY AT A GLANCE

Ottawa University Campus

Established in 1865, the residential campus program in Ottawa, Kansas, is designed primarily for the traditional 18 to 25 year old student, though it also attracts and serves a number of nontraditional students as well.

Ottawa University's commitment to excellence in higher education finds expression in a variety of locations, contexts, and delivery systems. During the 1970's many adult students entered college. But their access to higher education was
difficulties in getting to campus-based programs because of either time or distance. For additional information contact:

Director of Admissions
Ottawa University
1001 S. Cedar Street #17
Ottawa, Kansas 66067-3399
(913) 242-5200, extension 5555

Ottawa University's Nonresidential Centers

In 1974, Ottawa University established its first nonresidential center to serve the educational needs of such adults. Programs in the nonresidential adult centers are consistent with the educational philosophy and programs of the residential campus. Studies in the nonresidential programs maintain the same high standards, and work completed in any location of the University is acceptable in any other location. All credit granted for study in a nonresidential center is applicable to an Ottawa University degree, consistent with the student's own educational goals and program selection. The nonresidential programs incorporate the University's insistence upon quality in design and offerings, individual educational planning, service by permanent on-site faculty advisors, an interdisciplinary approach, and emphasis on continuous self-education.

The significant difference between the nonresidential centers and the residential campus lies in the flexibility of the centers in overcoming two barriers to access for adult students: location and schedule. Learning is not confined to certain buildings, nor is it limited to a semester calendar which begins in the fall and the spring. Learning in the adult centers is possible at many different sites or classrooms anywhere in the metropolitan area served, or wherever students can gather to make the teaching/learning situation practical. Through the nonresidential centers, Ottawa University offers programs leading to the B.A. and M.A. degrees, and upper-division or post-baccalaureate courses for personal and professional growth in Kansas, Arizona, Wisconsin. Students in the nonresidential centers may enter the educational program at any time, and may accelerate or slow the process to fit their own needs. Some courses are offered in a few weeks, while other classes meet once a week over a longer period. Credit is awarded in standard semester hours. Learning and evaluation at the nonresidential centers may be fairly described as traditional education with nontraditional entry points and scheduling. In addition to providing the individualized education programs, the adult centers can work with any agency, business, or group to provide high quality instruction for credit or continuing education units at locations convenient to the group.

The first Ottawa University center to serve adults was established in the Kansas City area in 1974. Kansas City is the metropolitan area nearest the residential campus; it is 45 minutes distant by interstate highway. A second center was opened in Phoenix, Arizona in 1977, responding to interests expressed by local American Baptists who welcomed Ottawa University into their area where private, church-related educational institutions are rare. A third center opened to classes in metropolitan Milwaukee in 1993. As with Phoenix the Milwaukee location was a response to demographic patterns of adult access to higher education and American Baptist relationships. The nonresidential programs have enrolled more than six thousand part-time students in a single academic year and more than 4660 persons have completed their college degrees. Approximately one in three of these adult graduates have gone on to further their education.

Ottawa University Kansas City. Established in 1974 as the University's first nonresidential center, Ottawa University, Kansas City serves the educational needs of adults. Its programs are consistent with those of the residential campus—quality in design and offerings, individual educational planning, development of interdisciplinary approaches, and resources for continuing self-education—yet directed to the unique circumstances of adult learners who must balance their quest for higher education with competing claims of work, family responsibility and distance from a residential campus. For additional information regarding Ottawa University, Kansas City, contact:

Office of Admissions
Ottawa University Kansas City
10865 Grandview, Bldg. 20
Overland Park, Kansas 66210
(913) 451-1431

Ottawa University Phoenix. This nonresidential educational center was opened in 1977 in Phoenix, Arizona; a separate instructional site was opened in Tempe in 1989 and another in Scottsdale in 1995. Ottawa University Phoenix serves the educational needs of adults residing in the "Valley of the Sun." Ottawa University Phoenix emphasizes flexible scheduling, frequent course starting dates, and the delivery of educational resources at times and places accessible to its adult clientele. For additional information regarding Ottawa University, Phoenix, contact:

Office of Admissions
Ottawa University Phoenix
2340 W. Mission Lane
Phoenix, Arizona 85021
(602) 371-1188
Ottawa University Milwaukee. The University's third nonresidential educational center was opened for class enrollments in January, 1993, in suburban Milwaukee. Following policies and patterns already established in the Kansas City and Phoenix centers, OU Milwaukee serves the educational needs of adult students in metropolitan Milwaukee. Like the other adult centers, OU Milwaukee offers similar courses and programs, academic advising, individual educational planning, flexible scheduling, and frequent course starting dates. For additional information regarding Ottawa University, Milwaukee, contact:

Office of Admissions
Ottawa University Milwaukee
300 North Corporate Drive, Suite 110
Brookfield, Wisconsin 53045
(414) 879-0200

Graduate Program. Ottawa University offers the Master of Arts degree in Human Resources in Kansas City and Phoenix and the Master of Arts in Education in Phoenix. These programs are designed for working adults in the metropolitan areas who wish to increase their knowledge and skills.

Ottawa University's Master's programs are designed to provide professional development for adults in several fields, to promote effective professional communication, and to encourage continued personal development. The programs seek to promote professional excellence and a scholarly approach to the knowledge of the field, and to encourage students to examine their value systems. The programs include attention to the application of theories, research and techniques within a professional field of study. For information regarding the graduate programs, contact:

Director of Graduate Studies
Ottawa University Kansas City
10865 Grandview, Bldg. 20
Overland Park, KS 66210
(913)-451-1431

or

Associate Dean for Graduate Studies
Ottawa University Phoenix
2340 W. Mission Lane
Phoenix, AZ 85021
(602) 371-1188

Ottawa University International. In 1986 Ottawa University opened its first degree completion program in the Pacific Rim with approval by the North Central Association of Colleges and Schools. Ottawa University International's Bachelor of Arts in business administration is designed to allow students with previous college level academic studies to transfer credits into a bachelor's degree program. Adults residing in Hong Kong, Malaysia and Singapore must have completed three years of acceptable college-level work and present at least 94 semester hours of transferable credit in order to be eligible for admission to the program.

The 31-credit-hours completed with Ottawa University International culminates in a Bachelor of Arts degree in business administration. All instruction is conducted by Ottawa University faculty who travel to the Pacific Rim to lead intensive study periods with students. The program requires each student to complete a period of time on the residential campus in Ottawa, Kansas. The initial program enrolled 36 students. Current enrollment in the International Program numbers over 300 students. For additional information regarding Ottawa University, International Program, contact:

Provost, Ottawa University International
Ottawa University
1001 South Cedar # 59
Ottawa, KS 66067-3399
(913) 242-5200 extension 5588

English Language Institute. In 1973 Ottawa University established the English Language Institute, a program in which international students may improve their skills in speaking, understanding, writing, and reading English as a second language. The program consists of both class instruction and individual tutoring by students with exceptional English skills. In addition, arranged special activities and personal encounters help the student to grasp the dynamics of the cultural setting so important to the understanding of a second language. For additional information regarding Ottawa University, English Language Institute, contact:

Director of English Language Institute
Ottawa University
1001 South Cedar # 58
Ottawa, KS 66067-3399
(913) 242-5200 extension 5473
ACCREDITATION AND ASSOCIATIONS

Ottawa University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Kansas State Board of Education authorizes the preparation of elementary and secondary teachers for Kansas certification, for the Ottawa and Kansas City campuses. The Arizona State Board of Education authorizes the preparation of elementary and secondary teachers for certification within the State of Arizona. Ottawa University is a member of:

- Kansas Independent Colleges Association
- National Association of Intercollegiate Athletics
- American Association of Colleges for Teacher Education
- Council for the Advancement and Support of Education
- American Baptist Association of Colleges and Universities
- The National Association of Independent Colleges and Universities
- The Kansas Collegiate Athletic Conference
- Kansas Independent College Fund
- The American Association of Collegiate Registrars and Admissions Officers
- The Kansas Association of Collegiate Registrars and Admissions Officers
- National Association of Student Financial Aid Administrators

The remainder of this catalog is primarily to inform the reader of programs and policies of the residential campus.
THE OTTAWA PLAN

With its residential campus and adult centers, Ottawa University is a complex institution. The Ottawa Plan of Education, however, is the unique concept of learning that defines the University's progress in all of its various settings. While the following description focuses on the campus program, the fundamental principles noted have characterized the entire University program.

The Commitment to Christian Values

Ottawa University is a church-related college, believing that a university which combines the Christian faith and liberal education is best able to achieve the full individual development of each student. The University maintains an active relationship with American Baptist Churches, U.S.A., but includes members of many denominations among its students and faculty.

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

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

The phrase "Education for Service" is a mandate for Ottawa University. The University seeks to prepare students for lives of service, and the servant ministry of Jesus Christ is upheld as the example most worthy of emulation.

The Commitment to Community

There is diversity among Ottawa University students. Students come to Ottawa from over twenty-seven different states and from fifteen foreign countries. The majority of the students come from the Midwest, but the rest of the country is also well represented. There is also diversity in that students come in significant numbers from rural, urban, and suburban areas of major metropolitan centers, small towns, and moderate to large cities. The cosmopolitan nature of the University enriches the total learning experience as students learn from each other.

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

The residential campus makes possible a special supporting community which strengthens and enhances opportunities to learn and mature. Opportunities for enriched learning experiences are enhanced by formal and informal programs in the residence halls and Mowbray Union, which are designed to complement the curriculum in contributing to the total development of students.

The Commitment to the Unity and Integration of Knowledge

The educational program is designed to foster the development of the unique potential of each student. The faculty seeks to teach so as to develop the knowledge, abilities, appreciations, and motivations which are liberating for all human beings. Likewise, the educational program demonstrates a concern for the unity and integration of knowledge.

Education for personal development is the central focus of this program in which the student assumes greater responsibility for learning. The faculty member's role is that of guiding, questioning, clarifying issues, and of identifying resource materials, rather than the mere transmission of knowledge.

Each student will experience the dimension of breadth in learning through a liberal arts education program taught in interdisciplinary seminars and in courses chosen from all divisions of study. The dimension of depth in learning will come in the major program, which provides each student with an intensive experience in an area particularly suited to his or her abilities and goals.

The Commitment to Students

The small size of the Ottawa University residential campus student body results in many opportunities for close personal relationships between students and faculty. Special attention is devoted to the advising process, and most classes are small. Emphasis is placed upon excellence in teaching, and each faculty member is committed to the importance of teaching.
Whether you are pursuing an undergraduate degree or simply exploring areas of personal interest, Ottawa University can meet your needs. Ottawa University admits qualified men and women from varied geographic, cultural, racial, and religious backgrounds. In determining admission, primary consideration is given to academic achievement, academic aptitude, and personal qualifications.

Candidates are evaluated on the basis of their academic potential, their degree of involvement in school and community activities, letters of recommendation from high school counselors and administrators, and their seriousness of purpose in pursuing an education. Admission will be offered to those candidates who, in the judgment of the Committee on Admissions, would profit from the educational experience at Ottawa University. Your Social Security number, date of birth, sex, national origin are requested to verify your identity for accurate record-keeping. Providing this information is voluntary. Ottawa University maintains a policy of nondiscrimination on the basis of race, color, national origin, gender, age, or disability toward all applicants, students, and employees.

The University is in the process of removing barriers that limit access to facilities, and hopes to have a "barrier-free environment" in the near future. Persons having disabilities are encouraged to make specific of their disability known to the Admissions staff promptly after acceptance so the University staff will be better prepared to serve with advance preparation.

The University maintains a highly professional Admissions staff to work personally with each student who indicates an interest in the University. The staff is prepared to assist students with every facet of the admission and financial aid process. Representatives are available to visit with interested students in their schools, homes, or on the Ottawa campus.

Students who have questions or who would like to arrange such a visit are encouraged to call 1-800-755-5200.

Admissions Procedure

A candidate may apply for admission to Ottawa University by completing the following steps:

1. Submit an application for admission. Applications may be obtained by calling the Admissions Office at 1-800-755-5200 extension 54521.
2. Submit scores for either the American College Testing Program (ACT) or Scholastic Aptitude Test (SAT). Scores should be submitted early in the senior year.
3. Submit an official transcript of high school work. A tentative admission decision can be made on the basis of partial transcript (any time after completion of the 6th semester) from the high school, although this decision is contingent upon successful completion of high school.
4. Provide the names of three references. Although letters of reference are not required, their submission is encouraged.

Non-High School Graduates

Prospective students without a high school diploma can be admitted by taking the General Education Development examination (GED). A GED certificate is received by students when they've passed the examination. The successful completion, that is, a score of 269 or better, of the GED examination is considered the equivalent of high school completion. The GED examination is offered through the Adult Education Program in Ottawa. The Admissions Office or the Financial Aid Office has available, additional information upon request.

Transfer Students

Ottawa University welcomes applicants for admission who have completed part of their education at another college or university. The applicant should have attained a minimum grade average of "C" (2.0 GPA or its equivalent). Official transcripts from all other colleges previously attended must be submitted for evaluation by the Admissions Committee.

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

1. All courses completed successfully at regionally accredited institutions of higher education will be accepted at face value. Course work will transfer as if it had been taken at Ottawa. Credit will be given for all passing grades. Credit will not, however, be transferred for participation in varsity sports.
2. Course work at a college in the process of receiving accreditation will be accepted on the advice of the major college or university in that particular state.
3. Work completed at a nonregionally accredited college will be accepted on the recommendation of the Ottawa department chairperson after completion of one year of satisfactory (2.0 GPA) work at Ottawa University. The GPA for course work at the unaccredited institution is not transferable.
4. Graduates of accredited junior or community colleges with Associate of Arts or Associate of Science degrees
may enter Ottawa with junior standing. A maximum of 62 semester hours of junior or community college work will count toward the Bachelor of Arts degree. Courses transferred from a junior or community college after a student has completed 62 semester hours will not count toward the 124 semester hour graduation requirement.

5. With an assigned advisor, transfer students will develop a goal statement as a part of their educational plan, and identify a major before selecting a program advisor.

Ottawa University maintains continuous communication with two-year community colleges in the states of Kansas and Missouri. The University is anxious to assist students graduating from two-year programs in making smooth and effective transitions to its Bachelor of Arts program without loss of credit hours or time. In most cases, students transferring from two-year institutions perform successfully in the Ottawa program and are able to make the transition with few difficulties.

Readmission of Former Students

A student who wishes to re-enter Ottawa University after a lapse of one academic semester or more must apply to the Registrar's Office for a reactivation of his/her file. Any student returning after two semesters of nonattendance becomes subject to the catalog and program in effect at the time of the student's re-entry.

Admissions Committee

The admissions committee reviews applications from students who fail to meet minimum admissions standards and makes recommendations relevant to their admission. This committee consists of four regular faculty members (appointed by the Provost), the Dean of Student Development, the Registrar, and the Director of Enrollment Management.

Program for Occasional Students

Persons desiring to receive instruction in any particular department of the college without being candidates for a degree may be admitted as occasional students, provided they can prove themselves qualified to pursue with advantage the studies of the department concerned. Occasional students are permitted to enroll for credit in regularly scheduled courses at one-half the normal per credit hour tuition rate. The occasional student tuition rate does not apply to summer school courses nor to the student teaching semester. Admission to courses is allowed on a space available basis with priority given to full-time, degree-seeking students.

Occasional students who have not already received a baccalaureate degree may not enroll for more than a total of 16 credit hours at the one-half tuition rate.

If an occasional student who does not have a degree seeks formal admission to Ottawa University’s degree program, hours earned as an occasional student may be counted toward an Ottawa University degree. After formal admission, students will be required to pay the regular tuition and fees as full-time, degree-seeking students. Credits earned as an occasional student may also be transferred to other colleges. Additional information as well as application forms may be obtained from the Office of Admissions. (See Expenses)

Advanced Placement, CLEP, and International Baccalaureate Program

Ottawa University participates in the Advanced Placement Program, the College Level Examination Program of the College Entrance Examination Board, and the International Baccalaureate Program. The University will grant credit based upon an adequate level of performance in these examinations. Students may obtain more information about these programs from the Ottawa University Registrar's Office.

Military Experience Credit

Students requesting evaluation of military training must provide original documentation to the Registrar, DD-214, DD-295, AARTS transcripts, or certificates of completion. The University follows the recommendations given in "A Guide to the Evaluational Experiences in the Armed Services," from the American Council on Education.

Campus Visitation

Prospective students are encouraged to visit the campus to meet faculty and students, and to visit classes prior to making their decision. Members of the Admissions staff are available throughout the year. Office hours are from 8:00 a.m. to 5:00 p.m. on weekdays, or by appointment on weekends. Students are invited to be guests of the University for meals and lodging during their visits. Arrangements should be made by contacting the Office of Admissions at least a week in advance of a proposed visit. A popular time for the campus visit is Discovery Day, hosted in the early spring of each year by the Admissions Office. This event gives prospective students a chance to meet faculty, students, and staff, and to learn more about Ottawa University, the admissions process, and financial aid. When a campus visit is not possible, visits by our admissions counselors can be arranged at the student's home, school or church.
Many students find it necessary to obtain financial assistance to attend Ottawa University. Realizing this fact and desiring to see every qualified student attend, Ottawa University offers each applicant a total financial planning service. University scholarships are awarded in a non-discriminatory fashion with consideration given to academic ability and financial strength.

In addition to a number of merit scholarships available, all students accepted for admission are eligible to receive other aid if they demonstrate financial need. Since merit-based funds are limited, priority is given on the basis of grades, test scores, recommendations, special talents, and date of application. Many need-based funds are also limited so an early date of application is essential. Most students receive an "aid package" consisting of aid from a combination of sources such as scholarships, grants, loans, and campus employment.

Decisions regarding merit-based financial assistance can be made upon admission to the University, receipt of an application for financial aid, department recommendations, and the Free Application for Federal Student Aid (FAFSA) results.

Kansas students applying for need-based financial aid must complete a FAFSA before March 15, to assure consideration for the Kansas Tuition Grant. The FAFSA and information concerning other Kansas Assistance Programs may be obtained from the high school guidance counselor or from the Financial Aid Office at Ottawa University.

Many sources of financial aid administered by Ottawa University are controlled by governmental agencies external to the University. Examples of programs of this type are Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Kansas State Tuition Grant (KSTG), Federal Perkins Student Loans, Federal Stafford Student Loans, and the Federal Work Study Program (FWS). These programs are subject to change during the effective period of this catalog; therefore, it is imperative that students write or contact the Financial Aid Office at Ottawa University for the most current information concerning these programs or call the Federal hot line at 1-800-433-3243).

The Office of Financial Aid assists a large percentage (approximately 95%) of Ottawa University students by disbursing gifts, loans, and work funds. Consideration that is fair and equitable can only be given after the student has submitted the proper application documents to determine eligibility. Students are urged to make application well in advance of registration dates as processing may require eight to twelve weeks. Ottawa University’s priority application date is March 15, for the following Fall semester. Students must promptly respond to document and form requests to allow the Financial Aid Office staff time to process their applications.

**Financial Assistance Consumer Information**

The following Federal, state, local, private, and institutional need-based and non-need-based program information is available to students:

- a program description
- application procedures and forms
- student eligibility requirements
- criteria for selection of aid recipients
- criteria for determining the amount of a student’s award
- availability of and eligibility requirements for state grant assistance in the school’s state and a source for state grant assistance in other states

Following are listed the rights and responsibilities of students receiving financial aid, including specific information:

- criteria for continued eligibility under each program
- standards of satisfactory academic progress and criteria for re-establishing eligibility for a student who has failed to maintain satisfactory progress
- the method and frequency of financial aid disbursements
- terms of any loan, sample repayment schedule, necessity of repayment, exit counseling, terms and conditions of employment that are part of a student's aid package

A student may be eligible for student financial aid funds for attending a study abroad program approved for credit by Ottawa University. For additional information on available financial assistance contact:

Financial Aid Office
Ottawa University.
1001 South Cedar #3
Ottawa, KS 66067-3399
Phone: 913/242-5200

**Cost of Attendance (COA)**

The COA is the total costs to attend college—usually expressed as a yearly figure. The cost of attendance (COA) includes tuition and fees. It is determined using rules established by the U.S. Congress. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees (if applicable), dependent care, costs related to a disability, and miscellaneous expenses. For students attending less than half time the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent-care expenses.
Expected Family Contribution (EFC)

Aid is awarded on the basis of financial need (except for unsubsidized Stafford, all PLUS, and Consolidation loans). When a student applies for federal student aid, the information reported is used in a formula, established by the U.S. Congress, that calculates the Expected Family Contribution (EFC), an amount the student and the family are expected to contribute toward the student's education. The EFC is used in an equation to determine the student's financial need:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}
\]

Financial Need

The Financial Aid Office calculates the cost of attendance (COA), and subtracts the amount the student and family are expected to contribute toward that cost (EFC). The difference is considered to be the Financial Need of the student. In determining Financial Need other aid expected to be received must be taken into consideration.

Scholarships and Awards

Ottawa University has a program of scholarships, grants, and awards that are awarded in a nondiscriminatory fashion for recognition in the following areas:

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

Qualification for receiving an award is based upon each individual'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 3.0 GPA on a 4.0 scale. Activity awards and scholarships are renewable each academic year provided the recipient maintains a 2.0 GPA and continues to participate.

Additional scholarship categories:

Other scholarship categories may be available through Ottawa University. These are important to Ottawa University students deserving special recognition. 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 and applicants must have graduated from a Franklin County High School.

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 Office of Financial Aid. See page 14 for a list of Ottawa University Endowments.

Grant Programs

Pell Grant. The Pell grant is federal gift aid designed to provide assistance to those students who need money funds to attend undergraduate educational institutions. The maximum award under this program is $2,700 with the actual individual award determined by the congressionally mandated Federal Pell Grant formula.

Supplemental Educational Opportunity Grant. This federal gift aid is administered by the University and is limited to students with exceptional financial need as determined by the Federal Congressional Methodology.

Kansas Tuition Grant. The Kansas Tuition Grant is awarded on the basis of demonstrated financial need to residents of Kansas who attend private colleges in the state. The maximum grant of $2,000 depends on the demonstrated need of the applicant, early application date, and the availability of funds. Application is made via the Free Application for Federal Student Aid (FAFSA).

Loan Programs

Families whose income and savings are not sufficient to finance college costs may borrow funds through low-interest educational loans to supplement their financing plans.

Federal Subsidized and Unsubsidized Stafford Loans. Stafford Student Loans are available through banks and lending agencies at low variable interest rates not to exceed 8.25%. The amounts listed below are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized Stafford Loans. A student may receive less than these yearly maximum amounts if the student receives other financial aid that is used to cover a portion of the cost of attendance.

- First-year students may borrow up to $2,625 per academic year.
- Second-year students may borrow up to $3,500 per academic year.
- Third-, fourth-, and fifth-year students may borrow up to $5,500 per academic year.

An independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, may be eligible to borrow up to:
• First-year students enrolled in a program of study that is at least a full academic year may borrow up to $6,625. At least $4,000 of this amount must be in unsubsidized loans.

• Second-year students enrolled in a program of study that is at least a full academic year may borrow up to $7,500 per academic year. At least $4,000 of this amount must be in unsubsidized loans.

• Third-, fourth-, and fifth-year students enrolled in a program of study that is at least a full academic year may borrow up to $10,500 a year. At least $5,000 of this amount must be in unsubsidized loans.

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 see the Financial Aid Office.

The total debt a student can have outstanding from all Stafford Loans combined is:

- $23,000 as a dependent undergraduate student.
- $46,000 as an independent undergraduate student (no more than $23,000 of this amount may be in subsidized loans).

Interest rates and loan maximums are subject to change by federal regulation. Minimum monthly repayments of $50.00, over a maximum of ten years, and the accruing of interest to the student begin six months after the student is no longer enrolled at least half-time.

Subsidized Stafford Loans are interest-free for the student while enrolled at least half-time and during the 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 Stafford Loan.

Unsubsidized Stafford Loans accrue interest to the student, beginning the date of lender disbursement. Students are encouraged to make at least interest payments on unsubsidized loans while attending school to minimize their loan burden when payment is required. Eligibility is determined by the cost of attendance and other financial aid available to that student, and can replace the estimated family contribution, resulting from the FAFSA application, which is used in determining eligibility in need-based programs. A student may receive both a subsidized and an unsubsidized Stafford Loan, but the total Stafford Loan cannot exceed program limits as determined by class level. Independent students may qualify for an additional unsubsidized Stafford Loan of $4000.00 per award year.

Perkins Student Loan. The 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 9 months after the student is no longer enrolled at least half-time. These funds may have cancellation benefits; check with the Financial Aid Office 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.

Parent Loan to Undergraduate Students. 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, and can replace the estimated family contribution, resulting from the FAFSA application, which is used in determining eligibility in need-based programs. Credit worthiness is an important criterion for many lenders. Repayment begins within 60 days of loan disbursement at current bank rates, never to exceed a 9% simple rate.

Commercial Loan Programs. Commercial loan sources provide loan programs to meet college expenses out of current family income. Contact the Office of Financial Aid for current programs. Families typically must be credit worthy and must begin repayment immediately.

Other Sources of Aid

Military Benefits. Benefits are available to military personnel in a variety of eligibility circumstances. Particular branches of the military should be contacted for information on the programs available.

Church, Civic, and Business Scholarships. In many local communities scholarships are provided each year by various church, civic, and business organizations to children of members, citizens, and employees.

Employment. The Financial Aid Office and Career Center assist students in finding part-time employment on campus or in the community. Wages may be used to meet basic school costs or used for personal expenses. Campus employment opportunities include areas such as clerk or secretary, food service employee, custodian or maintenance worker, laboratory assistant, etc. Off-campus jobs may include work in educational and recreational activities as well as other positions in community businesses or organizations.

Federal Work-Study. This program provides jobs for undergraduate students with financial need. Federal Work-Study allows students 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 is a limited number of positions off-campus. The Career Center assists students in securing employment positions. The wage
Financial Aid Renewal Criteria

Financial Aid to a student at Ottawa University is renewable on an annual basis. Each student receiving institutional aid should maintain a minimum cumulative grade point average of "C" (2.0). A "B" (3.0 GPA) grade average is required for renewal of academic scholarships. To be considered for renewal of any award, students must annually submit a new application for financial aid and an updated financial need analysis application for need-based programs. To renew any financial assistance, academic progress toward graduation is reviewed at the end of each enrollment period.

Satisfactory Progress

Satisfactory academic progress is determined by two cumulative criteria, a qualitative and quantitative measurement, defined as the following:

Qualitative (GPA)
0 - 23 credit hours earned 1.600
24 - 53 credit hours earned 1.800
54 plus credit hours 2.000

Quantitative

Students must earn 75% of all new (not repeat) hours attempted.

Prior academic transcripts will be evaluated for transfer students entering Ottawa University. A determination will be made of the student's satisfactory academic progress status prior to registration. Therefore, a transfer student may be placed on immediate Financial Aid Probation upon entering Ottawa University if the student's cumulative prior attempted academic work does not meet Ottawa University's qualitative and quantitative measurements. Subsequent evaluation of satisfactory progress shall include only Ottawa University academic transcript records following the transfer student's initial term of course work at Ottawa University.

Determining satisfactory academic progress includes any courses attempted and withdrawn, incomplete, passed, or failed. Before changing enrollment status, students are strongly advised to contact the Office of Financial Aid to determine the effect of enrollment changes on the student's academic progress in regard to future student aid funding.
Endowments

American Baptist Churches of the Central Region
George Matthew Adams
Raymond Alquist
Ed Angell
Sue Armacost
Les & Kay Arvin
John A. & Shirley M. Bacon
Mr. & Mrs. Russell Baker
Frances & Esther Barry
W. David & Esther Ruth Bemmels
Dennis M. & Ruth Billingsley
Walter & Lucy Kinsey Bledsoe
Blythe
Bill Boucek
Braves Inc.
W. Henry & Elsie M. Brost
Lulu Brown
Randall Brown
Dr. Roy Browning
Robert N. & Anne Bundy
Business Student (Poland)
Jerry Campbell
Charles Williams & Clarissa Carter
Amos B. Childears
Class of 1909
Class of 1922
Class of 1942
Class of 1945
Elizabeth Clogston
W. C. Coleman (Business)
Allen L. Cook
Jess V. & Lucille (Crenshaw) Cooper
Mary Eleanor Rudd & Louis Coppoc
Chester & Carol Dalton
Edith & Harry Darby
Ross W. Davidson
Mildred Younger Davidson
Bailey Bennett & Margaret DeFries
Ada L. & William H. Downs
El Dorado First Baptist Church
James & May Fisher
Rebecca & Ray E. Flanagan
Walter B. & Emma H. Franklin
Bill & Inez Frear
Froning Family
Lorita Fuller
Elmira Graham
Harry W., Jennie M. & Alma Grass
Mirko Grugas
J. C. & M. L. Grogan
Vorha May Baliman Haffner
Ed & Ethiel Haley
Hammond
Cecil & Margaret Hathaway
Heritage of Faith/Rocky Mountain (Hiawatha) Academy
Edna May Fones Howard
Erdman & Artie May Johnson
Lillie Johnson
JOMJ
Katherine Chrisman Jones
Kansas State Bank
Edgar & Ruth Kerr
Florence Kessler (Ministerial)
Florence Kessler (Missionary)
KEY
Jon Kirby
Marvin & Fern Koons
Lake-Herriott
William & Jean Lay
Elma Layton
Judson Fisk Lee
Opal Letchworth
Gordon A. Lewis
Samuel & Greta Marsh
Andrew Best & Marjorie Ely Martin
Charlotte Martin
Paul A. Martin
William & Ruth Martin
Richard O. & Hazel J. May
McCoy
McWilliams-Adams
Miller Memorial
Elizabeth Mohlman
Jeanne Morehouse
Lyman Morgan
Brunson & Rocelia Motley
Mowbray (Foreign)
Luke & Edna Mowbray
John & Ada Mullin
Noren
Ottawa University Christian Leadership
Dr. Charles Overlander
Walter J. & Abbie Parrott
Pemberton
Petersen/McKenzie
Robert & Patrice Pickering
Hattie Mae Price
E. W. Reynolds
George Rouse
Charles H. & Caroline Rush
Paul Sato
Robert Schendel
Earl & Marvel Schlick
Clarence & Nora Schmidt
Theodore H. Schupbach
Fred Schwabenland
Wilbur A. Schwatken
Forrest G. Selanders
Andrew F. & Jennie C. Senter
Robert E. Shaw
Cornelia Adams Shiras
Robert & Fanny Simerwell
Jonathan Luel Simmons
Myrtal Belle Skidmore
F. H. Stannard
Frank & Alice Steiger
Dr. Adrian Stoner
Bill Swift
Frank Swift
Terry E. & Amy M. Turner
James Chase Tyler
Walford
Gussie & Mary Jones Walker
Wilbur D. & Ellen Ann Wheaton
Al Williams
T. Henry Williams
Willis Family
Women's Educational Society
EXPENSES

On Campus Charges, Payment Plans, and Refund Policies

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

Prepayment

New Students. To confirm an offer of admission a tuition deposit of $100 is required, of which $50 is credited to the student's tuition charges upon registration, and $50 is applied as a security deposit. The security deposit may be refunded at the time of graduation or withdrawal from the University provided all bills are paid, and that all campus equipment or property is returned to the University in good condition.

Returning Students. Returning students are required to pay $50 prior to April 1 to reserve a room in University housing. The full amount is applicable to charges.

Estimated Cost of Attending (1997-1998)

Estimated Tuition and Fees. The following are estimated for the 1997-1998 academic year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12 to 18 credit hours)</td>
<td>$8850</td>
</tr>
<tr>
<td>Fees (12 to 18 credit hours)</td>
<td>$160</td>
</tr>
<tr>
<td>Tuition (less than 12 credit hours)</td>
<td>$292 per hour</td>
</tr>
</tbody>
</table>

Estimated Cost of Books and Supplies. Students can expect to pay from $400 to $500 per semester for books and supplies. Books and needed supplies may be purchased from the Union Bookstore.

Estimated Cost of Room and Board. The following are estimated for the 1997-1998 academic year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board (19 meals a week)</td>
<td>$2120</td>
</tr>
<tr>
<td>Room (double occupancy)</td>
<td>$1800</td>
</tr>
</tbody>
</table>

Guaranteed single rooms may be available for an additional fee.

Estimated Cost of Personal Expenses. Students can expect to pay $500 per semester for personal items.

Estimated Transportation Costs. Commuting students can expect to pay $250 per semester.

Estimated Additional Costs. Additional costs such as those associated with courses are identified on the schedule of courses. Course fee information is as complete and accurate as possible at the time the course schedules are completed. Ottawa University reserves the right to amend, add to, or delete fees associated with courses offered. See Special Fees.

Special Enrollment Tuition Rates

Part-time Tuition Rate. Less than 12 hours per semester tuition per credit hour will be equal to the regular tuition (minus fees) divided by 15 hours.

Overload Tuition Rate. For each hour in excess of 18 hours per semester, the charge will be equal to the regular tuition divided by 18 hours.

Occasional Student Tuition Rate. Occasional student program* one-half the current per credit hour tuition rate (excluding student teaching semester and summer school).

Students holding BA degrees and entering the Teacher Certification program at Ottawa University residential campus, will need to see the Financial Aid Office for possible loan eligibility. Student who qualify under Teacher Certification program eligibility will be limited to the direct cost charged which may include loans.

Audit Tuition Rate. Audit* $50 per course (must have permission of the instructor). Academic records are not registered for audited courses.


* Please note: Students enrolled under these special rates may not be eligible for Financial Aid. Loans can only be used to cover tuition and fees.

Summer Session Charges

The rates for summer course offerings are lower than those for the regular academic year. Student activities and student services are operated on a reduced level. No institutional Financial Aid is offered during the summer. Special tuition rates for occasional students are not applicable for summer courses. Students registering for courses as an audit and/or contract assurance please take note: during the summer sessions, courses taken under these options must already have met the minimum enrollment requirement. Minimum enrollment for courses offered during the summer sessions is eight students.

Guidelines for Payment of Tuition, Fees, and Other Charges to Ottawa University

A student account statement of semester charges, less any financial aid, is provided to the student at registration. The balance due is reflected on the student account statement. The University offers two payment options for all students:

1. If a student chooses to pay at registration, payment is expected in full for the difference between charges less the total financial aid credits. Tuition, fees, room, board, and other applicable charges are all due at the time of registration.
2. The student may enroll in a University approved payment plan administered by an outside agency. The plan provides a way for the student to begin payments in July, before registration, without being charged any interest if the account is paid in full by November 1 for the fall semester, and by April 1 for the spring semester. The service does require an administrative fee to be paid to the agency with the initial payment.

Students should bring money to registration to purchase books and supplies.

Student negligence debts (fines, property damage or loss, assessed fees) may be added to a student's account and are to be paid within the University's guidelines.

Registration for a new semester of classes will not be allowed until a student's account for the previous semester has been paid. Diplomas, transcripts, and other records will not be released until accounts are fully paid.

Ottawa University reserves the right to dismiss a student for non-payment of the student account.

**Special Fees**

**Security Deposit.** Upon admission, all students are required to place a one-time $50 security deposit in their student account. This deposit is refundable upon graduation or withdrawal from the University provided all bills are paid, and that all campus equipment or property is returned to the University in good condition.

**Replacement of Lost ID Fee.** A $10 fee is assessed for each replacement of a student ID card.

**Student Benefit Fee.** This fee is used to purchase new computers for student use in the Academic Computing Lab as well as to provide equipment for other facilities. Decisions regarding the allocation of these funds are made by the Student Senate. The supervision of these expenditures is the responsibility of the Budget Committee of the Student Senate.

Past recipients to benefit from student fees have been: The Library, the Wellness Center, Alpha Psi Omega, Black Student Union, CFA, Education Club, Inter-Club Council, SAF Student Senate, and the Whole Earth Club.

The student's account will be adjusted to reflect the increased fee when students add classes. No refunds of this fee can be given after registration.

The following schedule is adhered to regardless of the tuition rate being charged.

<table>
<thead>
<tr>
<th>Hours Enrolled</th>
<th>Semester Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5</td>
<td>no fee is charged</td>
</tr>
<tr>
<td>6 - 8</td>
<td>$40</td>
</tr>
<tr>
<td>9 - 11</td>
<td>60</td>
</tr>
<tr>
<td>12 - more</td>
<td>80</td>
</tr>
</tbody>
</table>

**Late Registration Fee.** For late registration the fee is $25. This fee will apply to those students who register after 5:00 p.m. on the (last day, if registration is scheduled for more than one day) day of registration. No refunds will be made for late registration fees assessed.

**Private Music Instruction Fee.** Private instruction in voice, piano, organ, string, or band instruments: $95 per semester. Private instruction normally consists of twelve 30-minute private lessons per semester. Use of the practice rooms is included in the above charge. There is an additional fee for use of the organ: $25 per semester.

**Student Teaching Fee.** Students having a practice teaching assignment (EDU/E or EDU/S 41037 and/or EDU/E or EDU/S 42037) pay an additional fee of $100 for added coordination expenses. Special placement of student teachers may result in a higher charge.

**Graduation Fee.** The University will assess a graduation fee of $50 at the time the student registers for LAS 42515 Group Problem Solving. This fee covers the cost of graduation (diploma, cap and gown) for seniors.

**Transcript Fee.** A transcript will be issued after receipt of written consent from the student, and after assuring that the student has paid all financial obligations. The first copy is issued without charge; all additional copies are $5 each. An additional fee is assessed for "special handling" such as "rush" or fax requests for transcript.

**Administrative Fee.** An administrative fee of $100 is assessed to students, who register for courses, but fail to attend class. This administrative fee is assessed beginning with the first day of class each semester.

**Returned Check Charge.** The University will accept a check in payment of an obligation. If the student has had checks returned in the past or the student cannot be properly identified, the University will refuse to accept a check in payment of an obligation. No post-dated check will be accepted. Checks will not be held for deferred deposit. A returned check fee of $10.00 is assessed for returned checks. The student's academic records are held until the amount of the check and the returned check fee are paid.
A refund policy applies when a student withdraws from school. Notice of withdrawal is required from the student's schedule. Written approval of the student's academic advisor is required for any change in registration. It is the responsibility of the student to initiate withdrawal and/or Add/Drop forms with each appropriate University office.

The institution issues pro-rata refunds, calculation in accordance with FFEL regulatory requirements. This statutory pro-rata calculation is applied in a "fair and equitable" manner. Refunds are processed according to the following schedule:

**Refunds before the first day of class.** The institutional charges (tuition, fees, and room) will be reduced by 100%, if the student withdraws from the institution before the first day of classes for the period of enrollment for which the student was charged.

**Refunds on the first day of class.** The institutional charges (tuition, fees, and room) will be reduced by 100%, less an administrative fee, if the student withdraws on the first day of classes for the period of enrollment for which the student was charged. Board will be reduced on a prorated weekly basis.

**Example of refund:**

<table>
<thead>
<tr>
<th>Charge</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>100%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>100%</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Balance due</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Refunds after the first day of class up to and including the end of the first 10% (in time).** The institutional charges (tuition, fees, and room) will be reduced by 90%, less an administrative fee, if the student withdraws at any time after the first day of classes for the period of enrollment for which the student was charged up to and including the end of the first 10% (in time) of that period of enrollment. Board will be reduced on a prorated weekly basis.

**Example of refund:**

<table>
<thead>
<tr>
<th>Charge</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>90%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>90%</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Balance due</td>
<td>10% of tuition/FA + $100</td>
</tr>
</tbody>
</table>

**Refunds after the first 10% up to and including the end of the first 25% (in time).** The institutional charges (tuition, fees, and room) will be reduced by 50%, less an administrative fee, if the student withdraws at any time after the end of the first 10% (in time) of the period of enrollment for which the student was charged up to and including the end of the first 25% (in time) of that period of enrollment. Board will be reduced on a prorated weekly basis.

**Example of refund:**

<table>
<thead>
<tr>
<th>Charge</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>50%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>50%</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Balance due</td>
<td>50% of tuition/FA + $100</td>
</tr>
</tbody>
</table>

**Refunds after the first 25% up to and including the end of the first 50%.** The institutional charges (tuition, fees, and room) will be reduced by 25%, less an administrative fee, if the student withdraws at any time after the end of the first 25% (in time) of the period of enrollment for which the student was charged up to and including the end of the first 50% (in time) of that period of enrollment. Board will be reduced on a prorated weekly basis.

**Example of refund:**

<table>
<thead>
<tr>
<th>Charge</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>25%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>25%</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Balance due</td>
<td>75% of tuition/FA + $100</td>
</tr>
</tbody>
</table>

**Procedures.** Reductions are allowed only after the student processes a formal withdrawal application through the Office of the Registrar. Students are cautioned that contracted services (room, board and tuition) remain in effect with charges accruing until the withdrawal process takes place.

**Fall and Spring Semesters**

<table>
<thead>
<tr>
<th>Day</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2 - 8</td>
<td>90%</td>
</tr>
<tr>
<td>9 - 20</td>
<td>50%</td>
</tr>
<tr>
<td>21 - 40</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Day</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2 - 4</td>
<td>90%</td>
</tr>
<tr>
<td>5 - 10</td>
<td>50%</td>
</tr>
<tr>
<td>11 - 20</td>
<td>25%</td>
</tr>
</tbody>
</table>

A change of status from full-time to part-time will be prorated at the same percent of reduction. Refunds of paid board charges are calculated on a pro-rata per week basis, such as 1/16, 2/16, 3/16, 4/16, etc. (Traditionally 16 weeks comprise a semester.) For charges paid by student financial aid resources, an appropriate percentage of the total refund amount is refunded to each source category as set by federal regulations appropriate at the time. For the share returned to federal programs, priority is given to loan refunds first. Refunds of book purchases may be available through the University Bookstore at the current buy back rates. Examples of the application of the school's refund policy may be obtained from the Financial Aid Office. In the reduction computation, financial aid credited to the account will be adjusted on a basis comparable to the reduction in charges.

A student who drops a course, and becomes eligible for a refund, will receive the percentage of reduction at the same rate as the students who withdraws from school completely. The refund amount is determined by the last date of attendance and the student's written withdrawal notification.
New Student Orientation

Each year new students are invited to campus the weekend before classes begin in order to participate in a program designed to better acquaint students with Ottawa University. During this weekend students will participate in a variety of social and educational programs that will give them the opportunity to learn more about themselves, Ottawa University, and to make new friends. Participation in orientation is strongly encouraged. It is an integral part of the success of Ottawa University students.

Handicapped Accessibility

Ottawa University provides all students with access to services in admission, registration, counseling, and instruction. Course scheduling and housing in accessible facilities require advanced planning. Students should indicate the nature of required accommodations.

- The Registrar will move classes for a student or faculty member with limited mobility.
- Administrators, staff, and faculty will consult in prearranged locations with students or with prospective students.

For further information contact the Student Development Office.

Academic Enhancement Center

The Academic Enhancement Center seeks to help students strengthen all aspects of their college level work. The course reviews study skills, writing and reading comprehension. Tutors are offered to help students within various departments or, if necessary, one-on-one tutoring sessions are available.

Counseling Services

Ottawa University provides three 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 members are trained to provide help with traditional and routine situations. The Residence Hall staff can help find additional assistance when needed.

If more in-depth counseling is needed or formal counseling is required, a student may visit with the Campus Chaplain or the University Counselor. Both of these individuals can provide responsive, confidential, short-term counseling services along with crisis intervention assistance. If long-term counseling is needed they can refer students to other professionals in the community.

Career Services

Choosing a profession is an important part of the college experience. While the responsibility for career planning is the student’s, the Career Center is available to help learn how to obtain and process career information. Specifically, the Career Center offers: individual and group career counseling; computerized career guidance; workshops, seminars, and fairs; job vacancy listings (on-campus, part-time, summer and full-time) and much more. These services are available to current students and to alumni as they continue in the career development process.

Bookstore

The Union Bookstore is located near the east entrance of the Mowbray Student Union and offers text books and a wide variety of supplies, clothing and sundry items. Store hours are 9:00 a.m. to 4:00 p.m., Monday through Friday and on Saturdays during campus-wide events. Text books are available for students at the beginning of each semester and may be returned during finals at the end of both the fall and spring semesters.

Health Services

The Trump Health Center is staffed by a part-time Registered Nurse. The Campus Nurse is on duty approximately 20 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 within the Ottawa University community. Preventive medicine is advocated through the Health Center by press releases, educational films, and personal consultation. Typical illnesses and minor injuries, will be treated at the center free of charge for students. Blood pressure checks and referral to a doctor is also provided. Students are required to have their Health History form and immunization record completed and turned in to the nurse at registration. Doctor visits, outpatient laboratory tests, emergency room treatment, and prescription medications are the financial responsibility of the student. Ottawa University requires each student to have health insurance. For those who do not have personal insurance, a private health insurance policy is available. Insurance information is available through the Student Development office.
Residential Life

Ottawa University 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.
- Will be 22 years of age or older by October 1 for fall semester or March 1 for spring semester.
- Will be living with a parent or legal guardian who lives within a one-hour drive of Ottawa University. Verification is required.
- Will be classified as a senior (92 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 Registrar’s office at the time of application.
- Special circumstances.
- All requests to live off campus must be submitted to the Dean of Student Development for approval.

Residence Halls

Ottawa University has two men’s and one women’s Residence Halls that are staffed by a live-in Resident Director and student Resident Assistants. The Residence Hall staff is there to help make the transition to the OU family successful. Listed below are the Residence Halls at Ottawa University.

Men’s Halls: Brown Hall and Price Hall
Women’s Hall: Centennial Hall

All Residence Halls are closed during the 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 Student Development Office.

Haigh Meadows Apartments

Ottawa University has five apartments that may be rented by married students. For more information contact the Student Development Office.

Residence Hall Policies

The following are the Residence Hall policies that students need to know before moving to campus. The Student Handbook contains a more complete list of residence hall policies.

Health and Safety. The following items are not permitted in the Residence Halls.
- Alcohol
- Candles
- Illegal drugs
- Explosives of any kind, including firecrackers
- Weapons - 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.

Vehicles

All automobiles and motorcycles driven by students, faculty, and staff must be registered in the Student Development Office. Registration is free, but a $25 fine is assessed to those who do not register their vehicles. Students must update their hang-tags at the beginning of each academic year. For additional information contact the Student Development Office.

Drug Free Schools and Communities Act

Ottawa University is a drug-free workplace and actively complies with the regulations of the federal Drug-free Workplace Act. Please refer to this section in the current Undergraduate Student Handbook.

Annual Campus Security Report

The Office of Student Development publishes and distributes by September 1 of each year information regarding campus security policies and crime statistics. Information includes, but is not limited to, a list of the titles of each person or organization to whom students and employees should report the crimes, the procedures and facilities for reporting crimes and other emergencies occurring on campus, and the policies for the school’s response to such reports, including policies for making timely reports of the following crimes to members of the campus community:
- Murder
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft, as reported to the local police or campus officials; and
- Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534)

**Standards of Conduct**

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

First, Ottawa University is a Christian liberal arts college. This definition particularizes the aims and expectations of the members of the University community and underlies the standards and policies of the institution. Second, there is convincing evidence that a major portion of student social and value development occurs outside the classroom. Campus regulations are designed to provide maximum opportunity for out-of-class learning and student development.

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

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

- to maintain order and 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 which threatens its ability to exercise its responsibility and to achieve its educational mission; and
- to preserve satisfactory relations with the larger University constituency so that Ottawa University can marshal the necessary resources to devote its attention to its primary tasks.

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

Ottawa University students will act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior, on or off campus, is inconsistent with the Christian or academic traditions and standards of the institution will be subject to disciplinary action.

The University 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 University, regardless of whether or not classes are in session, whether on University property or at other places:

1. All forms of dishonesty including cheating, plagiarism, and supplying false information; as well as forgery or use of documents or instruments of identification with intent to mislead or defraud.
2. Theft of, or damage to, the property of another person or of the University; as well as receiving, retaining, or disposing of the lost or mislaid property of another person or of the University.
3. Unauthorized entry, use, or occupation of University facilities; as well as the unauthorized possession, duplication, or use of keys to any University facility.
4. Physical, verbal, or written harassment or abuse of another person; 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.
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, 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 which disturbs the peace of the University, or which involves a significant disruption of University activity, or
which 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 Union.
14. Hazing which constitutes an invasion of rights, causing
bodily harm, physical exhaustion, suffering or personal
offense, or which 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 between unmarried
persons, on or within the grounds and facilities of the
campus community, or at activities associated with a
University sponsored activity.
17. Using access codes or other telephone software elements
to create harassing, threatening, racial, or lewd messages
received by others and/or enable the calling party to have
a call inappropriately billed to another party.
18. Tobacco use in any building on campus 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 Dean of Student Development.
20. Going through, participating in activities that involve, or
encouraging others to go through the "Tunnel" located
under the soccer and practice fields.

Sexual Harassment

The University believes that 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 Activities and Organizations

Ottawa University offers a wide variety of opportunities
for students to become involved outside the classroom. Below
are the student organizations currently on campus:
• Alpha Psi Omega (drama)
• Black Student Union (BSU)
• Cheerleaders
• Cognoscenti (literature)
• Drama Club
• Fellowship of Christian Athletes (FCA)
• Heart Force
• Native American Student Association (NASA)

• The "O" Club (letterpersons)
• Outdoor Club
• Student Activities Force (SAF)
• Amnesty International
• The Campus (student newspaper)
• Christian Faith in Action (CFA)
• Dance Team
• Education Club
• Habitat for Humanity
• Inter-Club Council (ICC - governs social clubs)
• Nu Rho Sigma (off-campus social club)
• The Ottawan (yearbook)
• Pi Kappa Delta
• Senior Class
• Sigma Alpha
• Student Government
• Whole Earth Club (multicultural)

Social Clubs

An important part of OU's campus life is the Social Club
system. Social clubs provide opportunities for students to plan
social events, community service projects, participate in
intramural, and other activities to enhance student leadership
development. There are five male and five female social clubs
for students living on campus. They are listed below:

Men's Clubs:
Brown Hall: Tau Beta Gamma
Beta Gamma Chi
Sigma Tau Delta

Price Hall:
Delta Phi Delta
Delta Chi Omega

Women's Clubs:
Centennial Hall: Gamma Gamma Gamma
Kappa Tau Delta
Phi Kappa Chi
Pi Theta Chi
Zeta Pi Omega.

Off-campus students have the opportunity to join one of
the clubs listed above or they may join the off-campus club
Nu Rho Sigma. Most members of this club are nontraditional
students and the club's activities reflect their interests.

Religious Life

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 aims and
objectives of the school. There is an effort to encourage
individual growth and community interaction as issues of
faith are explored. Contemporary concerns and time-honored
traditions are discussed in regard to one’s faith development.
The formal program of religious activities is administered by
the Campus Minister in conjunction with student groups,

Christian Faith in Action and Fellowship of Christian
Athletes. Christian Faith in Action (CFA) and Fellowship of
Christian Athletes (FCA) are the two main student groups that
intentionally explore issues of Faith.

Church Vocations Club. Church Vocations Club (CVC)
is a group of students who are interested in exploring issues
relating to church-related vocational positions. The Campus
Ministry Interns are students employed to work with the
Campus Minister in developing campus ministry
opportunities and experiences.

serves as a coordination group for the various religious
opportunities on campus. This group consists of the Campus
Minister, the Campus Ministry Interns, representatives of the
student religious groups and the 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 continued focus of providing a liberal education.

Service Programs

Various clubs and organizations include activities that
benefit other persons (e.g., the Christian Faith in Action
Board sponsorship of Habitat for Humanity workdays and
Red Cross Blood Drives, and Social Club sponsorship of food
drives for Thanksgiving Baskets for the needy). Other
organizations are involved in and totally committed to service
tasks such as Volunteers In Court, which sponsors the Big
Brothers/Big Sisters program.

INTERCOLLEGIATE ATHLETICS

Intercollegiate sports 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 sports sponsored by the University. Ottawa University
is a member of the Kansas Collegiate Athletic Conference
(KCAC).

Men's Intercollegiate Programs. Varsity
competition for men is available in:

- Football
- Baseball
- Basketball
- Soccer
- Track

Women's Intercollegiate Programs. Varsity competition
for women is available in:

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

"O" Club

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

Intramural Program

Interest in intramural competition has developed to the
point that Ottawa University now sponsors one of the most
complete small college intramural programs in the Midwest.
Competition among the social clubs gives all students the
opportunity to take part in such sports as golf, badminton,
volleyball, track, basketball, softball, swimming, tennis, touch
football, racquetball, pocket billiards, bowling, and table
tennis. Students compete for a "traveling trophy" that is
awarded each academic year to the male club and to the
female club earning the most points in team sports. Activities
influencing school spirit, and involvement in volunteer
activities are provided.
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 team
• total operating expenses for each team
• gender of head coach and whether full-time or part-time
• number of assistant coaches of each gender and whether full-time or part-time
• total amount of money spent on athletically related student aid aggregately for men's teams and for women's teams
FM radio station (KTJO).

This report may be obtained by contacting:
Athletic Director
Ottawa University
1001 South Cedar #7
Ottawa, KS 66067-3399

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.

Phi Kappa Theta
Phi Kappa Theta, the national history honor society, is represented at Ottawa University by the Mu Omicron Chapter, which was chartered in May, 1967. Membership is open to all students interested in the past and in its impact upon 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 Ottawa University in 1913. The Ottawa Chapter sponsors a varied program of speech activities.

Sigma Pi Sigma
The national honor society in physics installed the Ottawa University Chapter in May, 1971. Students who have taken a minimum of two courses beyond the introductory courses, with high scholastic achievement both in physics and in their other work, are eligible for election to the society. Sigma Pi Sigma and the Society of Physics Students, which is open to students interested in physics, sponsor programs and activities throughout the academic year.

Sigma Alpha Honor Society
Sigma Alpha was established as a local honors society at Ottawa University 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. Its present purposes are:
• to promote and encourage concern for intellectual issues on the University campus
• ratio of athletically related student aid awarded to male athletes and to female athletes
• total amount of expenditures on recruiting aggregately for women's teams and for men's teams
• total annual revenues generated by men's teams and by women's teams
• average annual institutional salary of head coaches of all teams for all sports by gender
• average annual institutional salary of assistant coaches of all teams for all sports by gender
In addition to the academic offerings available in these areas, Ottawa University also maintains active co-curricular programs in music, theatre and related activities. Opportunities in music include several instrumental groups (the Symphonette, jazz ensemble and bell choir) and vocal groups (the Oratorio choir, University Concert choir, and Adelante Singers). These groups not only enrich the cultural and artistic environment for the campus, 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 co-curricular theatre 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 theatre, and experimental theatre, and present a wide variety of opportunities for students to experience theatre and become involved in it. In addition to music and theatre, the students create and publish their own newspaper (the Campus) and yearbook (the Ottawa), and manage and program their own FM radio station (KTJO).

**ACADEMIC POLICIES**

**Student Responsibilities**

It is the responsibility of the student to be familiar with the information presented in this catalog. The student is expected to know and observe all regulations and procedures relating to the program he/she is pursuing in meeting all graduation requirements. The faculty and the administration attempt to clearly advise students concerning progress toward graduation. There will be no waiver nor exception granted because a student asserts that he/she was not informed of regulations or procedures.

**Student Right to Know**

**Current Students.** Ottawa University makes available prior to enrolling or entering into any financial obligation the "Completion or Graduation Rates and Transfer-Out Rates for first-time, full-time, first-year, undergraduate degree-seeking students to the general student body." The information is printed in the Fall and Spring Schedule of Courses each year.

**Prospective Students.** Ottawa University makes available prior to enrolling or entering into any financial obligation the "Completion or Graduation Rates and Transfer-Out Rates for first-time, full-time, first-year, undergraduate degree-seeking students to prospective students." The information is printed in the Fall and Spring Schedule of Courses each year.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is also known as the Buckley Amendment. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA guarantees students the right to know what information the University maintains about individual students and the right to ensure the accuracy of that information. Students also have the right to know who has access to files of information and for what purposes as well as to control, to a significant degree, the distribution of that information outside the institution.

Ottawa University intends to comply fully with this law. Information on policy and procedures may be found in the Student Handbook or in the Registrar’s Office.

**Graduation Requirements**

**Bachelor of Arts Degree, Residential Campus**

Students who successfully complete the basic graduation requirements will be awarded the degree of Bachelor of Arts by Ottawa University. At least one full year of study, earning 30 semester hours of credit, must be completed at Ottawa in order to receive the degree.

Each student, with the help of his/her initial advisor, will develop a statement of life and career goals in which the major area of study and the appropriate major faculty advisor are identified. When approved by the initial advisor, typically late in the freshman year, but no later than the middle of the sophomore year, this statement should be filed with the Registrar. Students must have an approved goal statement on file in order to enroll for their junior year. Students grow and develop in the course of their education, however, and their goals are also likely to change. The goal statement is accordingly subject to formal review by the student with his/her advisor at least once each year.
An educational plan to meet the student's life and career goals should be completed by the student and the major faculty advisor by the end of the student's sophomore year, and submitted to the registrar for approval. Upon approval, the educational plan becomes a "contract" specifying the graduation requirements for that student. A student must satisfy the requirements of the catalog in effect at the time that the student is admitted and begins course work in a degree program; or the student may choose to graduate under a subsequent catalog. Only one catalog can be used to determine if the student has met all graduation requirements. The student is responsible for following all policies and meeting all requirements and deadlines. The student, with the endorsement of the major faculty advisor, may present contract revisions to the Academic Council for approval as needed.

1. **Liberal Arts Studies Course Requirement.** Each student must satisfactorily complete the interdisciplinary seminars. See Liberal Arts Studies.

2. **University Program Series.** Attendance at the University Program Series (UPS) is part of the Liberal Arts Studies requirement. See Liberal Arts Studies for description of UPS. Each student is expected to attend ten (10) UPS events each semester and to report to the faculty advisor on the events attended. At the end of each semester, the student will receive a grade of "P" (pass) for having attended and properly reported on ten events, or a grade of "NC" (no credit) if fewer than seven events have been attended and properly reported on. A grade of "I" (incomplete) for having attended and reported on seven, eight or nine events may be given at the discretion of the advisor. A total of six semesters of "P" in UPS attendance is required for graduation. The requirement for transfer students depends upon the hours of credit earned at entry according to the following schedule:

- to 23 hours: need 5 semesters
- to 40 hours: need 4 semesters
- to 60 hours: need 3 semesters
- to 92 hours: need 2 semesters
- over 92 hours: need 1 semester

Failure to meet this requirement each semester will result in the student being placed on probation until the accumulated attendance deficiency has been removed. Failure to remove probation may result in dismissal from the University.

3. **Major Requirement.** Each student is required to plan a major program in cooperation with an appropriate faculty advisor, involving from 24 to 40 semester credit hours of courses. In the rare cases where a major must have more than 40 hours of required major course work, the total number of hours a student with that major must have for graduation will be increased by the number of hours beyond 40 in the major. At least 12 hours of the major must be taken at Ottawa University, and at least 12 hours of the major must be upper division courses. Only those required courses completed with a grade of "C" or better will count toward satisfaction of the minimum number of major hours required by the department. Each major will require 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 will be required in each of the major areas.

4. **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 eight areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.

5. **Skills Competency Requirement** Each student must demonstrate minimal competency in reading, writing, and computation in order to graduate from Ottawa University.

- **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, or, in the case of transfer students, before the end of the first year at Ottawa University), or by passing UNV 11413, Introduction to College Skills, with a "C" or better.

- **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.

- **Computational competency** is demonstrated by passing any distribution course in Area V, Mathematics.

Teacher Education students may demonstrate skills competency in all areas by achieving an adequate score on the Pre-Professional Skills Test (PPST).

Failure to demonstrate any of these basic competencies by the appropriate time will result in the evaluation of the student's continuation at Ottawa University by the Academic Council.

6. **Academic Performance Requirements.** In order to receive a Bachelor of Arts degree from Ottawa University, each student will be required to complete a minimum of 124 hours of course work with a grade point average of 2.0 or better (transfer students must maintain at least a 2.0 GPA in Ottawa University course work as well as their previous course work).

- Non-classroom learning may, in special cases, be assessed for credit toward graduation. Such experiential learning may have been achieved through civic
participation, work, cross-cultural living, or other activities. Students considering applying for such credit should consult with their advisors, the Registrar's Office, the Associate Dean of Arts and Humanities, or the Associate Dean of Business and Science.

- Liberal arts studies credit may also be achieved through planned independent study in cross-cultural experiences. For further information the student should consult with their advisor or the Registrar's Office.
- No less than 30 hours of course work must be completed at Ottawa University.
- No more than 62 semester hours of junior or community college work will count towards the 124 semester hour graduation requirement. Courses transferred from a junior or community college after a student has completed 62 semester hours will not count toward the 124 hour graduation requirement nor will they satisfy the University's distribution requirement, unless an exception is granted by the Associate Dean of the department in question, the Provost, and the chair of the department in question.

7. Graduation. Graduating seniors are expected to attend the baccalaureate service and commencement, and must appear personally at graduation to receive their diplomas. Graduation in absentia can be authorized by the Provost, only in case of absence due to justifiable cause.

Student Status and Classification
Students pursuing a course of study leading to the degree of Bachelor of Arts from Ottawa University are classified as full-time if they are enrolled in at least 12 semester hours per semester. All other students are classified as part-time.

Student classification is determined by the number of credit hours earned toward graduation as follows:
- A student with less than 24 hours is classified as a first-year student.
- 24 semester hours to be classified as a sophomore
- 54 semester hours to be classified as a junior
- 92 semester hours to be classified as a senior
- Persons who are not candidates for a degree are classified as "Occasional" students.

Administrative Withdrawal
Ottawa University may, at its discretion, elect to initiate an administrative withdrawal (disenrollment) for any student based on the procedure described below. The effect of an administrative withdrawal is to withdraw the student from all classes in which the student is enrolled. An administrative withdrawal may be initiated by the University for any of the following reasons:
- The student has failed to provide the documentation required by the University in order for the student to achieve full admission status.
- The student has failed to meet the University's basic standards for academic performance and/or progress.
- The student has failed to provide the documentation requested by the University in order for the University to complete the student's financial aid file in a timely manner.
- The student has failed to make payment of tuition and/or fee to the University in the manner, amount and at the time agreed upon between the student and the University's Student Accounts Office.
- The student has failed to meet the conditions of continued enrollment.

Should Ottawa University elect to administratively withdraw a student based on one of the previously described reasons, the University will provide written notice. This notice will be mailed to the OU Box and/or to the last known home address. The completion of an administrative withdrawal proceeding does not relieve the student from his or her financial obligations to the University. All charges which are unpaid by the student at the time of the administrative withdrawal will become immediately due and payable. Notwithstanding the administrative withdrawal of the student, refunds will only be issued and credits applied in accordance with the University's published refund policy.

Academic Warning
Academic warning is a statement that the student's academic performance is below the standard required for progress toward graduation, but the academic deficiency can be corrected with improvement in grades during one semester.

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

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1.6</td>
</tr>
<tr>
<td>24</td>
<td>1.8</td>
</tr>
<tr>
<td>54 - and over</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Ottawa University reserves the right to suspend any student whose semester GPA falls below 1.00.

For transfer students the cumulative grade point average will be calculated on the basis of all courses on the student transcript; however, it should be remembered that transfer students must attain at least a 2.0 cumulative GPA in courses taken at Ottawa University in order to be eligible for graduation. Furthermore, each transfer student's progress
and those who have accumulated 54 credit hours or more will be subject to probation whenever the cumulative GPA in courses taken at Ottawa University falls below 2.0.)

A student who fails, for more than one semester, to earn at least 75% of the Ottawa University hours for which he/she enrolled will be placed on academic probation.

**University Program Series Probation**

A student who fails to meet the University Program Series requirement according to the following schedule will be placed on academic probation:

- At least 1 semester of credit by the end of the first year.
- At least 3 semesters of credit by the end of the sophomore year.
- At least 5 semesters of credit by the end of the junior year.

**Academic Reinstatement**

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

- The student may enroll in no more than 16 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 credit hours earned. (A student on probation should consult with his/her advisor to formulate the best strategy for removing probation.)
- The student will earn no less than 75% of the credit hours for which he/she enrolled for two consecutive semesters.
- The student will meet the University Program Series requirements two consecutive semesters.

Failure to remove probation in the time allotted may result in academic suspension from the University. This determination will be made by the Provost.

A student who has been suspended for academic reasons may submit a petition for reinstatement to the Registrar for submission to Academic Council after one semester has passed. A petition for reinstatement should include the following:

- A critical and thorough appraisal of the factors which 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.

**Grading and Grade Points**

At the end of each semester each student receives a grade report on which scholastic standing is expressed by the letters A, B, C, D, F, P, I, NC, and W. The general academic standing of a student is expressed by the average number of grade points per hours of credit.

- A excellent work; four grade points
- B good work; three grade points
- C average work; two grade points
- D passing but below average; one grade point
- F failure; no grade point; hours calculated in grade point average
- P satisfactory completion of the University Program Series requirement for the semester; not included in the grade point average
- I issued at the discretion of the instructor in those cases where work has been left incomplete for some unavoidable reason, work must be completed within one year from the day on which the "I" was issued.
- NC no credit is assigned for failure to meet the University Program Series requirement or when an administrative withdrawal is issued by the University
- W withdraw

The grade point average is a way of mathematically computing a student's academic performance by assigning a value to each grade, multiplying the number of credit hours by the grade points, and dividing the product by the total number of hours attempted (excluding the hours with 'W' grades assigned).

In addition to the letter grading system which indicates a student's general academic standing, students are evaluated as to motivation, ability to define goals, and self-discipline.

**Academic Honors**

**Dean's List.** To be included on the Dean's List, a student must meet the following criteria:

- Full-time student
- Earned at least 24 or more semester hours at Ottawa University,
- Cumulative grade point average of at least 3.5 on a 4.0 scale at Ottawa University

An "I" Incomplete grade posted to the transcript at the end of the semester will prevent the student from earning honors.

**Dean's Honor Roll.** To be included on the Dean's Honor Roll, a student must meet the following criteria:

- Full-time student
- Earned at least 12 or more semester hours during the preceding semester at Ottawa University,
- Preceding semester grade point average of at least 3.5 on a 4.0 scale.

An "I" Incomplete grade posted to the transcript at the end of the semester may prevent the student from earning honors.

**Provost's Honors Cup and Plaque.** This award is presented at the Fall Convocation to the Social Club with the highest average grade point attained by its members during the preceding academic year. This cup is displayed prominently in the Mowbray Union student lobby. A plaque
containing the names of the winners of the Provost's Cup is also displayed in the University Union.

**Faculty Honors Cup.** This award is presented at the Fall Convocation to the Social Club which shows the greatest improvement in the grade point average of its members during the preceding academic year, as compared to the average of the prior year, e.g. '97-'98 compared to '96-'97.

**Medals of Excellence.** These awards are presented at the Fall Convocation to the students in the sophomore, junior, and senior classes who earned a 4.0 GPA, the highest cumulative grade point average, during the preceding academic year.

**Presidential Scholars.** Those entering first-year students who have been designated as Presidential Scholars on the basis of superior achievement in high school are recognized at the Fall Convocation. It is assumed that appropriate certificates from Ottawa University have been presented to these students at their high school commencement exercises. Subsequent recognition of Presidential Scholars is based on their college grade performance.

**Who's Who in American Colleges and Universities.** Students selected for inclusion in Who's Who are recognized at the Spring Honor's Convocation.

**Graduation Honors**

Honors are awarded at the time of graduation according to the following criteria:

- **Summa Cum Laude:** at least a 3.900 cumulative GPA and at least 40 hours at Ottawa University.
- **Magna Cum Laude:** at least a 3.800 cumulative GPA and at least 40 hours at Ottawa University.
- **Cum Laude:** at least a 3.500 cumulative GPA and at least 40 hours at Ottawa University.
- **Distinction in the Major Area:** distinction in the comprehensive examination.

**Contract Assurance Program**

A basic objective of the Plan of Education at Ottawa University is to provide students with the incentive and the skills to continue to learn as maturing adults beyond graduation. In a constantly changing society characterized by the exponential growth of knowledge, it is imperative that University graduates continue to learn in order to avoid obsolescence. To help its graduates fulfill these post-graduation learning requirements, Ottawa University's residential campus has established a unique Contract Assurance Program.

The Contract Assurance Program provides Ottawa residential campus alumni with the closest thing to a warranty or guarantee to be found in contemporary higher education. Higher education has been the only area of our society requiring a substantial financial investment without offering the protection of a warranty or guarantee. Obviously, the University cannot guarantee that any student will learn. Ottawa has chosen to do the next best thing—guarantee

Ottawa residential campus graduates that they can update and improve their skills and knowledge beyond graduation at little additional cost.

Graduates from Ottawa University's residential campus receive a contract assurance bond at the time of graduation which entitles them to enroll for up to five regular credit courses at reduced rates, or in many cases at no charge, during the five-year period following the first anniversary of their graduation. A regular credit course is defined as a course offered in the Registrar's listing of residential campus courses for each session, and which, apart from graduates wishing to utilize the contract assurance bond option, has sufficient minimum enrollment. Closed courses (due to enrollment restrictions), independent studies, directed studies, and other courses requiring exclusively individualized attention from the instructor (e.g., applied music courses and student teaching) are not included under the contract assurance bond program, nor are courses offered at any of the University's external centers. The contract assurance bond is nontransferable and offers benefits according to the following schedule:

- Tuition free if Bachelor of Arts degree earned at Ottawa University, Ottawa campus, with at least 120 semester credit hours earned on the Ottawa University, Ottawa campus, or at least eight semesters as a full-time student on the Ottawa University, Ottawa campus.
- Tuition reduction of 75 percent if Bachelor of Arts degree earned at Ottawa University, Ottawa campus, with 92 to 119 semester credit hours completed on the Ottawa campus.
- Tuition reduction of 50 percent if Bachelor of Arts degree earned at Ottawa University, Ottawa campus, with 62 to 91 semester credit hours completed on the Ottawa campus.

On the basis of the schedule above, Ottawa University, Ottawa campus graduates, may enroll in five regular credit courses offered at the Ottawa campus to improve previous skills or to gain new skills and knowledge. Only two of the five courses may be taken in summer sessions, and then only if the courses have sufficient minimum enrollment.

Ottawa graduates can be secure in the knowledge that a continuing partnership has been formed between them and their alma mater to guarantee that the information and skills needed to help them keep pace in a rapidly changing world are available.

**Classroom Conduct**

Each faculty member at Ottawa University has the authority to preserve a favorable atmosphere for learning. A professor may withdraw a student from class if the student's behavior destroys the learning environment. To withdraw a student for misbehavior, an instructor must notify, in writing, the student, the Registrar, and the Provost.
Nonimmigrant Alien Students

Ottawa University is authorized under Federal law to enroll nonimmigrant alien students.

Academic Computing Facilities

As part of its mission to provide the highest possible quality education for the development of individual students, Ottawa University provides academic computing facilities. The opportunities that these facilities offer are essential in helping teachers assist students in their learning and in helping students take charge of their own learning so that they may prepare for their careers and future lives.

As a Christian liberal arts college, Ottawa University seeks to establish a climate that is conducive to the growth of all its individual members. It, therefore, states standards and responsibilities which all members of its community are expected to uphold. General principles of responsibility, consideration, and respect for the rights and welfare of other individuals and the community as a whole apply to the use of computing facilities as well. For additional information, see the Ottawa University Student Handbook.

Registration

Registration is the process by which students become eligible to attend classes. It involves students with their advisors, the Registrar’s Office, the Office of the Dean of Student Development, the Financial Aid Office, and the Business Office. The first step of the process is a meeting of each student with an advisor to plan the student’s schedule of courses. These advising 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. The advising session ends with the completion of the registration form which is the student's schedule of courses. The registration form is processed through the Registrar’s Office. The second step of registration involves the Office of the Dean of Student Development. Here students make arrangements for room, board, health records, health insurance, automobile registration, etc. The final step of registration concerns financial arrangements and will involve the Financial Aid Office (where those students who receive financial aid will complete the necessary forms and receive their aid awards) and the Business Office (where students will make arrangements for payment of charges and will receive their I.D. cards).

Enrollment for a full-time student is from 12 to 18 hours per semester. More than 18 hours constitutes an overload and must be approved by the Provost. To be eligible for an overload a student must have at least a 3.0 cumulative grade point average. Summer school enrollment is limited to 9 hours during the first session and 4 hours during the second session.

A fee of $25 is charged for late registration This late fee will apply to students who have not completed registration by 5:00 p.m. on the day of registration (the final day, if more than one 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 instructor of the course in question. To avoid a late registration fee, prior approval in writing by the student’s advisor must be presented to the Business Office.

Student Load

A full load is at least twelve credit hours during the fall and spring semester, at least eight hours for Summer I, and at least four hours during Summer II. In order to complete 124 hours in four years, students must average 15 or 16 hours each semester. Students may carry as many as 18 hours. For load restrictions and overloads see Registrar’s Office.
Course Schedule

Ottawa University publishes course schedules each Fall and Spring semester as well as for Summer Session I and Summer Session II. Every effort is made to be accurate in its course offerings. The University reserves the right to make any necessary changes, to add, to cancel, or to change the time, place, or instructor.

Cancellation of Classes

Ottawa University may find it necessary to cancel classes because of insufficient enrollment or other exigencies. Whenever possible, the section will be canceled before the first meeting. The Registrar's Office will attempt to notify all enrolled students.

Changing Courses and Withdrawal

If it is necessary to make changes in courses after registration has been completed, a student consults with the advisor and with the instructor. After counsel, if a change in registration is sought, the student processes the change in the Registrar's Office.

No course may be entered later than the 10th class day.

There is a charge of $5 for each change of registration.

Courses dropped no later than the 6th week do not appear on the student's permanent record. After that time, withdrawal will result in a grade of "W."

Students may not withdraw from a course after the 10th week of the semester.

In unusual circumstances (e.g., cheating) students will not be permitted to withdraw from a course and will be given a grade of "F".

See 'Refund Policy' in catalog for information regarding the way any change of registration may affect tuition.

Course Numbering System

The first digit of a course number signifies the class level. Thus, if a course number begins with a 1, denoting "First Year, or 2 "Sophomore" level, the course is considered to be lower division. Likewise a 3 "Junior" or 4 "Senior" level, used as the first number signifies "upper division" courses intended for junior and senior students.

The second and third digits identify the course number. The fourth digit identifies the Ottawa University division.

1 Liberal Arts
   English Language Institute
   Liberal Arts Studies
   University Courses

2 Arts and Humanities
   Art
   English
   Modern Languages (French & Spanish)
   Music
   Philosophy
   Religion
   Speech
   Theater

3 Education
   Elementary Education
   Physical Education

4 Natural and Computational Sciences
   Biology
   Chemistry
   Math
   Physics

5 / 6 Social and Behavioral Sciences
   History
   Human Service
   Political Science
   Psychology
   Sociology

   (6)
   Accounting
   Business
   Communications
   Economics
   Management of Information Systems

   The fifth digit designates the credit hours the particular course is assigned. In the case of internships, up to nine hours can be accommodated. Additional information on course numbering can be obtained from the Registrar's Office.

Repeating Courses

Students wishing to improve their grade point average may repeat a course in a subsequent term. The course should be identified by the student and the academic advisor at the time of registering on the registration form as a repeat of a course previously taken. The last grade earned replaces the first grade earned. The last grade is used in determining the grade point average. All course entries remain on the transcript. The first grade of a repeated course is identified by an * after the grade.

Attendance

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 of lack of attendance to the Registrar's Office. Excused absence because of illness, family emergencies, or Ottawa University sponsored activities do not excuse the student from completing all required course work.

Students are responsible for reporting absences to their instructors prior to class. Completion of all course work is the obligation of each student. Persistent failure to attend classes may result in disenrollment.

Disenrollment

A student who has been disenrolled from the University will have the courses in which he/she was enrolled at the time of disenrollment listed on the transcript but will have "NC" no credit grades entered for them and will have the fact and date of disenrollment noted on the transcript.
A student's major provides a focus for learning in depth, while electives provide variety of study and an opportunity for the exploration of new areas. Undergirding both components of the undergraduate program are basic institutional expectations for all students. As that portion of a student's educational program that is required of all students, liberal arts studies at Ottawa University not only ensures that all students fulfill these expectations, but also provides the learning community with a strong element of intellectual unity. On the Ottawa University residential campus the liberal arts studies consists of liberal arts course work and the University Program Series.

Liberal Arts Studies (LAS) Program

Historically, the liberal arts tradition at Ottawa University has expressed itself through a strong program. Liberal Arts Studies provides learning experiences which serve as the foundation for more specialized studies. Since all students participate in liberal arts studies, a dimension of intellectual unity is added to the University community. The liberal arts studies program at the residential campus consists of three interdisciplinary seminars. The fundamental objective of this program is to help students integrate knowledge from a variety of areas and disciplines. In the course of study, however, the student is forced to confront and deal with many of the persistent questions facing humankind, and to do so in a number of different learning modes and settings (small group discussions, media presentations, field trips, large group presentations, and individually designed instructional modules).

The Ottawa University residential campus program begins in the first year with a carefully designed interdisciplinary course which brings the knowledge and skills from several disciplines to bear on a complex issue. A second interdisciplinary seminar concerned with the development of critical thinking and research skills is taken prior to the senior year. Students focus on acquiring sufficient acquaintance with the information, methodologies, and skills necessary for integrative thought and problem solving. To this end, they explore the full range of human knowledge and inquiry through a distribution requirement. Finally, in their senior year, students are asked to make use of the skills of integration, inquiry, and critical thinking that they have acquired in their previous college work to deal with a complex problem and its solution. The liberal arts studies program addresses not only the complex concerns of critical thinking, breadth of information, and clarity of communication, but also requires students to examine their values and to make commitments. In addition, the program is structured to foster close relationships with faculty who serve as tutors, guides, advisors, and fellow learners.

Finally, the campus liberal arts studies program asks each student to attend a number of cultural and religious events from the University Program Series. This series enriches the opportunities for growth and development beyond the formal classroom by presenting a variety of lectures, concerts, drama, films, and religious presentations.

A Program of Education for Individual Development

At the center of the Ottawa Plan is the student. 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.

There is an awareness 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 will cause goals and plans to change. The faculty of the University is flexible and responsive to each student's individual needs in the development and implementation of the educational plan. Ottawa aims to provide students with the experiences they need to develop toward maturity. To achieve this objective, the University seeks to balance freedom and structure, giving each student both the freedom and the guidance needed to function effectively.

The Advising Process

The uniqueness of the Ottawa Plan hinges on the relationship of the student with faculty advisors. At Ottawa, the function of advising is seen as a basic teaching function of the faculty. Each student has a primary advisor who serves as a continuing source of counsel. 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 Growth Through Personal Responsibility

The Ottawa Plan seeks to help each student develop into a responsible citizen. The college years provide an indispensable learning laboratory in which to begin to develop those personal characteristics of responsibility. Students serve as representatives to the meetings of the University Board of Trustees. Students, under the general supervision of the Dean of Student Development, also serve
as assistants to the directors of the University residence halls. Students may serve as apprentice instructors in the teaching participation program. Students are given a formal voice in the development of policies and regulations that affect campus life. Such opportunities for students to exercise responsibility typify Ottawa's concern for the free development of the individual, within the boundaries of the welfare of the total community.

Opportunities for Career Preparation

The development of skills needed in future careers is an important facet of the Ottawa University education plan. The emphasis on career planning begins in the first-year liberal arts 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's approach allows students to include practical, non-classroom experiences in their programs. For example, internships in banks, corporations, governmental agencies, schools, and hospitals have provided students with valuable career-oriented knowledge and skills, and have often opened doors to various employment opportunities. Special study activities conducted off-campus provide another important alternative to the more formal course work.

Evaluation as a Part of the Learning Process

One principle of learning implies that 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 which must be surmounted. Evaluation should take place in ways that help 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 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 prelude to becoming self-renewing adults who continue to learn and grow long after graduation. Using information gained from students, the faculty continually modifies and improves the curriculum and instructional techniques. Through this process the Ottawa program is constantly being updated, but with safeguards that insure that the vital elements of each discipline are preserved. Thus, the tool of evaluation plays a crucial role in education at Ottawa University.

Electives - Opportunities for Exploration

College years are not only a time for setting career goals and working toward these goals, but they are also a time for exploring a variety of areas of learning. These explorations are encouraged at Ottawa through its approach to elective courses. Electives serve the purpose of broadening the general education of the student and also of enriching each major course of study. For a large number of the courses in the curriculum, prerequisites are not a barrier to participation, and a wide range of elective course options is available.

Liberal Arts Studies Course Work

Liberal arts studies course work includes three interdisciplinary seminars (first-year, intermediate, and senior) and a distribution requirement asking each student to take one or more approved breadth courses from each of eight areas. It is based on the recognition that the significant issues and problems confronting humankind today are complex and multidimensional. For this reason, narrow training in a particular discipline alone is not sufficient to equip the student to deal with the real world of ideas, issues, and action. Preparation is also needed to train students to see the various aspects of issues and their interrelationships, and to pull together resources from a number of areas to deal with the problem in question. In addition, of course, students need to develop the capacity to express themselves with clarity and precision.

Liberal arts studies course work at Ottawa University is designed to help the student acquire basic skills. After introducing the concept of integrative thinking in an interdisciplinary context, the program ensures that students encounter a sufficient breadth of knowledge to give substance to the integrative task. Finally, students are asked to bring their breadth of knowledge to bear on a complex, interdisciplinary problem. The program also encourages students to develop an increasingly autonomous style by progressively placing more and more of the responsibility for education on their shoulders.

Finally, it is a program that makes use of a wide variety of contexts for learning, ranging from the small discussion group to the larger lecture format, but which places particular emphasis on the need to develop interpersonal and group skills. This approach is based on the assumption that the most effective participation in society is usually achieved within group endeavors, and that those who would contribute to the tasks of society must be capable of leading and working with groups of all sorts.

The Seminars: A description of the liberal arts studies course sequence follows:

LAS 12513 Writing: Freedom and Responsibility.
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.
Particular attention is given to the subjects of the individual and the learning community, liberal education, and faith. The course also seeks to orient students to the Ottawa University plan of education and to help them to begin their own educational planning. 3 hrs.

**LAS 32513 Scholarship: Research and Criticism.** Taken between the first year and the senior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work, and meaning. Students are required to consider career preparation through formal education in an effort to understand human purpose. As a major integrative effort, students participate in a group project requiring evaluation and synthesis. 3 hrs.

**LAS 42515 Group Problem Solving.** This interdisciplinary seminar in Group Problem Solving gives seniors (92 or more hours earned toward graduation) 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 the way or ways they would recommend for solving or coping with that problem or issue. The student group is given the major responsibility for the task, the tutor acting 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 semester, the second occurs during the last week of classes. Prerequisite: LAS 32513 Scholarship: Research and Criticism, senior standing, and an approved contract. 5 hrs.

**The Distribution Requirement**

This aspect of the general education program is designed to meet two objectives: (a) to ensure that students are adequately introduced to the knowledge and methodologies of the major areas of inquiry, and (b) to develop the students' cognitive skills of critical thinking and communication. To achieve these goals students are required to take one or more approved breadth courses from each of eight areas. These eight areas represent the full range of human knowledge and investigation. The breadth courses approved for each area are not only representative introductions to that area of inquiry but are also consciously structured to develop the students' cognitive skills in systematic and mutually reinforcing ways. Listed below are the eight areas and the approved breadth courses for each area:

**Area I Creative & Performing Arts**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART 13023</td>
<td>Art Fundamentals</td>
</tr>
<tr>
<td>MUS 10123</td>
<td>Introduction to Music</td>
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<tr>
<td>MUS 10223</td>
<td>Popular Music in America</td>
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<tr>
<td>THE 11823</td>
<td>Applied Theater</td>
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**Area II Historical & Cultural Perspectives**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENG 10223</td>
<td>Contemporary Literature</td>
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<tr>
<td>ENG 20123</td>
<td>World Literature</td>
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<tr>
<td>HIS 11054</td>
<td>The American Experience</td>
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<td>HIS 25353</td>
<td>World Civilization I</td>
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<td>HIS 25453</td>
<td>World Civilization II</td>
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<td>HIS 30353</td>
<td>World Geography</td>
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<td>PHL 11023</td>
<td>Basic Issues in Philosophy</td>
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**Area III Judeo-Christian Heritage**

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<tr>
<td>REL 11123</td>
<td>Introduction to Old Testament</td>
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<tr>
<td>REL 11223</td>
<td>Introduction to New Testament</td>
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<tr>
<td>REL 23723</td>
<td>Dimensions of Faith</td>
</tr>
<tr>
<td>REL 34723</td>
<td>The Life and Meaning of Jesus</td>
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<tr>
<td>REL 34823</td>
<td>The Life and Thought of Paul</td>
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**Area IV Social & Behavioral Sciences**

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<tr>
<td>ECO 20163</td>
<td>Introduction to Macroeconomics</td>
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<td>PSC 13354</td>
<td>American Government</td>
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<td>World Political Communities</td>
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<td>PSY 11053</td>
<td>Personal Growth</td>
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<td>PSY 12053</td>
<td>Principles of Psychology</td>
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<td>SOC 10153</td>
<td>Social Thought</td>
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<tr>
<td>SOC 11753</td>
<td>Social Problems</td>
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<tr>
<td>SOC 26053</td>
<td>Cultural Anthropology</td>
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**Area V Mathematical & Logical Systems**

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<td>MAT 10643</td>
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<td>MAT 11043</td>
<td>Elementary Functions</td>
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<td>MAT 20043</td>
<td>Discrete Mathematics</td>
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<td>MAT 21044</td>
<td>Calculus I</td>
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<td>MAT 26043</td>
<td>College Geometry</td>
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<td>MAT 30443</td>
<td>Statistics</td>
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<td>MIS 16063</td>
<td>Computer Programming</td>
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**Area VI Natural Sciences (with lab)**

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<td>BIO 10043</td>
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<td>BIO 20643</td>
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<td>CHE 10044</td>
<td>Concepts of Chemistry</td>
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<td>PHY 10944</td>
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**Area VII Language**

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<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
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<td>FRE 10124</td>
<td>Elementary French</td>
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<td>SPA 10123</td>
<td>Elementary Spanish</td>
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</tbody>
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**Area VIII Physical Fitness (choose two)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PAC 10131</td>
<td>Coed Weight Training</td>
</tr>
<tr>
<td>PAC 10231</td>
<td>Coed Tennis</td>
</tr>
</tbody>
</table>
PAC 10331 Body Conditioning
PAC 10431 Racquetball
PAC 10831 Beginning Swimming
PAC 10931 Karate
PAC 11031 Advanced Swimming
PAC 11131 Lifetime Fitness
PAC 11231 Nontraditional Team Sports I
PAC 11331 Folk and Square Dance
PAC 11431 Intermediate Karate
PAC 11631 Nontraditional Team Sports II
PAC 11731 Golf
PAC 11831 Bowling
PAC 11931 Lifeguarding
PAC 12131 Walking for Fitness
PAC 12231 Triathlon Activities

The University Program Series

Another aspect of the Liberal Arts Studies programs in which each full-time student participates is the University Program Series (UPS). Credit is earned by attending ten events each semester. (See Graduation Requirements for information on attendance requirements for all students.)

PURPOSES OF THE CAMPUS ACADEMIC PROGRAM

In an effort to give clarity and focus to the campus academic program, the general statement of Educational Program Purposes for the University has been further specified for the campus program as follows: Ottawa University provides an academic program including general education and major area coursework designed to help students acquire the knowledge, skills, and values that will prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

Liberal Arts Studies

The goal for the academic program in Liberal Arts Studies is to assist students to develop a breadth of knowledge, an ability to organize, apply, and evaluate ideas, a value for learning, a clear sense of their own identity and integrity as persons, and an awareness and concern for others. To achieve the general goal students will be guided into a balanced program of general education courses which supplement and complement individual abilities, experiences and prior learning, in which assignments and activities will be presented to foster intellectual and personal growth.

To demonstrate intellectual growth and competence in Liberal Arts Studies students will:

- Organize facts, information and ideas from various disciplines.
- Communicate and express ideas in various ways and settings.
- Translate, interpret and extrapolate ideas from diverse sources.
- Apply theoretical knowledge from various disciplines and other sources to a range of real life problems.
- Relate and synthesize ideas in new and personal ways.
- Critically analyze and evaluate ideas and arguments.
- Assess the relationship of work, leisure, and life-long learning in their lives.
- Within the context of a faith, belief system, and/or system of values, examine moral and ethical issues, including their responsibility to individuals and communities.

To demonstrate personal growth through Liberal Arts Studies students will:

- Engage in oral and written discussions.
- Set and achieve personal goals.
- Contribute to the achievement of group goals.
- Investigate their responsibility to individuals and communities based on an awareness of a faith, belief system, and/or system of values. Exhibit behaviors indicative of continued learning as a life-long habit.
and exploring content as well as for expressing ideas. Particular attention is given to the subjects of the individual and the learning community, liberal education, and faith. The course also seeks to orient students to the Ottawa University plan of education and to help them to begin their own educational planning. 3 hrs.

LAS 32513 Scholarship: Research and Criticism. Taken between the first year and the senior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work, and meaning. Students are required to consider career preparation through formal education in an effort to understand human purpose. As a major integrative effort, students participate in a group project requiring evaluation and synthesis. 3 hrs.

LAS 42515 Group Problem Solving. This interdisciplinary seminar in Group Problem Solving gives seniors (92 or more hours earned toward graduation) 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 the way or ways they would recommend for solving or coping with that problem or issue. The student group is given the major responsibility for the task, the tutor acting 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 semester, the second occurs during the last week of classes. Prerequisite: LAS 32513 Scholarship: Research and Criticism, senior standing, and an approved contract. 5 hrs.

The Distribution Requirement

This aspect of the general education program is designed to meet two objectives: (a) to ensure that students are adequately introduced to the knowledge and methodologies of the major areas of inquiry, and (b) to develop the students' cognitive skills of critical thinking and communication. To achieve these goals students are required to take one or more approved breadth courses from each of eight areas. These eight areas represent the full range of human knowledge and investigation. The breadth courses approved for each area are not only representative introductions to that area of inquiry but are also consciously structured to develop the students' cognitive skills in systematic and mutually reinforcing ways. Listed below are the eight areas and the approved breadth courses for each area:

Area I Creative & Performing Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 13023</td>
<td>Art Fundamentals</td>
</tr>
<tr>
<td>MUS 10123</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>MUS 10223</td>
<td>Popular Music in America</td>
</tr>
<tr>
<td>THE 11823</td>
<td>Applied Theater</td>
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</table>

Area II Historical & Cultural Perspectives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 10223</td>
<td>Contemporary Literature</td>
</tr>
<tr>
<td>ENG 20123</td>
<td>World Literature</td>
</tr>
<tr>
<td>HIS 11054</td>
<td>The American Experience</td>
</tr>
<tr>
<td>HIS 25353</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIS 25453</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIS 30353</td>
<td>World Geography</td>
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<tr>
<td>PHL 11023</td>
<td>Basic Issues in Philosophy</td>
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Area III Judeo-Christian Heritage

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>REL 11123</td>
<td>Introduction to Old Testament</td>
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<tr>
<td>REL 11223</td>
<td>Introduction to New Testament</td>
</tr>
<tr>
<td>REL 23723</td>
<td>Dimensions of Faith</td>
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<tr>
<td>REL 34723</td>
<td>The Life and Meaning of Jesus</td>
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<tr>
<td>REL 34823</td>
<td>The Life and Thought of Paul</td>
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Area IV Social & Behavioral Sciences

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECO 20163</td>
<td>Introduction to Macroeconomics</td>
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<tr>
<td>PSC 13354</td>
<td>American Government</td>
</tr>
<tr>
<td>PSC 22454</td>
<td>World Political Communities</td>
</tr>
<tr>
<td>PSY 11053</td>
<td>Personal Growth</td>
</tr>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
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<tr>
<td>SOC 10153</td>
<td>Social Thought</td>
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<tr>
<td>SOC 11753</td>
<td>Social Problems</td>
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<tr>
<td>SOC 26053</td>
<td>Cultural Anthropology</td>
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Area V Mathematical & Logical Systems

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MAT 10643</td>
<td>College Algebra</td>
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<tr>
<td>MAT 11043</td>
<td>Elementary Functions</td>
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<tr>
<td>MAT 20043</td>
<td>Discrete Mathematics</td>
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<tr>
<td>MAT 21044</td>
<td>Calculus I</td>
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<tr>
<td>MAT 26043</td>
<td>College Geometry</td>
</tr>
<tr>
<td>MAT 30443</td>
<td>Statistics</td>
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<tr>
<td>MIS 16063</td>
<td>Computer Programming</td>
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Area VI Natural Sciences (with lab)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 10043</td>
<td>Principles of Biology</td>
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<tr>
<td>BIO 20643</td>
<td>Environmental Biology</td>
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<tr>
<td>CHE 10044</td>
<td>Concepts of Chemistry</td>
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<td>CHE 12044</td>
<td>General Chemistry</td>
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<td>PHY 10944</td>
<td>Physical Science</td>
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<tr>
<td>PHY 22044</td>
<td>College Physics I</td>
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<td>PHY 24744</td>
<td>University Physics I</td>
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Area VII Language

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
<tr>
<td>FRE 10124</td>
<td>Elementary French</td>
</tr>
<tr>
<td>COM 10023</td>
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Area VIII Physical Fitness (choose two)

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<th>Course</th>
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<tbody>
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</tr>
<tr>
<td>PAC 10331</td>
<td>Body Conditioning</td>
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</tbody>
</table>
Division of Business and Science. Each division represents one of the major domains of knowledge and inquiry, and together they form a comprehensive and unified view of the world. The divisions form the center for planning and sponsorship of academic programs. The divisions provide organizational support for the development of interdisciplinary study. In addition, the divisions contribute significantly to the general education program; sponsor courses, independent studies, seminars, retreats, and workshops; give support and direction to academic and career planning; and provide a context for an ongoing interchange among faculty and those students whose educational and vocational goals fall within the divisions' areas of concern.

As the primary unit of academic organization, the division is responsible for the development and support of the University's various major programs. Rather than being simply a collection of miscellaneous courses, the major at Ottawa University is intended to bring focus, integration, and depth to a student's course of study. While many of the majors offered at the University are directly related to particular departments within a division, the University has also discovered that there are significant and legitimate major programs that cross traditional departmental lines. Ottawa University seeks to accommodate both of these kinds of majors, and thus, in addition to the program majors (which may require some courses outside the program in question) also offers a limited number of interdisciplinary majors as well as providing students with the option of an individualized major.

In the following pages the majors available at Ottawa University and the courses that comprise them are described in detail. Academic majors are listed in alphabetical order. These are followed by a description of the interdisciplinary majors available, the individualized major, and a number of other program possibilities.
Accounting is a specialized professional field that in its full scope goes beyond the usual bounds of a liberal arts curriculum. Accounting is often called the "language of business" because its conceptual framework involves a communicative process used to describe the economic events of any entity. Practicing accountants have a fiduciary responsibility to measure and objectively report the entity's economic events to a multitude of financial decision makers. The study of accounting promotes skills in problem solving, making decisions, analyzing systems, and planning. Accounting is a valuable support to many other disciplines and is especially useful to those interested in the study of economics, law, organizational administration, and computer information systems.

The accounting major includes introductory and intermediate course work in both financial and managerial accounting. Supplemental work includes courses in federal income taxes, finance, and auditing as well as courses in economics, computer information systems, and management theory. An internship giving the student practical experience in the field of accounting is highly recommended as a capstone for the accounting major. A major in accounting, combined with approximately eight courses in mathematics beyond college algebra prepares the individual for an entry level position in the specialized field of actuarial sciences.

Successful accounting graduates have a number of career options open to them. Almost any organization will have need of persons with an understanding of accounting systems, though some systems may be more specialized than others. Three important vocational areas of accounting are private industry, governmental agencies, and public practice as a Certified Public Accountant.

Required Major Courses:
ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Financing and Investing Activities
ACC 33164 Intermediate Accounting I
ACC 36264 Federal Income Tax
ACC 44163 Auditing
ACC 49061 Senior Integrative Seminar
OAD 31063 Business Law

Select one of the following:
ACC 30163 Cost Accounting
ACC 33264 Intermediate Accounting II
OAD 40064 Financial Administration

Required Supporting Courses:
ECO 20163 Macroeconomics
ECO 20263 Microeconomics
OAD 30563 Management
OAD 31863 Marketing
MAT 10643 College Algebra
MAT 32044 Statistics
PSY 12053 Principles of Psychology
PSC 13354 American Government

Recommended Courses:
MIS 27043 Introduction to Operating & Database Systems
MIS 48044 Management of Information Systems
ECO 30363 Money and Banking
ECO 31563 Quantitative Business Analysis
ECO 40863 International Business
ENG 23723 Intermediate Writing
or
ENG 31023 Advanced Expository Writing
HIS 30353 World Geography
MAT 21044 Calculus I
PHL 21723 Introduction to Logic
PSY 32153 Social Psychology
SOC 10453 Introduction to Sociology
SPH 11023 Speech Preparation and Delivery

Courses Offered:
ACC 20364 Accounting for Business Operations An introduction to operating activities of a business. Emphasis on how the income statement is used to plan and evaluate the operations of a for-profit entity. 4 hrs.
ACC 20464 Accounting for Financing and Investing Activities An extension of Accounting for Business Operations, into the planning and evaluation of acquiring, disposing and financing the assets of the entity. Time value of money is introduced. Emphasis on the interpretation and use of the balance sheet and the statement of cash flows. Prerequisite: ACC 20364 Accounting for Business Operations. 4 hrs.
ACC 30163 Cost Accounting Study of accounting for use by management in planning and control. Includes product costing techniques, comprehensive budgeting procedures, inventory planning, control, and valuation. Prerequisites: ACC 20464 Accounting for Investing and Financing Activities, MAT 32044 Statistics. 3 hrs.
ACC 33164 Intermediate Accounting I Transition course from introductory level accounting. In-depth study and evaluation of financial accounting theory, concepts and analysis, and their correlation with FASB statements. Prerequisite: ACC 20464 Accounting for Investing and Financing Activities. 4 hrs.

Continued on next page
ACC 33264 Intermediate Accounting II Emphasis on financial account theory and practice applicable to intangible assets, investments, liabilities, and owners' equity. Prerequisite: ACC 33164 Intermediate Accounting I. 4 hrs.

ACC 36264 Federal Income Tax U. S. federal tax law as it relates to an individual's income, the taxation of proprietorships, partnerships and corporations. Prerequisite: PSC 13354 American Government. 4 hrs.

ACC 44163 Auditing The study of independent analysis of financial statements and the determination of their fairness and reliability. Analysis includes assessing the internal control system, fraud awareness, and applying statistical sampling. Integrates discussion of professional ethics, legal liabilities, and use of professional judgment. Prerequisites: Senior standing and ACC 33164 Intermediate Accounting I, ACC 36264 Federal Income Tax; OAD 31063 Business Law; PSC 13354 American Government; MAT 32044 Statistics. 3 hrs.

ACC 49061 Senior Integrative Seminar Academic credit awarded for the senior comprehensive examination. An opportunity to use the case study method to explore emerging issues in accounting. Prerequisite: Senior standing and consent of the instructor. 1 hr.
The enjoyment of experiencing the visual is important to any person seeking to be fully educated. Art can be studied for its therapeutic, historical, expressive, and/or commercial values. Study in these areas should help students understand the process and product called art and its effect on our culture. The study of art also provides opportunities to nourish talents or to explore the arts as a means of communication. Electives in studio art provide individualized studies exploring a number of different media and techniques, connecting them to other fields of study including history, anthropology and psychology.

The department of art at Ottawa University seeks to meet the needs of several kinds of students: those whose educational and career interests lead them to major in the area, those who seek to teach art, and those who simply seek to explore a new interest.

**Drawing/Painting/Design Emphasis**

**Required Major Courses:**

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<tr>
<th>Art</th>
<th>Course</th>
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<tr>
<td>ART</td>
<td>13023 Art Fundamentals</td>
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<tr>
<td>ART</td>
<td>20623 Art History I</td>
</tr>
<tr>
<td>ART</td>
<td>20723 Art History II</td>
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<tr>
<td>ART</td>
<td>22023 Drawing and Composition I</td>
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<tr>
<td>ART</td>
<td>23023 Design I</td>
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<tr>
<td>ART</td>
<td>23423 Graphic Design</td>
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<td>or</td>
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<tr>
<td>ART</td>
<td>33523 Painting II</td>
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<tr>
<td>ART</td>
<td>23523 Painting I</td>
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<tr>
<td>ART</td>
<td>32023 Drawing and Composition II</td>
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<tr>
<td>ART</td>
<td>33023 Design II</td>
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<td>ART</td>
<td>49024 Art Comprehensive</td>
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</table>

And 7-12 hours of independent study in advanced studio courses and/or internship.

**Recommended Courses:** All Applied Art classes and courses in writing, theatre, music, and computer information systems.

**Sculpture/Crafts/Design Emphasis**

**Required Major Courses:**

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<tr>
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<td>ART</td>
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<td>ART</td>
<td>23023 Design I</td>
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<tr>
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<td>23523 Painting I</td>
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<tr>
<td>ART</td>
<td>23723 Ceramics I</td>
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<tr>
<td>ART</td>
<td>33023 Design II</td>
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<tr>
<td>ART</td>
<td>33723 Ceramics II</td>
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**Required Certification Courses K-12 level:**

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<tr>
<td>ART</td>
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<tr>
<td>ART</td>
<td>10521 Jewelry</td>
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<tr>
<td>ART</td>
<td>10621 Printmaking</td>
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<tr>
<td>ART</td>
<td>10721 Weaving</td>
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<tr>
<td>ART</td>
<td>13023 Art Fundamentals</td>
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<td>ART</td>
<td>20222 Elementary Art Methods</td>
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<td>ART</td>
<td>20623 Art History I</td>
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<td>ART</td>
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<td>ART</td>
<td>22023 Drawing and Composition I</td>
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<tr>
<td>ART</td>
<td>23023 Design I</td>
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<tr>
<td>ART</td>
<td>23423 Graphic Art</td>
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<td>ART</td>
<td>23523 Painting I</td>
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<td>ART</td>
<td>23723 Ceramics I</td>
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<tr>
<td>ART</td>
<td>33023 Design II</td>
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<tr>
<td>ART</td>
<td>49024 Art Comprehensive</td>
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</tbody>
</table>

And 4-6 hours of independent study in advanced studio courses and/or an internship.

**Courses Offered:**

**Applied Art.** These courses introduce students to the practice of a particular skill and/or medium. Each of the following applied art courses receives one hour of academic credit.

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<thead>
<tr>
<th>Art</th>
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<tbody>
<tr>
<td>ART</td>
<td>10121 Calligraphy</td>
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<tr>
<td>ART</td>
<td>10221 Watercolor</td>
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<tr>
<td>ART</td>
<td>10321 Photography</td>
</tr>
<tr>
<td>ART</td>
<td>10421 Cartooning</td>
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<tr>
<td>ART</td>
<td>10521 Jewelry</td>
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<tr>
<td>ART</td>
<td>10621 Printmaking</td>
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<tr>
<td>ART</td>
<td>10721 Weaving</td>
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<tr>
<td>ART</td>
<td>10821 Illustration</td>
</tr>
</tbody>
</table>

**ART 13023 Art Fundamentals** An introduction to the visual arts. Through careful observation, discussion and analysis students interpret significant works of art. A prerequisite to all upper level art classes. 3 hrs.

*Continued on next page*
ART 20222 Elementary Art Methods Various methods of teaching art to elementary students. Future teachers learn to plan, organize, manage and facilitate art activities. Prerequisite: ART 13023 Art Fundamentals. 2 hrs.

ART 20623 Art History I A survey of the visual arts from the Paleolithic Era through the European Proto-Renaissance. Students practice formalist and contextualist analysis by interpreting visual art from personal, historic as well as cultural/global perspectives. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 20723 Art History II A survey of the visual arts from the European Renaissance to the Post-Modern Era. Students practice various forms of analysis by interpreting theories, schools, styles and also Modernist and Post-Modern approaches. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 22023 Drawing and Composition I An intermediate level drawing course. Previous drawing, sketching experience is recommended. Drawing by observation and intuition, expressing with a variety of media and studying composition all help in preparing a drawing portfolio. Prerequisite: ART 13023 Art Fundamentals as well as other drawing experiences. 3 hrs.

ART 23023 Design I The application of basic design concepts such as line, shape, and color acted on by principles such as harmony and contrast. Knowledge of psychology/perception, mechanical drawing, commercial art is helpful. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 23423 Graphic Art An intermediate level commercial art course. Basic printmaking techniques are studied and applied. Students also prepare art work for reproduction, design logos, create symbols, adapt art for commercial use as well as develop computer aided designs. Prerequisite: ART 13023 Art Fundamentals and previous commercial art experience or ART 23023 Design I. 3 hrs.

ART 23523 Painting I An intermediate level painting course. Painting techniques using traditional media, such as watercolor, oil, tempera and acrylic are taught. Development of student's ability to express ideas, painting skills, studio discipline and understanding of historic styles. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 23723 Ceramics I An introduction to working with clay. Both wheel thrown and hand-building techniques are practiced. Students use pottery wheels and a variety of hand tools to make vessels and sculpture. Introduction to glazing and firing techniques. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 32023 Drawing and Composition II An advanced level drawing course that focuses on drawing to express particular ideas and emotions, working toward a style, relating one's work to other artists, exhibiting work and preparing a portfolio. Prerequisite: ART 22023 Drawing and Composition I. 3 hrs.

ART 33023 Design II The study of 3D design concepts. Form and space are created and acted on by using a variety of media such as paper, wood and clay to produce three dimensional designs. Spans industrial and environmental design to sculpture in the fine arts tradition. Prerequisite: ART 23023 Design I. 3 hrs.

ART 33523 Painting II An advanced painting/studio course in which students with previous art and painting experience are encouraged to work in less traditional and more personal ways. Focus on studio maintenance, individual/stylistic and artistic growth, exhibition of works and ability to critique. Prerequisite: ART 23523 Painting I. 3 hrs.

ART 33723 Ceramics II An intermediate level studio pottery course. Students, with previous experience in throwing or manipulating clay, maintain studio space, produce works as part of a series or sequence, and learn a variety of glazing and firing techniques. Prerequisite: ART 23723 Ceramics I. 3 hrs.

ART 49024 Art Comprehensive Preparation of a portfolio(s) and/or exhibition of senior art students' works. Students complete major works of art that represent their particular focus in art. Secondary Art Methods and Studio Arts majors prepare a resource file and lesson plans, as well as exemplars for teaching art. Prerequisite: Students must have all other studio courses completed before registering for this course. 4 hrs.
The major program in biology focuses upon the study of living organisms and their interactions. The curriculum seeks to make the student aware, through lecture and laboratory experiences, of the structure, function, and development of life as manifested on the cellular, organismic, and population levels. Biology, with related science courses, provides skills needed for success in science. In addition to ample laboratory space, a natural preserve study area is available for field studies.

Students whose career goals include such areas as the health profession, teaching, or basic research, find that an undergraduate major in biology is an ideal preparation. Biology majors should note that a number of pre-professional programs, as well as programs in certification, include many of the courses noted below. Thus, vocational opportunities and possibilities should be explored thoroughly with the faculty advisor as a student proceeds through the curriculum.

**Required Major Courses:**
A minimum of 32 hours in Biology which must include:

BIO 10043 Principles of Biology
BIO 10042 Principles of Biology Lab
BIO 20043 Organismic Biology
BIO 20042 Organismic Biology Lab
BIO 20343 Human Anatomy and Physiology
BIO 20342 Human Anatomy and Physiology Lab
BIO 30243 Microbiology
BIO 30241 Microbiology Lab
BIO 30643 Environmental Biology

or

BIO 31143 Field Ecology
BIO 40343 Vertebrate Structure and Development
BIO 49041 Senior Integrative Survey

Other courses in the department are required to reach the minimum of 32 hours in biology. Elective courses may depend upon the academic and career goals of the student. A maximum of 40 hours of biology coursework counts toward graduation.

**Teacher Certification Emphasis:** See Teacher Education Handbook for current requirements.

**Courses Offered:**

**BIO 10043 Principles of Biology** An introductory course concerned with the major biological processes occurring in animals and plants and the basic concepts underlying the field of biology. Three 1-hour lectures per week. Corequisite: BIO 10042 Principles of Biology Lab. 3 hrs.

**BIO 10042 Principles of Biology Lab** Two 3-hour labs per week. Corequisite: BIO 10043 Principles of Biology lecture. 2 hrs.

**BIO 20043 Organismic Biology** An integrated study of the structure and function of plants and animals with special attention paid to the phylogenetic origins and relationships of taxonomic groups. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology. Corequisite: BIO 20042 Organismic Biology Lab. 3 hrs.

**BIO 20042 Organismic Biology Lab** Corequisite: BIO 20043 Organismic Biology lecture. 2 hrs.

**BIO 20343 Human Anatomy and Physiology** Function and anatomy of each system of the human body, including immunology. Laboratory designed to verify and supplement the lecture material. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology or its equivalent. Corequisite: BIO 20342 Human Anatomy and Physiology Lab. 3 hrs.

**BIO 20342 Human Anatomy and Physiology Lab** Two 2-hour labs per week. Corequisite: BIO 20343 Human Anatomy and Physiology lecture. 2 hrs.

**BIO 30243 Microbiology** An introduction to microbiology with an emphasis on the bacteria. Topics include prokaryote cell structure, metabolism, and growth; medically significant bacteria, including epidemiology, pathogenicity, and control; and ecological/industrial roles of bacteria. Laboratory emphasizes skills in collection, culture, and identification of bacteria using common staining methods and culture media. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology and at least sophomore standing. Corequisite: BIO 30242 Microbiology Lab. 3 hrs.

**BIO 30242 Microbiology Lab** Two-hour. Laboratory per week. Corequisite: BIO 30243 Microbiology lecture. 2 hrs.

**BIO 30643 Environmental Biology** The examination of the relationship between the human population and its environment. Topics include population growth, the use and misuse of essential natural resources, and pollution. The interactions of these environmental aspects of human ecology with social, economic, and political systems are explored. Prerequisite: at least sophomore standing. 3 hrs.

**BIO 31143 Field Ecology** An introduction to the relationships between organisms and their environment, including the role of natural selection, population and community ecology, and ecosystem level processes. Emphasizes both simulation and experimentation in the testing of ecological hypotheses, and the use of microcomputers as a tool in data collection, analysis, and presentation. Lab is integrated with the lecture. Field trips to the OU Natural History Reservation and other local sites required. Prerequisite: BIO 20043 Organismic Biology. 3 hrs.

*Continued on next page*
BIO 31243 Genetics and Society A nonlaboratory course covering both classical and modern genetics and discussion of selected readings on contemporary genetic issues. Prerequisite: BIO 10043 Principles of Biology. 3 hrs.

BIO 32043 Immunology A general introduction to the study of immunology with emphasis on the medical aspects. Course highlights adaptive and innate immunity, cells and processes of the immune system, antigen/antibody relationships, complement types of immunity, autoimmunity, transplant rejection, regulation of the immune response, and serology. Prerequisite: BIO 30243 Microbiology. 3 hrs.

BIO 40143 Biochemistry An introduction to the structure of biomolecules. Protein, carbohydrates, lipid structure, and metabolism are studied, as are enzyme kinetics, photosynthesis and protein synthesis. Prerequisites: BIO 10043 Principles of Biology, CHE 23043 Organic Chemistry I. 3 hrs.

BIO 40343 Vertebrate Structure and Development An integrated course in vertebrate embryology and comparative anatomy. Presentation includes lectures on and discussion of gametogenesis, fertilization, germ layer development, organogenesis, fetal/maternal relationships, and the adult anatomy with emphasis on phylogenetic relationships among the vertebrate groups. Lab is integrated with the lecture. Prerequisite: BIO 20043 Organismic Biology and BIO 20042 Organismic Biology Lab. 3 hrs.

BIO 42543 Animal Behavior An introduction to the biological basis of animal behavior with emphasis on the adaptive significance of behavioral phenomena. Specific topics include the genetic basis of behavior, perceptual and effectual systems, ethology, neurophysiology, learning, animal communication, sexual behavior, and the social systems. Prerequisites: BIO 20043 Organismic Biology and consent of instructor. 3 hrs.

BIO 49041 Senior Integrative Survey An integrative study and review of the major concepts and principles of biology. Required of all majors. Prerequisites: Senior standing and consent of the department. 1 hr.
At Ottawa University a major in Business Administration (OAD Organization Administration) is designed to provide the student with basic concepts, principles, and information in the broad field of management studies. A major in Business Administration provides students an opportunity to develop skills of analysis and problem solving.

Students find support for a variety of management-related careers ranging from direct supervision of others for task achievement to staff functions of planning and control. The Business Administration major is designed to be useful to private and public organizations, to profit and nonprofit organizations. Through special projects in major courses and through internships, students may focus on a particular type of organization.

**Courses Offered:**

**OAD 10163 Personal Finance** Analysis of issues and techniques necessary to understand, plan and manage personal finances. Topics include opportunity costs, investments, taxes, cost/use of credit; insurance, housing and transportation decisions; retirement/estate planning. Emphasis on personal cash flow forecasting and management. 3 hrs.

**OAD 30563 Management** Process for managing organizations including planning, organizing, leading, and evaluating. Examination of the administrative role in organizations and concepts relevant to its function. Historical development of administrative thought. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

**OAD 31063 Business Law** Introduction to the American legal system. Selected areas of substantive law such as contracts, commercial paper, sales, agency, property. Prerequisites: ACC 20364 Accounting for Business Operations and ECO 20163 Macroeconomics. 3 hrs.

**OAD 31863 Marketing** Analysis of consumer behavior and configuration of target market. Management of organization activities designed to satisfy target market planning, pricing, promotion and distribution of the product or service. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

**OAD 32563 Human Resources Administration** Processes in the management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal, and compensation. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

**OAD 40064 Financial Administration** Financing of the organization from the administrative viewpoint. Consideration of internal financial management as well as external financing and capital structures. Prerequisites: ACC 20364 Accounting for Business Operations, and ACC 20464 Accounting for Financing and Investing Activities. 4 hrs.

**OAD 40363 Advertising Strategies** The study of advertising from a managerial viewpoint. Major areas of study include administration, advertising research, agency relationships, media selection, budget regulation, and campaign planning. Prerequisite: OAD 31863 Marketing. 3 hrs.

**OAD 40563 Public Relations** Includes goal setting, attitude and opinion research, planning, implementation, evaluation and change. Communication theory as an integral part of the public relations process. Prerequisite: Consent of the instructor and OAD 31863 Marketing. 3 hrs.

**OAD 42564 Strategies and Policies** Integration of the numerous theory courses in all phases of business management. Exploration of the roles and responsibilities of top management in business. Prerequisites: ACC 20364 Accounting for Business Operations, OAD 30563 Management; OAD 31863 Marketing; OAD 32563 Human Resources Administration, and consent of instructor. OAD 40064 Financial Administration recommended. 4 hrs.

**Required Major Courses:** 26 hours from the following courses:

- **ECO 30363** Money and Banking
- **OAD 30563** Management
- **OAD 31063** Business Law
- **OAD 31863** Marketing
- **OAD 32563** Human Resources Administration
- **OAD 40064** Financial Administration
- **OAD 42564** Strategies and Policies
  Select two of the following:
  - **ECO 31563** Quantitative Business Analysis
  - **ECO 40863** International Business
  - **OAD 10163** Personal Finance
  - **OAD 40363** Advertising Strategies
  - **OAD 40563** Public Relations

**Required Supporting Courses:**

- **ACC 20364** Accounting for Business Operations
- **ACC 20464** Accounting for Financing and Investing Activities
- **ECO 20163** Macroeconomics
- **ECO 20263** Microeconomics
- **MAT 10643** College Algebra
- **MAT 30244** Statistics
- **PSY 12053** Principles of Psychology

**Recommended Courses:**

- **ENG 23723** Intermediate Writing
- **ENG 31023** Advanced Expository Writing
- **MIS 16063** Computer Programming
- **PSC 13354** American Government
- **PSY 32153** Social Psychology
- **SOC 10453** Introduction to Sociology
- **SPH 11023** Speech Preparation and Delivery
CHEMISTRY

Through cooperation with other departments in the college, Ottawa University provides a wide range of career opportunities for students interested in chemistry. Students can combine chemistry and biology electives and proceed on to varied careers in health care and environmental science. Persons interested in continuing into research or graduate school in chemistry need to begin their undergraduate studies early. Courses should include as many science and related fields of study as possible as they pursue their goals toward study at the graduate level. Students can tailor programs to meet their individual need and interests through the use of elective courses.

Graduate School Emphasis

Required Major Courses: At least 39 hours of chemistry which must include:

- CHE 12044 General Chemistry I and Lab
- CHE 12144 General Chemistry II and Lab
- CHE 23043 Organic Chemistry I
- CHE 23041 Organic Chemistry I Lab
- CHE 23143 Organic Chemistry II
- CHE 23141 Organic Chemistry II Lab
- CHE 33043 Chemical Analysis
- CHE 43043 Instrumental Analysis
- CHE 43041 Instrumental Analysis Lab
- CHE 49041 Senior Integrative Survey

And 6 hours of Independent Study in Chemistry.

If pursuing a biological emphasis, substitute BIO 40143 Biochemistry for CHE 43043 Instrumental Analysis.

Recommended Course:

- MIS 27043 Introduction to Operating and Database Systems

Teacher Certification Emphasis: See Teacher Education Handbook for current requirements.

Required Certification Courses-Secondary:

- CHE 12044 General Chemistry I and Lab
- CHE 12144 General Chemistry II and Lab
- CHE 23043 Organic Chemistry I
- CHE 23041 Organic Chemistry I Lab
- CHE 23143 Organic Chemistry II
- CHE 23141 Organic Chemistry II Lab
- CHE 33043 Chemical Analysis
- CHE 33041 Chemical Analysis Lab
- CHE 49041 Senior Integrative Survey

Required Supporting Courses:

- BIO 10043 Principles of Biology and Lab
- MIS 12043 Introduction to Computers
- MAT 11143 Precalculus
- PHY 22043 College Physics I
- PHY 22041 College Physics I Lab
- PHY 22143 College Physics II
- PHY 22141 College Physics II Lab
- PHY 24743 University Physics I
- PHY 24741 University Physics I Lab
- PHY 24843 University Physics II
- PHY 24841 University Physics II Lab

Industrial Emphasis

Required Major Courses: At least 30 hours in chemistry which must include:

- CHE 12044 General Chemistry I and Lab
- CHE 12144 General Chemistry II and Lab
- CHE 23043 Organic Chemistry I
- CHE 23041 Organic Chemistry I Lab
- CHE 23143 Organic Chemistry II
- CHE 23141 Organic Chemistry II Lab
- CHE 33043 Chemical Analysis
- CHE 33041 Chemical Analysis Lab
- CHE 42243 Physical Chemistry I
- CHE 42343 Physical Chemistry II
- CHE 43043 Instrumental Analysis
- CHE 43041 Instrumental Analysis Lab
- CHE 49041 Senior Integrative Survey

And 6 hours of independent study in industrial chemistry.
Required Supporting Course:
MAT 21044 Calculus I

Recommended Courses:
BIO 10043 Principles of Biology
BIO 10042 Principles of Biology Lab
BIO 20043 Organismic Biology
BIO 20042 Organismic Biology Lab
MAT 21144 Calculus II
MAT 31044 Multivariable Calculus

Courses Offered:
CHE 10044 Concepts of Chemistry and Lab

CHE 12044 General Chemistry I and Lab
Beginning course for science-related majors. Fundamental laws, electronic structure and bonding. Mole concept and stoichiometry. Periodicity. States of matter. Acid-base chemistry. Thermodynamics. Laboratory: Use of analytical balance, physical and chemical changes, making inferences from observations, development of reasoning from data, titration, illustration of basic laws, gases, colligative properties, basic laboratory skills, separation techniques. Prerequisites: High school chemistry and algebra or consent of the instructor. 4 hrs.

CHE 12144 General Chemistry II and Lab
Continuation of General Chemistry I. Kinetics, equilibria, electrochemistry, nuclear chemistry, selected non-metals. Laboratory: Development of techniques, equilibrium, electrochemistry, descriptive chemistry, nuclear chemistry. Prerequisite: CHE 12044 General Chemistry I and Lab. 4 hrs.

CHE 23043 Organic Chemistry I
Structure, properties and reactions of organic molecules. Includes optical isomerism, spectral properties of organic compounds and reaction mechanisms. Prerequisite: CHE 12144 General Chemistry II and Lab or its equivalent. Corequisite: CHE 23041 Organic Chemistry I Lab. 3 hrs.

CHE 23041 Organic Chemistry I Laboratory
Required for students who are enrolled in CHE 23043. One 3-hour lab per week. Techniques of organic chemistry-extraction, thin layer chromatography, reflux, melting points, and distillation as they apply to isolation and synthesis on organic compounds. Use of vapor phase chromatography, and ultra-violet and infrared spectrophotometry. Corequisite: CHE 23043 Organic Chemistry I. 1 hr.

CHE 23143 Organic Chemistry II

CHE 23141 Organic Chemistry II Laboratory
One 3-hour lab per week. Includes infrared analysis, classical synthesis, kinetics, natural product isolation, repetition of techniques from CHE 23041. Organic qualitative analysis. Corequisite: CHE 23143 Organic Chemistry II lecture. 1 hr.

CHE 33043 Chemical Analysis
Review of equilibria, pH and stoichiometry. Statistical treatment of data, precipitation analysis, titration, spectrometry, potentiometry, and electrochemistry. Prerequisite: CHE 23143 Organic Chemistry II or consent of instructor. Corequisite: CHE 33041 Chemical Analysis Lab. 3 hrs.

CHE 33041 Chemical Analysis Laboratory
Volumetric, gravimetric, spectrophotometric, and electrochemical techniques used in analysis. Corequisite: CHE 33043 Chemical Analysis lecture. 1 hr.

CHE 42243 Physical Chemistry I
Discussion of gas, crystalline and liquid states, solutions, thermodynamics, electrochemistry and equilibria. No laboratory included. Prerequisites: MAT 32044 Statistics, PHY 24843 University Physics II, CHE 33043 Chemical Analysis. 3 hrs.

CHE 42343 Physical Chemistry II
A continuation of Physical Chemistry I. Includes topics in atomic structure, molecular structure, spectroscopy, quantum theory, photochemistry. No laboratory included. Prerequisites: CHE 42243 Physical Chemistry I. 3 hrs.

CHE 43043 Instrumental Analysis
Includes the electrochemical methods: potentiometry, coulometry, and polarography. Optical methods including visible, ultraviolet and infrared spectrophotometry plus flame and emission spectroscopy. Separation methods including vapor phase and liquid chromatography. Prerequisite: CHE 33043 Chemical Analysis. Corequisite: CHE 43041 Instrumental Analysis Lab. 3 hrs.

CHE 43041 Instrumental Analysis Laboratory
Use of infrared, ultraviolet, and visible spectrophotometers, polarograph, amperometer, and vapor phase chromatography. Two labs weekly. Corequisite: CHE 43043 Instrumental Analysis. 1 hr.

CHE 49041 Senior Integrative Survey
Enables integration of knowledge and skills in major chemistry courses. Introduces professional aspects of future vocation. Required of all chemistry majors. Prerequisite: Senior standing or consent from department. 1 hr.
The study of communication at Ottawa University prepares students for a variety of professions including, but not limited to broadcast management, corporate communication, marketing, advertising, public relations, and sales.

The Communication department offers two interdisciplinary major emphasis sequences, Broadcast Management and Business Communication, as well as a number of courses specifically related to the study of print media and speech communication.

The Broadcast Management emphasis incorporates study from the mass media, business, English and speech communication areas. Students gain theoretical insights into media operations and management, law and regulation and several areas of human communication, as well as practical experience through participation in the management and operation of the campus FM radio station.

The Business Communication emphasis incorporates interdisciplinary study from three areas: Business administration, mass media and broadcast communication. The curriculum provides the student with a balance of conceptual and practical experiences in the various areas of communication practiced in business and industry.

Broadcast Management Emphasis

Required Major Courses:
- COM 10063 Survey of Mass Communication
- COM 30163 Broadcast Advertising and Sales Management
- COM 30363 Organizational Communication
- COM 31263 Management Practicum
- COM 41063 Internship
- COM 40463 Broadcast Management
- COM 40563 Broadcast Law and Regulation
- COM 49062 Senior Seminar in Media Issues
- OAD 30563 Management
- OAD 31863 Marketing

Required Supporting Courses:
- ACC 20364 Accounting for Business Operations
- COM 10662 Radio Workshop (at least two semesters)
- COM 31163 Introduction to Video Production
- ENG 23723 Intermediate Writing
- ENG 31023 Advanced Expository Writing
- SPH 11023 Speech Preparation and Delivery

Business Communication Emphasis

Required Major Courses:
- COM 10063 Survey of Mass Communication
- COM 30363 Organizational Communication
- COM 40363 Broadcast Management
- ENG 23723 Intermediate Writing
- or
- ENG 31023 Advanced Expository Writing
- OAD 30563 Management
- OAD 31863 Marketing
- OAD 40363 Advertising Strategies
- OAD 40563 Public Relations
- SPH 11023 Speech Preparation and Delivery

Required Supporting Courses:
- ACC 20364 Accounting for Business Operations.

And at least nine semester hours of work from other disciplines. These courses should reflect and reinforce the student's academic and career interests and goals. Courses are selected with the guidance and approval of the academic advisor.

The Communication department offers courses in print journalism and speech communication which may be pursued to enrich a particular major emphasis, develop a specific interest, or as a curricular activity.

Courses Offered:

COM 10063 Survey of Mass Communications Study the development, organization, and relationships of mass media, and the impact on the individual and society. 3 hrs.
COM 10662-11362 Radio Workshop Course is designed to give an opportunity to work with the campus radio station with an 'on air' shift. May register up to eight semesters. 2 hrs.
COM 12163 Introduction to Print Journalism I Instruction in basic print news gathering, reporting, and writing techniques. Work on the campus student newspaper and/or yearbook provides a laboratory component. 3 hrs.
COM 20311 Newspaper Production Participation in news gathering, production, editing, and publication of the campus newspaper. Prerequisite/Corequisite: COM 12163, Introduction to Print Journalism I, or consent of the instructor. May register up to eight semesters. 1 hr.
COM 20411 Yearbook Production Participation in production, editing, and publication of the campus yearbook. Prerequisite/ Corequisite: COM 12163, Introduction to Print Journalism I, or consent of instructor. May be repeated for a total of 8 semester hours of credit. 1 hr.

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COM 22163 Introduction to Print Journalism II
Continuation of COM 12163. Instruction in intermediate and advanced news gathering, reporting, and writing techniques, elements of newspaper design and layout. Communication law and ethics. Work on the campus student newspaper and/or yearbook, provides laboratory component. 3 hrs.

COM 30163 Interpersonal Communications
Examines the task and social dimensions of interpersonal and small group communication. Topics include the self, attitudes, beliefs, needs and values, verbal and nonverbal communication, gender and cultural communication, establishing and maintaining relationships, group building, decision making, conflict management, leadership, power, and ethics. 3 hrs.

COM 30363 Organizational Communication
Theory and practice of communication within organizations, including interpersonal factors, motivation, change and conflict resolution, and communication audit practices and procedures. Students participate in a communication audit of a local organization. Prerequisite: OAD 30563 Management or consent of instructor. 3 hrs.

COM 30963 Broadcast Advertising and Sales Management
Theory and production of radio and television advertising and advertising sales management including campaign strategies, significant differences between print and electronic advertising production and sales presentation, electronic technical considerations, department administration and working relationships. 3 hrs.

COM 31163 Introduction to Video Production
Study of the theory and practice of video production including equipment, videography, production and post-production techniques. Emphasis given to corporate video production and usage. Students organize and assist in the video-tape production of Theatre and Music Department events and other assignments. May be repeated once with consent of instructor. 3 hrs.

COM 3136_/4136_ Management Practicum
Students gain in-depth experience as a member of the student executive staff or as an assistant to a member of the student executive staff, of the campus radio station (KTJO). May enroll in a directed study in a specific area of broadcasting. Prerequisites: COM 10063 Survey of Mass Communications, and consent of instructor. 3-6 hrs.

COM 40463 Broadcast Management
The role of the manager as it relates to commercial radio and television operation. Emphasis is placed on the general manager's duties and responsibilities. A study of organizational behavior and communication, unions and federal regulation as they apply uniquely to the electronic media. 3 hrs.

COM 40563 Broadcast Law and Regulation
A study of federal, state and local law, as well as international treaties, regulating the telecommunication industries from development through present day deregulation and the impact of new mass media technologies. Emphasis on the Federal Communications Commission's role and impact. Prerequisite: COM 40463 Broadcast Management or consent of instructor.

COM 4106_/4206_ Communication Internship
May be taken for 3 to 8 hours of academic credit. Students interested in obtaining practical experience in communication are encouraged to pursue and internship. The internships are arranged individually and are usually taken after the completion of the major course work. Prerequisite: consent of instructor. 3-8 hrs.

COM 49062 Seminar in Media Issues
A survey of current issues within the boundaries of the electronic media culminating in an examination fulfilling senior comprehensive requirements for the Broadcast Management emphasis. Prerequisite: Senior standing, completion of or coregistration in COM 40363 Radio Station Operations, and consent of the instructor. 2 hrs.
Courses Offered:

**ECO 20163 Macroeconomics** The inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, the significance of money and government deficits on the attainment of the goals of high employment and economic growth in a noninflationary environment, and the international role of the dollar in international trade. 3 hrs.

**ECO 20263 Microeconomics** A study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers. Examines the impact of the profit motive on business size and efficiency. Explores the economic power of large-scale business firms, and investigates the interplay of private and public choice through price controls, business regulation, and taxation. Prerequisite: ECO 20163 Macroeconomics. 3 hrs.

**ECO 30363 Money and Banking** The role of money and banking in U.S. economic development and in international finance. The significance of money, banking history and development, commercial banking operations and structure, central banking and monetary management, alternative international monetary systems, monetary theory and monetary policy. Prerequisite: ECO 20163 Macroeconomics. 3 hrs.

**ECO 31563 Quantitative Business Analysis** An application of economic theory and mathematical and statistical methods of business decision making. Prerequisites: MAT 10643 College Algebra and MAT 32044 Statistics. 3 hrs.

**ECO 40863 International Business** Examines the principal topics of international economics (the balance of payments, exchange rates, free trade, managed trade, protectionism, economic development) examined from the perspective of the business major. Appreciation of the world economic environment as it impinges on choices and decisions made by managers of all firms, large and small. Prerequisite: ECO 20163 Macroeconomics and ECO 20263 Microeconomics. 3 hrs.
The training of teachers has long been an integral part of the mission of Ottawa University. The University continues to prepare a large percentage of its graduates for careers in education. Ottawa University is accredited to prepare teachers by the Kansas State Department of Education. The Teacher Education Program plays a coordinating role among all departments of the University for a variety of certification programs that are approved by the State of Kansas including:

**K-9:**
- Elementary Education

**K-12:**
- Physical Education
- Music
- Art

**Secondary:**
- Biology
- Chemistry
- Computer Studies
- English
- Mathematics
- General Science
- American History
- Sociology/Anthropology
- World History
- Political Science/U. S. Government
- Drama
- Psychology
- Speech

**Governance**

The Campus Teacher Education Committee (TEC) is an advising and consulting body to the Teacher Education Program. This committee is comprised of faculty members from all academic areas that have certification programs, and elected student representatives. See Teacher Education Program Handbook.

**Required Course Work for Certification**

The Teacher Education Program Handbook used in the course EDU 10933, Introduction to Teaching, contains information regarding the course work required for certification. The handbook serves as the official document regarding specific requirements for certification at Ottawa University. The Teacher Education Program Handbook is distributed to all academic advisors. Students seeking certification are required to purchase a copy of the handbook from the University Bookstore. Students seeking secondary level certification will have an academic major advisor in a particular discipline (described in the catalog section dealing with that discipline). Secondary education majors are required to work closely with both their academic advisor in their major field of study and an academic advisor within the Teacher Education Program.

**General Education Requirements**

The State of Kansas requires that each person seeking certification complete a program that includes course work in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and the social sciences. It is also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols. Some of the general education requirement is met through the satisfactory completion of Ottawa University's general education courses. The remainder of this requirement is met by completing courses designated by the Teacher Education Program.

**Admission to Student Teaching**

In order to student teach, a student must maintain a cumulative grade point average which is the same as the state certification requirement (presently 2.5); an Ottawa University professional education and major grade point average of 2.75; have no grade lower than a "C" in either their teaching area courses or their professional education courses; and must apply to be accepted for the student teaching semester. Students wishing to student teach must also have completed all course work required for their certification program. Approval for student teaching must be granted by the Director of Teacher Education Program and the Teacher Education Committee. Student teaching represents the capstone experience for the professional training and comes at the very end of all coursework.

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Certification

At the end of student teaching, students complete an application for their teaching license. Students must have fulfilled all requirements of the program and successfully completed their student teaching experience. Information concerning grade point averages, PPST scores and scores from the Professional Knowledge section of the NTE are supplied on the application form. This application, with a recommendation from the Certification Officer of the University, accompanied by a small fee paid by the student, is sent to the Kansas State Department of Education in Topeka. Teaching licenses are issued by the Kansas State Department of Education. Students who wish to obtain teaching licenses for states other than Kansas should consult with the Director of Teacher Education Program for information about requirements in those states.

Pre-Professional Requirements
EDU 10933 Introduction to Teaching
EDU 31133 Psychology of the Exceptional Child
PSY 32353 Developmental Psychology

Professional Education Requirements
Required of all certification candidates. Must have been admitted to the program and have taken PPST, or consent of Director of Teacher Education Program to enroll in the following:
EDU 31233 Educational Psychology
EDU 32333 Schools in a Multicultural Society
EDU 31333 Elementary Methods and Materials
or
EDU 31433 Secondary Methods and Materials

Student Teaching Semester:
EDU 40731 Classroom Management Practicum
EDU 40931 Student Teaching Seminar
EDU 41037 Student Teaching
EDU 42037 Student Teaching

Elementary School Certification Requirements
All elementary majors must develop a twenty-hour area of emphasis in a discipline (math, language arts, social studies, or science) outside the Teacher Education Program.
EDU 20833 Children's Literature
MAT 11243 Math for Elementary Teachers

All elementary majors must have been admitted to the program and have taken the PPST for the following:
EDU 31733 Reading and Language Arts Methods I
EDU 31833 Reading and Language Arts Methods II

EDU 32133 Elementary Math Methods I
EDU 32233 Elementary Math Methods II
EDU 30133 Environmental Studies
EDU 31533 EC/Elementary Reading Practicum
ART 20222 Elementary Art Methods
PED 30833 Elementary Physical Education Methods
MUS 2452_ Elementary Music Methods

Early Childhood Certification Requirements
All early childhood majors must develop a 15-hour area of emphasis in a discipline outside the Teacher Education Program plus the following early childhood courses.
EDU 31533 Early Childhood/Elementary Reading Practicum
EDU 37233 Early Childhood/Elementary Creative Experience Workshop
EDU 37333 Constructs of Early Childhood Education
EDU 37433 Early Childhood Curriculum
EDU 37533 Constructs of Leadership in Early Childhood Education
EDU 37633 Working with Individual Needs in the Early Childhood Classroom

Secondary School Certification Requirements
Secondary level certification students must develop an academic major in a particular discipline and take the following additional courses.
EDU 31632 Reading in the Content Area
EDU 3__32 Specialized Secondary Methods
EDU 32532 Secondary and Middle School Practicum

Courses Offered:
EDU 10933 Introduction to Teaching An investigation of the school and its relationship to society in the past, present, and future. Includes historical, sociological, and philosophical perspectives. The roles of teachers, schools, and learners are explored in an off-campus classroom observation. 3 hrs.
EDU 20833 Children's Literature Designed to acquaint future teachers, librarians, and parents with a wide variety of literature for children and the criteria for selecting literature. Emphasis on developing ways to make reading a lifetime involvement. 3 hrs.
EDU 30133 Environmental Studies Content focuses on understanding the world from each of the subject areas, social studies, health, and science for grades K-9, and how each area influences the others. A study of the traditional social sciences including geography and economics, as well as the scientific method. Follows an integrated approach in planning.

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methodology and assessment, including assessment projects for social studies and science that have been developed for use in elementary schools. Projects focus on integrating all content areas. Prerequisites: EDU 31333 Elementary Methods & Materials. 3 hrs.

EDU 30932 Adolescent Literature Examines a wide range of literary works appropriate to readers of middle school and high school age. A study of the types and themes of adolescent literature and issues related to its use in school programs. Designed for teachers, librarians and parents. 2 hrs.

EDU 31133 Psychology of the Exceptional Child With the child’s normative development as a reference point, behavioral problems, emotional disorders, physical and health dysfunction, and intellectual impairments are studied from a psychological perspective. Focus on etiology, alternative interventions, methods of dealing with parents, school administrators, and various agency personnel. Learning problems from different cultural or ethnic backgrounds are studied. Field experience required. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

EDU 31233 Educational Psychology Psychological focus on the learning process and its relationship to a diverse student body, motivation, theories and strategies of effective teaching, lesson planning, individualization, classroom management, cooperative learning and appropriate assessment methods. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

EDU 31333 Elementary Methods and Materials Builds on a variety of topics that represent basic knowledge for elementary teachers. A foundation course in which materials and strategies become specialized for subject and grade levels. Includes the use of technology in the classroom. Students develop resources for teaching, become familiar with current literature in their fields, and develop an awareness of major issues and trends in education. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 31433 Secondary Methods and Materials Designed to build on a variety of topics that represent basic knowledge for secondary teachers. Provides the foundation for courses in which materials and strategies become more specialized for subject and grade level. Includes the use of technology in the classroom. Students develop resources for teaching, become familiar with current literature in their fields of teaching, and develop an awareness of major issues and trends in the field of education. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 31533 Early Childhood/Elementary Education Reading Practicum Students practice skills teaching language, literacy, and reading. Early Childhood (birth-8 years) varied educational settings, including K-3 classrooms. Elementary (K-9) school classrooms. Corequisites: EDU 31733 Reading and Language Arts Methods I and EDU 31833 Reading and Language Arts Methods II. 3 hrs.

EDU 31632 Reading in the Content Area For current or prospective teachers grades 5-12. Topics include assessing readability of materials, evaluating student reading skills, teaching vocabulary, comprehension, and study skills, working with "at risk" students, and incorporating writing into the curriculum. Prerequisite: EDU 31433 Secondary Methods and Materials. 2 hrs.

EDU 31733 Reading and Language Arts Methods I Designed to assist prospective teachers in exploring and questioning how reading and language arts are taught in the modern elementary school. Students develop skills in a variety of methods and approaches to teaching language arts and reading. Whole language activities as well as more traditional approaches are presented. Prerequisite: EDU 31333 Elementary Methods and Materials. 3 hrs.

EDU 31833 Reading and Language Arts Methods II Study of handwriting, listening, speaking, creative writing skills, as well as diagnosis, assessment and remediation techniques in the area of language development and reading. Prerequisite: EDU 31733 Reading and Language Arts Methods I. 3 hrs.

EDU 32133 Elementary Math Methods I Focus on how to teach mathematics in classrooms K-9. Students work toward learning to value mathematics, to become confident in the ability to do mathematics, to become mathematical problem solvers, and to learn to communicate and reason mathematically. Emphasis on hands-on learning. Prerequisite: EDU 31333 Elementary Methods and Materials. 3 hrs.

EDU 32233 Elementary Math Methods II Students learn about diagnosis, assessment and remediation techniques used in the area of mathematics. Field experience with children, some of whom may have learning problems in the area of arithmetic. Prerequisite: EDU 31333 Elementary Methods and Materials. Corequisite: EDU 32133 Elementary Math Methods I. 3 hrs.

EDU 32333 Schools in a Multicultural Society Emphasis on understanding the organization and control of schools, and the legal framework within which teachers and schools operate. Presentations by state and local level representatives. Field experience in multicultural settings. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 32532 Secondary and Middle School Practicum Provides the student with an opportunity to observe, develop and practice skills under the guidance of an effective classroom teacher in the student's major area of interest. Prerequisites: EDU 31233 Educational Psychology and EDU 31433 Secondary Methods and Materials. Corequisite: EDU 3.32 Specialized Secondary School Methods. 2 hrs.

EDU 3.32 Specialized Secondary Methods Following are secondary school level certification programs. Builds on generalized knowledge presented in EDU 31433 Secondary

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EDU 34932 Anthropology/Sociology
EDU 35032 Art
EDU 35132 Computer Studies
EDU 35232 Drama
EDU 35332 English
EDU 35432 Mathematics
EDU 35532 Music
EDU 35632 Physical Education
EDU 35732 Science & Biology
Chemistry
General Science
American History
World History
Political Science
Psychology
EDU 35832 Social Studies
EDU 36032 Speech

EDU 37233 Early Childhood and Elementary Education Creative Experience Workshop Focuses on methods and materials for art, music, movement, drama, group games, and other physical education activities for young children (birth to 8 years of age). Topics include: creativity, multidimensional creative experiences, play theory, play research, developmentally appropriate strategies, theme based teaching. Preschool and elementary classroom presentations included. 3 hrs.

EDU 37333 Constructs of Early Childhood Education A study of history, theories, philosophy, and research underlying early childhood education. Topics include: Program and curriculum models, physical environments, teacher role, parental involvement, professional ethical behavior. Observations and microteaching included. 3 hrs.

EDU 37433 Early Childhood Curriculum In-depth study of developmentally appropriate curriculum approaches. Focus highlights an integrated curriculum model. Play and active exploration are central. Topics include: Constructivism, problem-solving, critical thinking, child observation, assessment, and evaluation. Observation and preschool classroom presentations included. 3 hrs.

EDU 37533 Constructs of Leadership in Early Childhood Education Explores leadership issues relating to children and families. Topics include: Program organization, philosophy, family and community relations. Administrative/supervisory systems, finance and budget, staff licensing standards, accreditation, child/adult ratio standards, child health and nutrition. Microteaching and preschool classroom presentations included. 3 hrs.

EDU 37633 Working with Individual Needs in the Early Childhood Classroom Focus is on working with diverse educational abilities and needs in the typical early childhood classroom. Topics include: Children with disabilities, children at risk, and gifted children. Preschool classroom observations, preschool microteaching, and preschool classroom presentations included. 3 hrs.

EDU 40731 Classroom Management Practicum An exploration of the various theories and related strategies for classroom management. Multiple case studies introduced. Because maintaining classroom discipline is such a necessary skill for teachers, students are given the opportunity to choose a strategy and to apply it to a specific case study situation. Prerequisites: EDU 31233 Educational Psychology and PSY 32353 Developmental Psychology. Corequisites: EDU/E or EDU/S 41037 Student Teaching and EDU/E or EDU/S 42037 Student Teaching. 1 hr.

EDU 40931 Student Teaching Seminar Part of the student teaching semester, this course provides an opportunity for student teachers to interact as a group, to provide support to each other, and to develop a deeper understanding of teaching. Seminars cover such topics as credentials, interviewing, child abuse, human sexuality, and obtaining a teaching certificate. Course meets 6-8 times during the semester. Corequisites: EDU 41037 and 42037 Student Teaching-Elementary or Secondary. 1 hr.

EDU/E 41037 Student Teaching/Elementary The culminating field experiences for elementary pre-service teachers. Provides the opportunity to observe and to teach in an elementary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. 7 hrs.

EDU/E 42037 Student Teaching/Secondary The culminating field experiences for elementary pre-service teachers. Provides the opportunity to observe and to teach in an elementary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. 7 hrs.

EDU/S 41037 Student Teaching/Secondary The culminating field experiences for secondary pre-service teachers. Provides the opportunity to observe and to teach in a secondary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. 7 hrs.

EDU/S 42037 Student Teaching/Secondary The culminating field experiences for secondary pre-service teachers. Provides the opportunity to observe and to teach in a secondary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. 7 hrs. total.