MISSION STATEMENT

Ottawa University provides distinctive higher education programs that develop individual students in the context of its Christian heritage, its emphasis on life-long learning and liberal arts, its commitment to effective preparation for service in vocation and society, and its educational community. The University contributes to strengthening local congregations, organizations and business enterprises by meeting the developmental and educational needs of their leaders and members.

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 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.

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 specialization's 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 counsel 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 Taup 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 those courses 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 those 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 residents of the state of Kansas would meet the challenge to construct and rebuild the Ad Building. In 1904 the Administration Building was completed. 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 was completed in 1948, Atkinson and Behan Halls for men students in 1955. Myers Library and the Mammel Art Center in were built 1957. Price Hall as a men's residence was finished in 1961. The University Union was completed 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 to be added to physical facilities was the Mabee Center 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. Martin Hall renovation was completed during the summer of 1999. Wilson Field House was also renovated in 1999.

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, athletic participation has been with other small colleges
in Kansas, Missouri, Iowa, Oklahoma and Texas.  

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 that 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, www.ncacihe.org,
Chicago, Illinois 60602-2504, Phone (312) 263-0456.

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
limited by work responsibilities, family responsibilities, and
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
(785) 242-5200, extension 5421

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 with ELI instructors and individual tutoring by
students with exceptional English skills. In addition, arranged
special activities and personal encounters help the
international student grasp the dynamics of a cultural setting
so important to understanding a second language. Admission
to the ELI does not guarantee subsequent admission to the
regular university program of Ottawa University. However,
many students who successfully complete the ELI program
then enter the regular program of study. 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
(785) 242-5200 extension 1072
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 6124 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 and the Master of Arts in Counseling 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

**International Program.** In 1987 Ottawa University opened its first degree completion program in the Far East 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 The College (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, International Program
Ottawa University
1001 South Cedar #59
Ottawa, KS 66067-3399
(785) 242-5200 extension 5588

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**ACCREDITATION AND ASSOCIATIONS**

Ottawa University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, [www.ncaacie.org](http://www.ncaacie.org), Chicago, Illinois 60602-2504, Phone (312) 263-0456. 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 College (residential campus).
THE OTTAWA PLAN

With The College (residential campus), and adult centers located in Kansas City, Phoenix, Milwaukee, and the International Program in the Pacific Rim, 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, appreciation, 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 is offered to those candidates who, in the judgment of the Committee on Admissions, would profit from the educational experience at Ottawa University. The students Social Security number, date of birth, sex, national origin are requested to verify identity for accurate record keeping. Providing this information is voluntary. Ottawa University does not discriminate on the basis of race, age, gender, color, religion, disability, national or ethnic origin in the recruitment and admission of students.

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 specifics 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 University campus.

Students who have questions or who would like to arrange such a visit are encouraged to call 1-800-755-5200 extension 5421.

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 5421.
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. While there are no specific course requirements for admission, it is highly recommended that a candidate's high school transcript reflect a sound college preparatory curriculum.
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, on 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 additional information available 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 is transferred as if it had been taken at Ottawa. Credit is given for all passing grades. Credit will not, however, be transferred for participation in varsity sports, remedial or developmental courses, nor courses that were not earned toward a degree.
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 non-regionally 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 is counted 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.
Readmission of Former Students

A student who wishes to re-enter Ottawa University after a lapse of one academic semester or more must reapply to the Admissions Office for a reactivation of his/her file. Approval from the Financial Aid Office, the Business Office, the Dean of Student Services Office, and the Registrar's Office is a requirement for readmission. 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 faculty members appointed by the Provost, Dean of Student Development, the Registrar, and the Director of Administration and Financial Aid.

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, decides to seek 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, occasional 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

This program is designed primarily for high school seniors planning to enter college. It is administered in conjunction with Advance Placement (AP) courses taught in high school. The College encourages high school students to take AP examinations in any of eighteen (18) areas under the College Entrance Examination Board program. The results of these examinations are forwarded to Ottawa University where credit is determined on the basis of the test scores. The College gives recognition to AP grades of 3, 4, or 5. A grade of "P" (Pass) is recorded. It should be understood, at most colleges a Pass grade is interpreted as a "C" grade. The College assesses no fee for AP credit.
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<tr>
<td>Latin and Physics</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Mathematics (Calculus AB, BC)</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Music, Listening and Literature</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Physics</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Psychology</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3,4,5</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

**CLEP**

College Level Examination Program (CLEP) Subject Examinations are accepted at the University as a means of awarding credit for nontraditional work. The CLEP tests are designed to measure the extent of knowledge a student has already acquired. The hours of credit given the student are determined by a comparable course. Ottawa University awards credit to students based on acceptable scores earned on both the CLEP General and CLEP Subject Examinations. The required minimum score varies with the examination percentile range.

<table>
<thead>
<tr>
<th>General Exam</th>
<th>Score</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>421-500</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Mathematics</td>
<td>421-500</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Humanities</td>
<td>421-500</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Social Science</td>
<td>421-500</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Natural Science</td>
<td>421-500</td>
<td>6 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Exam</th>
<th>Minimum Score</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>47</td>
<td>6 hrs</td>
</tr>
<tr>
<td>American Government</td>
<td>47</td>
<td>3 hrs</td>
</tr>
<tr>
<td>American History I</td>
<td>45</td>
<td>3 hrs</td>
</tr>
<tr>
<td>American History II</td>
<td>45</td>
<td>3 hrs</td>
</tr>
<tr>
<td>American Literature</td>
<td>46</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Biology, General</td>
<td>46</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>51</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Calculus w/ Elementary Functions</td>
<td>47</td>
<td>6 hrs</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>47</td>
<td>6 hrs</td>
</tr>
<tr>
<td>College Algebra</td>
<td>45</td>
<td>3 hrs</td>
</tr>
<tr>
<td>College Algebra/Trigonometry</td>
<td>45</td>
<td>3 hrs</td>
</tr>
<tr>
<td>College Composition</td>
<td>47</td>
<td>6 hrs</td>
</tr>
<tr>
<td>College French Levels 1 and 2</td>
<td>39</td>
<td>6 hrs.</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>College German Levels 1 and 2</td>
<td>45</td>
<td>12 hrs.</td>
</tr>
<tr>
<td>Second Semester</td>
<td>40</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>48</td>
<td>12 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Spanish Levels 1 and 2</td>
<td>41</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Second Semester</td>
<td>50</td>
<td>12 hrs.</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>41</td>
<td>6 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Psychology</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>English Literature</td>
<td>46</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Freshman English</td>
<td>47</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>45</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Information Systems and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td>52</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Literature, Analysis and Interpretation of</td>
<td>49</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>Macroeconomics, Introductory</td>
<td>48</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Microeconomics, Introductory</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Management, Introductory</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>48</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Psychology, General</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>46</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>47</td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

**International Baccalaureate Program**

Ottawa University participates in the awarding of credit earned in the International Baccalaureate (IB) Program. The College grants credit based upon an adequate level of performance in these examinations. This program is a comprehensive and rigorous two-year curriculum, leading to examinations, for student's aged between sixteen and nineteen. Students successfully completing all or parts of the program receive the Diploma and/or Certificate from the IB Program.

No credit will be awarded for scores of 1,2,3, or 4. A grade of "P" will be awarded for scores of 5,6, and 7 on the Higher Level (HL) examinations. Credit hours will be determined by course equivalent to lower division courses. No credit will be given for subsidiary level exams.

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English A</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>French A</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>German A</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Spanish A</td>
<td></td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

**Group 2 – Higher Level Exams**

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English B</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>French B</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>German B</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Spanish B</td>
<td></td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

**Group 3 – Higher Level Exams**

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Geography</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td>3 hrs.</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>
Social Anthropology 3 hrs.
Organization & Management Studies 3 hrs.

**Group 4 – Higher Level Exams**

- Biology
- Chemistry
- Physics
- Design Technology
- Physical & Chemical Systems

**Group 5 – Higher Level Exams**

- Math w/ Further Math 3 hrs.

**Group 6 – Higher Level Exams**

- Music 3 hrs.
- Latin 3 hrs.
- Computing Studies 3 hrs.
- History/Culture of Islamic World 3 hrs.

**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.

**The College Visitation**

Prospective students are encouraged to visit the College 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. Special events at The College, hosted by the Admissions Office, 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.

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**FINANCIAL AID**

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, class rank, demonstrated leadership potential, 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. Students may call the Federal Hot Line at 1-800-433-3243 for additional information.

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 requests for additional documents and forms to allow the staff in the Financial Aid Office time to process their applications.

In developing the student financial aid award package, the Financial Aid Office begins by constructing a budget based on the estimated costs of education for the academic year. After analyzing resources available to the student, calculating need, and assessing the level of academic achievement, a determination of the financial aid award is made.
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 financial aid 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 addition information on available financial assistance contact:

Financial Aid Office
Ottawa University
1001 South Cedar #3
Ottawa, KS 66067-3399
Phone: 785/242-5200

Cost of Attendance

The Cost of Attendance is the total costs to attend college, this cost is usually expressed as a yearly or annual amount. 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 Federal Methodology (FM) indicates the amount you and your family are expected to contribute toward you education. It includes factors such as taxable and nontaxable income, assets (savings, etc.), benefits (Social Security or unemployment insurance), and the number of family members in college. The amount calculated is subtracted from the cost of attending Ottawa University, yielding the financial need. Students may receive a booklet describing the formula in detail by writing to:

Federal Methodology
Federal Student Aid Programs
P.O. Box 84
Washington, D.C. 20044

Or call 1-800-4.FED.AID.The EFC is used in an equation to determine the student's financial need:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution (determined by FM)} = \text{Financial Need}
\]

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. These are types of gift aid that do not have to be repaid. They are awarded in a nondiscriminatory fashion for recognition in the following areas:

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

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

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. A list of Ottawa University Endowments may be found in this catalog.

Grant Programs

Pell Grant. The Federal Pell Grant Program is federal gift aid designed to provide assistance to those students who demonstrate financial need according to economic criteria and program requirements established by the federal government. To be eligible, student must enroll in a degree program of approved certificate/diploma program, and be matriculated for your first bachelor’s degree. 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 funded by the United States Department of Education and administered by Ottawa University. Students who qualify are automatically considered for this grant. However, funds for this program are very limited. This grant is limited to students with exceptional financial need as determined by the Federal Methodology.

Kansas State Tuition Grant. The Kansas State 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) and must be submitted before March 15th each year. In order for students to receive a Kansas Comprehensive Grant in subsequent academic years, students must submit the FAFSA before April 1st each year; show a demonstrated level of need; and maintain a 2.00 cumulative grade point average.

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

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

Outside Scholarships and Grants. Students may be eligible for a specialized scholarship or grant from an outside agency. Some sources to explore are employers, unions, professional organizations and community special interest groups. Please see the Financial Aid Office for additional information on outside scholarships and grants.

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. It is important to remember that student accounts cannot be credited until the student has signed a promissory note.

Federal Subsidized and Unsubsidized Stafford Loans. Stafford Student Loans must be repaid and are available through banks and lending agencies at low variable interest rates not to exceed 8.25%. When deciding whether to borrow, students should examine the need for assistance and the future ability to repay the loan. Unlike consumer loans, student loans have longer terms of repayment. In most cases payment on a student loan is not required until the student leaves school. The precise terms of the loan are contained in the promissory notes that the borrower is required to sign. The amounts listed below are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized 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. The descriptions given here are summaries to terms available at the time of printing and are subject to change.

- 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 obtain 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 (lifetime loan limits) 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. 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 received will be at least the current federal minimum wage rate in effect at the time of employment. Students are paid every two weeks. The wages received cannot exceed the Federal Work-Study award. Students must complete an authorization statement with The College to apply work-study earnings to the educational charges.

**Application Procedure for Financial Aid**

**Entering (new) students should:**

1. Submit an application for admission.
2. If an American Baptist Church member, complete a Church and Campus scholarship application signed by the church pastor.

**All students (new and continuing) should:**

1. If applying for need-based aid, complete a Free Application for Federal Student Aid (FAFSA) and list Ottawa University, code 001937, as a college to receive the results. Kansas residents must complete the FAFSA to apply for the Kansas Tuition Grant.
2. Complete the Kansas State Aid Application to apply for other Kansas State Assistance programs. Kansas applications may be obtained from the high school guidance office.

3. Complete an Ottawa University Financial Aid application.

   It is the policy of Ottawa University that students must make financial arrangements for amounts due, after financial aid determination, before registration. The Office of Financial Aid can assist students in establishing personal budgets.

**Disbursement**

The word "Estimated" on Financial Aid agreements indicate that Financial Aid processing is incomplete. If processing cannot be completed by the payment deadline, the student assumes responsibility for his/her educational expenses, and is expected to contribute personally to pay the amount due.

Financial aid is credited to the student's account on a prorata basis per enrolled term according to the tuition charged. In processing withdrawals or dropped courses, a refund of tuition may result in a corresponding reduction of financial aid. Some financial aid is contingent upon living in residence halls.

If the students family’s financial situation changes significantly, inform the staff in the Financial Aid Office and request a review based on the new circumstances.

**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 Academic Progress**

In order to be considered for financial aid each year students must make satisfactory academic progress toward completion of degree requirements and be in good academic standing. Students are evaluated each year to ensure that they are meeting progress. Satisfactory academic progress is determined by two cumulative criteria, a qualitative and quantitative measurement, defined as the following:

**Qualitative (GPA)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 23</td>
<td>1.600</td>
</tr>
<tr>
<td>24 - 53</td>
<td>1.800</td>
</tr>
<tr>
<td>54 plus</td>
<td>2.000</td>
</tr>
</tbody>
</table>

**Quantitative**

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

Prior academic transcripts are evaluated for transfer students entering Ottawa University. A determination is made of the status of the student's satisfactory academic progress 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.

**For additional help**

Financial Aid Information page
www.finaid.org

U.S. Department of Education
www.ed.gov
Phone 1-800-4-FED-AID

Student Guide
www.ed.gov/prog_info/SFA/StudentGuide

FAFSA on the Web
www.fafsa.ed.gov

KASFAA
www.kasfaa.org

fastWEB (a free scholarship search)
www.fastweb.com

USA Group
1-800-824-7044
www.usagroup.com
Endowed scholarships are gifts given to Ottawa University by a donor for academic scholarships or other specifically designated areas of the university. Endowed scholarships are often provided in a will or bequest to support the university for perpetuity. The university invests these funds and uses a portion of the interest earned in areas designated by the donor/s of the funds. Endowed scholarships are a vital investment in Ottawa University, its students, and their educational endeavors. Many donors, alumni, family, and friends, wish to invest in the university and find endowed scholarships a very satisfying approach for this investment. Donors are invited to establish criteria for the selection of recipients of academic endowed scholarships. It is an honor for Ottawa University students to receive such an academic scholarship.

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
Dr. W. David & Esther Ruth Bemmels
Dennis M. & Ruth Billingsley
Walter & Lucy Kinsey Bledsoe
Blythe
Bill Boucek
Braves Inc.
W. Henry & Elsie M. Brost
Dr. Lulu M. 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
Dr. 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. Flanagin
Walter B. & Emma H. Franklin
Bill & Inez Frear
Froning Family
Lorita Fuller
Elmira Graham
Harry W., Jennie M. & Alma Grass
Mirko Grgas
J. C. & M. L. Grogan
Vorha May Baliman Haffner
Ed & Ethel 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
Dr. 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 Mohman
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
Dr. Earl & Marvel Schlick
Clarence & Nora Schmidt
Theodore H. Schupbach
Fred Schwabenland
Wilbur A. Schwatken
Forrest G. Selanders
Andrew F. & Jennie C. Senter
Dr. 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
Dr. Wilbur D. & Ellen Ann Wheaton
Al Williams
T. Henry Williams
Willis Family
Women's Educational Society
Fred and Marjorie Zook
EXPENSES

On Campus Charges, Payment Plans, Penalties, 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 at the time of 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. Continuing students are required to pay a deposit of $50 prior to the April 1 deadline, to reserve a room in University housing. The full amount is applicable to charges.

Estimated Cost of Attending (1999-2000)

Estimated Tuition and Fees. The following are estimated for the 1999-2000 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$10,040</td>
<td>$5,020</td>
</tr>
<tr>
<td>(12 to 18 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>$210</td>
<td>$105</td>
</tr>
<tr>
<td>(12 to 18 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$335 per hour</td>
<td></td>
</tr>
<tr>
<td>(less than 12 hrs)</td>
<td></td>
<td></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 O. U. Bookstore.

Estimated Cost of Room and Board. The following are estimated for the 1999-2000 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board (19 meals a week)</td>
<td>$2,220</td>
<td>$1,110</td>
</tr>
<tr>
<td>Room (double occupancy)</td>
<td>$2,000</td>
<td>$1,000</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 the tuition per credit hour is equal to the regular tuition (minus fees) divided by 15 hours. The student benefit fee applies.

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 and summer school). The student benefit applies.

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

Contract Assurance Tuition Rate. Contract Assurance Program* (varies). The student benefit fee applies.*

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 the rate charged 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

Special fees apply in the following categories.

Security Deposit. This deposit may be refunded 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. The Student Senate makes decisions regarding the allocation of the Student Benefit Fee funds. 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>$55</td>
</tr>
<tr>
<td>9 - 11</td>
<td>80</td>
</tr>
<tr>
<td>12 +</td>
<td>105</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 assesses 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 and diploma cover, cap and gown, etc.) 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.

Penalties for Collection. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

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REFUND POLICY

A student must file, with the Registrar's Office, notice of withdrawal from school and notice that a class is dropped 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 the Registrar's Office.

The institution issues pro-rata refunds, calculation accordance with The Department of Education regulatory requirements. This statutory pro-rata calculation is applied in a "fair and equitable" manner.

Refunds before the first day of class. The institutional charges (tuition, fees, room, and board) 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></th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Balance due</td>
<td></td>
</tr>
</tbody>
</table>
Fall and Spring Semester

Refunds after the first day of class up to and including the tenth day of class during the fall or spring semester. 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 class for which the student was charged, up to and including the tenth day of class during that period of enrollment. Board will be reduced on a prorated weekly basis.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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 tenth day of class up to and including the twentieth day of class during the fall or spring semester. The institutional charges (tuition, fees, and room) will be reduced by 75%, less an administrative fee, if the student withdraws at any time after the tenth day of class for which the student was charged, up to and including the twentieth day of class during that period of enrollment. Board will be reduced on a prorated weekly basis.

Example of refund:

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

Refunds after the twentieth day of class up to and including the thirtieth day of class during the fall or spring semester. 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 twentieth day of class for which the student was charged, up to and including the thirtieth day of class during that period of enrollment. Board will be reduced on a prorated weekly basis.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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 thirtieth day of class up to and including the fortieth day of class during the fall or spring semester. 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 fortieth day of class for which the student was charged, up to and including the fortieth day of class during that period of enrollment. Board will be reduced on a prorated weekly basis.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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>

There are no refunds for tuition, fees, and room after the fortieth day of class. Board will be reduced on a prorated weekly basis.

Summer School

Refunds after the first day of class up to and including the fifth day of class during Summer Session. The tuition will be reduced by 90%, less an administrative fee, if the student withdraws at any time after the first day of class for which the student was charged, up to and including the fifth day of class.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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 fifth day of class up to and including the tenth day of class during Summer Session. The tuition will be reduced by 75%, less an administrative fee, if the student withdraws at any time after the fifth day of class for which the student was charged, up to and including the tenth day of class.

Example of refund:

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

Refunds after the tenth day of class up to and including the fifteenth day of class during Summer Session. The tuition will be reduced by 50%, less an administrative fee, if the student withdraws at any time after the fifth day of class for which the student was charged, up to and including the fifteenth day of class.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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 fifteenth day of class up to and including the twentieth day of class during Summer Session. The tuition will be reduced by 25%, less an administrative fee, if the student withdraws at any time after the fifth day of class for which the student was charged, up to and including the fifteenth day of class during that period of enrollment.

Example of refund:

<table>
<thead>
<tr>
<th>Description</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>

There are no refunds for tuition the twentieth day of class.

Procedures. Reductions are allowed only after the student processes a formal withdrawal application. The withdrawal process is begun in the Office of the Registrar, located in the Administration Building, Room 209. Students are cautioned that tuition and contracted services, such as room and board, remain in effect with charges accruing until the withdrawal process is completed.
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 - 10</td>
<td>90%</td>
</tr>
<tr>
<td>11-20</td>
<td>75%</td>
</tr>
<tr>
<td>21-30</td>
<td>50%</td>
</tr>
<tr>
<td>31-40</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>2-5</td>
<td>90%</td>
</tr>
<tr>
<td>6-10</td>
<td>75%</td>
</tr>
<tr>
<td>11-15</td>
<td>50%</td>
</tr>
<tr>
<td>16-20</td>
<td>25%</td>
</tr>
</tbody>
</table>

Refunds of paid board charges are calculated on a prorata 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.

Refunds for change in enrollment status

A student who drops a course that affects the full-time enrollment status before the twenty-first day, 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 recorded date of attendance and/or the student's written withdrawal notification.

A student who drops a course that affects the full-time enrollment status after the twentieth day will not be eligible for a refund.

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**STUDENT LIFE**

**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 with limited mobility.
- Administrators, staff, and faculty will consult in prearranged locations with students or 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 (RD’s) and/or Resident Assistants (RA’s). The Residence Hall staff is trained to provide help with traditional and routine situations. They can help find additional assistance when needed.

If more in-depth counseling is 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. 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. Health 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 and Martin 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.

Annual Campus Security Report

The Office of Student Development publishes and distributes by September 1 of each year information regarding
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.

The University also 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)
- Amnesty International
- Black Awareness Club (BAC)
- Cheerleaders
- Cognoscenti (literature)
- Computer Club
- Drama Club
- Fellowship of Christian Athletes (FCA)
- G.O.T.C.H.A. (service organization)
- Native American Student Association (NASA)
- The "O" Club (letter persons)
- Student Activities Force (SAF)
- The Campus (student newspaper)
- Christian Faith in Action (CFA)
- Dance Team
- Education Club
- Habitat for Humanity
- The Ottawan (yearbook)
- Pi Kappa Delta
- Senior Class
- Sigma Alpha
- Student Government
- Whole Earth Club (multicultural)

**Greek Life**

Greek life is an important part of the College campus life. Local fraternities and sororities provide an opportunity for student to plan social events, community service projects, participate in intramural, and other activities to enhance student leadership development. For the first time during the 1999-2000 academic year, there are two local fraternities and three local sororities. The local fraternities and local sororities are listed below:

**Local Fraternities:**

- Beta Gamma Chi
- Delta Phi Delta

**Local Sororities:**

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

Off-campus students are encouraged to join one of the local fraternities/sororities listed above.

**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, Campus Ministry Interns, and the Religious Life Council.

**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.

**Religious Life Council.** The Religious Life Council 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., G.O.T.C.H.A. 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.

**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 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
- to give visible focus to a concern for high academic achievement

- to recognize those students who have attained distinction in OU's academic program.

Its members are:

**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.

- those members of the faculty and staff who, as undergraduates, were elected to Sigma Alpha
- those members of the faculty and staff who have been elected to membership in such recognized liberal arts national honor societies as Phi Beta Kappa, Phi Kappa Phi, and Alpha Chi
- undergraduates elected from the top 10% of the campus senior class
- undergraduates elected from the top 2% of the campus junior class.

Election is by members of Sigma Alpha Honor Society and is based upon high academic achievement and the fulfillment of the University's mission and purposes.

**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 and Field
Cross Country
Golf

Women's Intercollegiate Programs. Varsity competition for women is available in:
- Volleyball
- Basketball
- Softball
- Soccer
- Track and Field
- Cross Country

Eligibility Regulations
Ottawa University is a member of the National Association of Intercollegiate Athletics (NAIA). The rules and regulations of NAIA apply to both men's and women's sports. You must, if a first-time entering first-year student, meet two of three entry-level requirements:
- A score of 18 on the Enhanced ACT or 860 on the SAT.
- Achieve an overall high school GPA of 2.0 on a 4.0 scale
- Graduate in the top half of your high school graduating class.

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

"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:
- the 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
- the 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
- 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

This report may be obtained by contacting:

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

OTTAWA UNIVERSITY

CELEBRATES

100 YEARS OF BASKETBALL
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 administration makes every attempt to clearly advise students concerning progress toward graduation. There will be no waiver or exception granted because a student asserts that he/she was not informed of regulations or procedures.

Student Right to Know

Current and 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 and the general student body." The information is published in the "Fall/ Spring Schedule of Courses" each academic year.

Family Educational Rights and Privacy Act

Annually, Ottawa University informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the ACT.

FERPA affords student certain rights with respect to their education records. They are:

The right to inspect and review the student’s education records within forty-five (45) days of the day the University receives a request for access.

Students should submit to the Provost, Associate Dean, Registrar, or other appropriate official, written requests that identify the record(s) they right to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student to the correct official to whom the request should be addressed.

The right to request amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). An official is also a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official is a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official need to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the United States Department of Education concerning alleged failures by Ottawa University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

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

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

Category II: Previous institution(s) attended, major field of study, awards, honors, degrees conferred (including dates).
Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Additional information on policy and procedures may be found in the Student Handbook and/or in the Registrar's Office.

Graduation Requirements
Bachelor of Arts Degree, The College

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 academic advisor, typically late in the first year, but no later than the middle of the sophomore 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 academic 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 for approval as needed.

1. Liberal Arts Studies Course Requirement. Each student must satisfactorily complete the interdisciplinary seminars:
   LAS 12513 Writing: Freedom and Responsibility (for entering first-year students only)
   LAS 32513 Scholarship: Research and Criticism
   LAS 42515 Group Problem Solving
   See Liberal Arts Studies for course descriptions.

2. Religion Course Requirement Each student must satisfactorily complete for graduation requirements, the two following courses:
   REL 10223 Introduction to the Gospels
   REL 11023 Christian Thought I

3. Beyond Classroom Learning. (Formally University Program Series) Attendance at the Beyond Classroom Learning (BCL) is part of the Liberal Arts Studies requirement for graduation. Each student is expected to attend ten (10) BCL events each semester and to report 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. 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 BCL attendance is required for graduation. The requirement for transfer students depends upon the hours of credit earned at entry:
   - From 1 to 12 hours need 6 semesters
   - From 13 to 23 hours need 5 semesters
   - From 24 to 40 hours need 4 semesters
   - From 41 to 60 hours need 3 semesters
   - From 61 to 92 hours need 2 semesters
   - Over 92 hours need 1 semester
   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.

4. Major Requirement. Each student is required to plan a major program in cooperation with an appropriate faculty advisor, involving from at least 24 but not more than 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.

5. Distribution Requirement. Each student is required to select distribution courses consistent with his/her educational goals and approved by the faculty advisor. The student must maintain passing work in these courses as evidenced by the course instructor's evaluation. In order to be approved, a student's educational plan must show encounter with all seven areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.

6. 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. In the case of transfer students, before the end of the first year at Ottawa University, or by passing UNV 11112, Introduction to College Skills: Reading, with a grade of "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. In the case of transfer students, a grade of "C" or better in Composition II will meet this requirement.

- **Computational competency** is demonstrated by passing any distribution course in Area V, Mathematics. In the case of transfer students, a passing grade in College Algebra or a more advanced math course will meet the requirement.

Teacher Education students may demonstrate skills competency in reading and writing 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.

7. **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 2.00 or better. Transfer students must maintain at least a 2.00 GPA in Ottawa University course work as well as their cumulative 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, and the Associate Dean of the major department.

- Liberal arts studies credit may also be achieved through planned independent study in cross-cultural experiences. For further information students should consult with their advisors, the Registrar's Office and the Associate Dean of Liberal Arts Studies.

- 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 graduation requirement of 124 semester hours. Courses transferred from a junior or community college after a student has completed 62 semester hours will not count toward the 124 hours graduation requirement. Courses transferred from a junior or community college after a student has completed 62 semester hours will not 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.

8. **Graduation.** Graduating seniors are expected to attend the baccalaureate service and commencement, and must appear personally at graduation to receive their diplomas. The Provost, only in case of absence due to justifiable cause can authorize graduation in absentia. For seniors, graduating in absentia, notify the Registrar of address to which diplomas should be mailed.

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 credit hours per semester. Other students, enrolled in 11 credit hours or less are classified as part-time.

The number of credit hours earned toward graduation determines student classification.

A degree-seeking student with less than 24 credit hours earned is classified as a first-year student.

A degree-seeking student with 24 to 53 semester hours earned is classified as a sophomore.

A degree-seeking student with 54 to 91 semester hours earned is classified as a junior.

A degree-seeking student with 92 or more semester hours earned is classified as a senior.

Persons who are not candidates for a degree are classified as "Occasional" students.

Course Load

Students are defined to be full-time in the fall and spring semesters if they are enrolled in at least 12 but no more than 18 credit hours.

Students are defined to be half time in the fall and spring semesters if they are enrolled in at least 6 but fewer than 12 credit hours. Enrollment in less than 6 hours is considered to be less-than-half-time.

The maximum number of credit hours permitted during the fall and spring semesters is 18. Any overload must have the approval of the Academic Advisor and the Associate Dean.

During the summer session, a student enrolled in at least 6 credit hours is considered full-time.

During the summer session, a student enrolled in at least 3 but less than 6 credit hours is considered half time. Enrollment in less than 3 credit hours is considered less-than-half-time.

During the summer session, the maximum of 9 credit hours is permitted. Any overload must have the approval of the Associate Dean.

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. The University may initiate an administrative withdrawal 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. 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 toward 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 - 23</td>
<td>1.600</td>
</tr>
<tr>
<td>24 - 53</td>
<td>1.800</td>
</tr>
<tr>
<td>54 - and over</td>
<td>2.000</td>
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Ottawa University reserves the right to suspend any student whose semester GPA falls below 1.000. 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 2.00 cumulative GPA in courses taken at Ottawa University in order to be eligible for graduation. Furthermore, each transfer student's progress toward fulfilling this requirement will be carefully monitored 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 2.00.

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.

**Beyond Classroom Learning Probation**

A student who fails to meet Beyond Classroom Learning requirement according to the following schedule will be placed on BCL 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 second year.
• At least 5 semesters of credit by the end of the third 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. The Provost will make this determination.

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 students receive a grade report. Scholastic standing on the grade report 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 (4) grade points
• B good work; three (3) grade points
• C average work; two (2) grade points
• D passing but below average; one (1) grade point
• F failure; no (0) grade point; hours are calculated in grade point average

28
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. The work must be completed within one year from the day on which the "I" was issued. Incomplete grades will be changed to a NC if unless another grade has been determined by the instructor.

NC no credit is assigned for failure to meet the Beyond Classroom Learning requirement or when an administrative withdrawal is issued by the University

W withdraw
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 degree-seeking student at Ottawa University
- 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 degree-seeking student at Ottawa University
- Earned at least 12 or more semester hours during the immediately preceding semester at Ottawa University
- Immediately 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 will prevent the student from earning honors.

Provost's Honors Cup and Plaque. This award is presented at the Fall Convocation to the Greek 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 Greek 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. '98-'99 compared to '97-'98.

Medals of Excellence. These awards are presented at the Fall Convocation to full time (for the academic year) degree seeking 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. Faculty nominates and votes for students to be selected for inclusion in Who's Who. These students 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 alumni from The College of Ottawa University 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 The College graduates that they can update and improve their skills and knowledge beyond graduation at little additional cost.

Graduates from The College of Ottawa University 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.

**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 on academic computing facilities, regulations, staff rights and responsibilities, internet access, and academic computing rules, see “Computing Facilities” in the Ottawa University Student Handbook.

**Compliance with Federal Laws and Regulations**

Information on topics in regard to Ottawa University’s compliance with federal laws and regulations can be found in this catalog. Please see “Index” for easy access to statements regarding these and other compliance issues:

- Accreditation
- Admissions
- Americans with Disabilities Act
- Campus Security
- Cost of Attendance
- Graduation Requirements
- Drug Free Schools and Communities Act Policy
- Family Education Rights and Privacy Act
- Financial Assistance
- Nondiscrimination
- Satisfactory Academic Progress
- Refunds
- Sexual Harassment Policy
- Student Right to Know Information
REGISTRATION

Registration is the process by which students become eligible to attend classes. It involves students with their academic 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. This final step involves the Financial Aid Office where those students who receive financial aid will complete the necessary forms and receive their Financial Aid awards and the Business Office where students either pay or sign with Tuition Management Systems (TMS), or make arrangements for payment of charges and 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 enrollment is limited to 9 hours.

A fee of $25 is charged for late registration This late fee applies 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.

Academic Web Services

Provides dynamic and interactive state-of-the-art service for currently enrolled students. Students may obtain current information from their own records at any time and from anywhere using a normal Web browser. Student may register for courses at their own initiative and convenience. Benefits include secure access privileges for currently enrolled students and guest privileges for the general public. Included is a complete list of detailed courses being offered and a faculty list. Individual faculty pages listing office location, phone, e-mail, course loads by term, may also include a photo and links to additional pages.

In order for security levels to be maintained students with a private access code (PIN) have the ability to:

- Change personal information.
- Register for courses
- Add courses
- Drop courses
- Print course schedule with course number, title, days, time, instructor, building, and room information.
- Use the “GPA calculator” to project future GPA’s based on current or estimated progress.
- View student account balance.
- View Financial Aid.
- Print unofficial student copy of transcript.

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.

Course Schedule

Ottawa University publishes course schedules each Fall and Spring semester as well as for Summer. 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.

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, a 3 "Junior" or 4 "Senior" level, signifies "upper division" courses intended for junior and senior 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. See Refund Policy for information regarding the way any change of registration may affect tuition.

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 results 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 are not permitted to withdraw from a course and will be given a grade of "F".
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 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.

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 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 from the University.

Disenrollment

A student who has been disenrolled from the University will have the courses in which he/she enrolled at the time listed on the transcript. A grade of "NC" no credit is entered. The date and a statement of disenrollment is noted on the transcript.

LIBERAL ARTS STUDIES

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 those 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 Beyond Classroom Learning experience.

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 College 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 College LAS 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 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 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 courses 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 seven 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 after the second semester of attendance for first year students and before the first semester of 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 (classified as having earned 92 or more credit hours) the opportunity to bring their entire college experience to bear on a complex issue. Working in small groups (usually four or five), students first identify and define a significant problem or issue (e.g., child abuse, athletics and education, the energy crisis), and then articulate 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 acts as a resource person and critic. Twice during the course the group presents and defends its work before a "jury" of faculty and persons from the University community who have particular expertise in the areas of their research. The first presentation and defense occurs midway through the course, the second occurs during the last week of classes. Prerequisite: LAS 32513 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 distribution courses from each of seven areas. These seven areas represent the full range of human knowledge and investigation. The distribution 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 seven areas and the approved breadth courses for each area:

**Area I Creative & Performing Arts**
- ART 13023 Art Fundamentals
- MUS 10123 Introduction to Creative Listening
- MUS 10223 Popular Music in America
- THE 11823 Applied Theater

**Area II Historical & Cultural Perspectives**
- ENG 10223 Contemporary Literature
- ENG 20123 World Literature
- HPS 11045 The American Experience
- HPS 25353 World Civilization I
- HPS 25453 World Civilization II
- HPS 30353 Introduction to World Geography
- PHL 11023 Basic Issues in Philosophy

**Area III Social & Behavioral Sciences**
- ECO 20163 Macroeconomics
- HPS 13354 American Government
- HPS 22454 World Political Communities
- PSY 12053 Principles of Psychology
- SOC 10153 Social Thought
- SOC 11753 Social Problems
- SOC 26053 Cultural Anthropology

**Area IV Mathematical & Logical Systems**
- MAT 10643 College Algebra
- MAT 11043 Elementary Functions
- MAT 21044 Calculus I
- MAT 26043 College Geometry
- MAT 30443 Statistics
- MIS 16163 Computer Programming

**Area V Natural Sciences (with lab)**
- BIO 10043 Principles of Biology
- BIO 20643 Environmental Biology
- CHE 10044 Concepts of Chemistry
- CHE 12044 General Chemistry I
- PHY 10944 Physical Science
- PHY 22044 College Physics I
- PHY 24744 University Physics I
**Area VI Language**

ENG 23723 Intermediate Writing  
ENG 31023 Advanced Expository Writing  
COM 10023 Survey of Mass Communications  
COM 33663 Interpersonal Communication  
SPH 11023 Speech Preparation & Delivery  
SPA 10123 Elementary Spanish

**Area VII Physical Fitness (choose two)**

PAC 10131 Coed Weight Training  
PAC 10231 Coed Tennis  
PAC 10331 Body Conditioning  
PAC 10931 Karate  
PAC 11131 Lifetime Fitness  
PAC 11231 Nontraditional Team Sports I  
PAC 11331 Folk and Square Dance  
PAC 11431 Karate  
PAC 11631 Nontraditional Team Sports II  
PAC 11731 Golf  
PAC 11831 Bowling

**Beyond Classroom Learning**

Another aspect of the liberal arts program in which each full-time student participates is Beyond Classroom Learning (BCL). Credit is earned by attending ten events each semester. Individual programs within the series provide a platform for the concerns of students and faculty. They create interest in important public and intellectual issues and encourage appreciation of the arts through performance and discussion. They ensure continuing confrontation with the claims of the Christian faith outside of formal study. In general, these programs provide for the gathering of substantial portions of the University community around a series of common experiences as a means of overcoming the fragmentation of ideas and relationships. They serve the broader purposes of Liberal Arts Studies for all members of the University.

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

**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 are guided into a balanced program of general education courses which supplement and complement individual abilities, experiences and prior learning, in which assignments and activities are presented to foster intellectual and personal growth.

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

- 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.

**The Major**

The goal for the academic program in the major area is to assist students to research and organize content in that area. To create and articulate views, integrate knowledge, and solve problems. To value the discipline(s) of the major area, and prepare for personal pursuits to graduate studies or a career. To achieve the general goal students are guided into a major area in which assignments and activities are be presented to foster intellectual and personal growth.
To demonstrate intellectual growth and competence in the major area students will:

- Acquire, comprehend, organize, and apply knowledge within their major area.
- Analyze and evaluate knowledge within their major area.
- Solve problems presented by their major field.
- Integrate specific content with that of other fields.

- Present oral and or written projects and assessments based on investigations in their major field.

To demonstrate personal growth through the major area students will:

- Describe the significance and value of the work done in their field.
- Exhibit behavior indicative of a continuing interest in their field.

MUSIC, THEATRE, AND COMMUNICATIONS

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 addition to music and theatre, the students create and publish their own newspaper (the Campus) and yearbook (the Ottawan), and manage and program their own FM radio station (KTJO).

ACADEMIC PROGRAMS

The Roles Played by Liberal Arts Studies, Electives, and the Major

A liberal education is a lifetime endeavor of the open and inquiring mind reflecting upon what has been learned and experienced. The liberal arts college serves to launch that endeavor and to provide the orientation and skills for its continuing pursuit. Ottawa University's curriculum is fundamentally based upon the principles of quality and selectivity rather than quantity. The curricular variety is great enough, however, that a single student could use two decades of steady enrollment in different course options and still not exhaust the number of courses available.

For those seeking meaning, coherence, and individualized planning, The College of Ottawa University is a rich resource. The requirements for Ottawa's Bachelor of Arts degree specify what the faculty believes to be essential for beginning the pursuit of liberal education. These requirements allow great freedom for each student to select or design a course of study. At the same time, they provide a common structure to promote the balance and coherence necessary for truly liberal study. Thus, every student is called upon to select courses in such a way that work in one subject illuminates and is illumined by the study of another.

Generally, each student's curriculum in most liberal arts colleges is organized into thirds. Approximately one-third consists of general education elements; another third constitutes the major area of study; and the final third is made up of elective elements. At Ottawa University the liberal arts aspect is shared by all students. Liberal arts studies is the common heart of the program that makes each graduate an Ottawan. Ottawa's values and mission are embodied in this endeavor. It is the element that strives for the coherence and integration of all components of the educational program.

Building upon the foundation of the liberal arts studies (LAS) program's common structure, the focal point of each individual students program is the major. This is a selected program of study which provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. Much of higher education uses the term "major" to signify only a discipline as it is represented in a particular academic department. Ottawa's academic divisions do indeed support focused study areas, but majors at The College are not restricted to a single division. The student and faculty advisor explore the options that are most valuable for the student's educational goals. The major that is ultimately chosen may lead toward a vocational outcome, a professional area for further study after graduation, or a coherent focus that enables the liberal arts graduate to cope with an ever changing and challenging world.
A strong elective program provides the student's education with the kind of diversity that affords new perspectives and encourages new enthusiasms. It allows the student to sample new ideas, disciplines, and faculty. Further, at Ottawa, the student is encouraged to give some design and coherence to his/her elective choices rather than allow them to be simply a random collection of courses. In particular, it is hoped that a student's elective program will strengthen his/her capacities to survive and thrive in a complex world as a person of integrity, breadth, and wisdom.

Courses of Study

In its academic organization, Ottawa University's residential campus has classified its disciplines into two divisions: The Division of Arts and Humanities and the 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. A description of the interdisciplinary majors available, the individualized major, and a number of other program possibilities follow these.
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.

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**ART**

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 the 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 of art (Drawing/Painting/Design Emphasis or Sculpture/Crafts/Design Emphasis), those who seek to teach art, and those who simply seek to explore a new interest.

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**Drawing/Painting/Design Emphasis**

**Required Major Courses:**

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

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

- ART 23423 Graphic Design
- ART 33523 Painting II
- ART 32023 Drawing and Composition II

Also 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 management if information systems.

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**Sculpture/Crafts/Design Emphasis**

**Required Major Courses:**

- ART 13023 Art Fundamentals
- ART 20623 Art History I
- ART 20723 Art History II
- ART 22023 Drawing and Composition I
- ART 23023 Design I
- ART 23723 Ceramics I
- ART 33023 Design II
- ART 33723 Ceramics II
- ART 49024 Art Comprehensive

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 management if information systems.

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**Teacher Certification Emphasis:**

**Required for Certification in Education for Art (K-12):**

- ART 10321 Photography
- ART 10521 Jewelry
- ART 10621 Printmaking
- ART 10721 Weaving
- ART 13023 Art Fundamentals
- ART 20222 Elementary Art Methods
- ART 20623 Art History I
- ART 20723 Art History II
- ART 22023 Drawing and Composition I
- ART 23023 Design I
- ART 23423 Graphic Art
- ART 23523 Painting I
- ART 23723 Ceramics I
- ART 33023 Design II
- ART 49024 Art Comprehensive

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

- EDU 31632 Reading in the Content Area
- EDU Secondary and Middle School Practicum

Continued on next page
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.

ART 10121 Calligraphy
ART 10221 Watercolor
ART 10321 Photography
ART 10421 Cartooning
ART 10521 Jewelry
ART 10621 Printmaking
ART 10721 Weaving
ART 10821 Illustration

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.

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, expression through a variety of media, and study of 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. 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 studio courses completed before registering. 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.

**Biology Major**

**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 30043 Environmental Biology
- or BIO 31143 Field Ecology
- BIO 40343 Vertebrate Structure & 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:**

**Required for Certification in Biology:**

- EDU 31632 Reading in the Content Area
- EDU 32532 Secondary & Middle School Practicum
- EDU 35732 Specialized Secondary Methods
- BIO 10043 Principles of Biology
- BIO 10042 Principles of Biology Lab
- BIO 20043 Organismic Biology
- BIO 20042 Organismic Biology Lab
- BIO 20343 Human Anatomy & Physiology
- BIO 20342 Human Anatomy & Physiology Lab
- BIO 30243 Microbiology
- BIO 30242 Microbiology Lab
- BIO 31143 Field Ecology
- BIO 31243 Genetics and Society
- BIO 40343 Vertebrate Structure & Development
- BIO 42543 Animal Behavior
- CHE 12044 General Chemistry I and Lab
- CHE 12144 General Chemistry II and Lab
- MAT 10643 College Algebra
- MAT 11143 Pre-calculus
- MIS 12063 Introduction to Computers
- MIS 16163 Computer Programming
- PHY 11043 Physical Science
- PHY 11041 Physical Science Lab
- PHY 22043 College Physics I
- PHY 22041 College Physics I Lab
- PHY 22143 College Physics II
- PHY 22141 College Physics II Lab

**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 21443 Introduction to Nutrition** A study of the fundamental principles of nutrition. The nutritional requirements of the human are discussed for the major segments of the life span. Interrelationship of various nutrients is also discussed. Prerequisite: BIO 10043 Principles of Biology or CHE 10044 Concepts of Chemistry or equivalent. 3 hrs.

**BIO 30243 Microbiology** An introduction to microbiology with an emphasis on the bacteria. Topics include prokaryote cell structure, metabolism, and growth; medically significant

*Continued on next page*
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 2-hour laboratory's 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.

BIO 31243 Genetics and Society A non-laboratory 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, transplantation, 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.
A major in Business Administration (OAD Organization Administration) is designed to provide the Ottawa University 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 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 internships, the focus is on a particular type of organization.

Business Administration Emphasis

Required Major Courses:
OAD 30563 Management
OAD 31063 Business Law
OAD 31863 Marketing
OAD 40064 Financial Administration
OAD 42564 Strategies and Policies

Plus 9 hours from the following:
ECO 30363 Money and Banking
ECO 40863 International Business
OAD 10163 Personal Finance
OAD 30063 Behavior in Organizations
OAD 32563 Human Resources Administration
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 32044 Statistics
PSY 12053 Principles of Psychology

Business Communication Emphasis

Required Major Courses:
COM 10063 Survey of Mass Communication
COM 30363 Organizational Communication
COM 40363 Electronic Media 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

Courses Offered:
OAD 10163 Personal Finance Topics include opportunity costs, investments, taxes, cost/use of credit; insurance, housing, transportation decisions; retirement, estate planning, personal cash flow, forecasting and management. 3 hrs.
OAD 30063 Behavior in Organizations Study of Human behavior in work organizations. Focuses on individual satisfaction and motivation as related to organizational structure, the nature of task, and the locus of power. Topics include small group formation, maintenance, organizational conflict, communications, and leadership. 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. 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, ACC 20464 Accounting for Financing and Investing Activities, and the first five required major courses, and consent of the Instructor. 4 hrs.
CHEMISTRY

Courses Offered:


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. Prerequisite: 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 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 ultraviolet and infrared spectrophotometry. Corequisite: CHE 23043 Organic Chemistry I. 1 hr.


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.
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, Electronic Media Management and Business Communication, as well as a number of courses specifically related to the study of print media and speech communication.

The Electronic Media 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:**

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<tbody>
<tr>
<td>COM 10063</td>
<td>Survey of Mass Communication</td>
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<tr>
<td>COM 30963</td>
<td>Electronic Media Advertising and Sales Management</td>
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<tr>
<td>COM 30363</td>
<td>Organizational Communication</td>
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<tr>
<td>COM 31263</td>
<td>Management Practicum</td>
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<td>or COM 41063</td>
<td>Internship</td>
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<tr>
<td>COM 40463</td>
<td>Electronic Media Management</td>
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<td>COM 40563</td>
<td>Electronic Media Law and Regulation</td>
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<td>COM 49062</td>
<td>Senior Seminar in Media Issues</td>
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<td>OAD 30563</td>
<td>Management</td>
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<tr>
<td>OAD 31863</td>
<td>Marketing</td>
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<td>ACC 20364</td>
<td>Accounting for Business Operations</td>
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<tr>
<td>COM 10662</td>
<td>Radio Workshop (at least two semesters)</td>
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<tr>
<td>COM 31163</td>
<td>Introduction to Video Production</td>
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<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
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<td>or ENG 31023</td>
<td>Advanced Expository Writing</td>
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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 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 20361 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 20461 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.

**COM 22163 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