The 2006-2007 University Catalog is also available on Ottawa University's website at www.ottawa.edu. While Ottawa University strives to publish an accurate printed copy of the University Catalog, the online version is the University's official document. The provisions of this catalog are subject to change at any time by Ottawa University in its sole discretion.
PRESIDENT'S MESSAGE

Dear Students and Prospective Students,

As President of Ottawa University, I would like to congratulate you on your decision to pursue higher education and for considering Ottawa University in that process. You will find OU to be a very friendly place, with many people here devoted to helping you succeed. The list of successful alumni from Ottawa University is prolific and impressive. Your experience with us should be just as fruitful.

The information below is designed to help you navigate the complex process of getting a degree. You will find contact information, curriculum requirements and other information necessary to make the process easier. If you have any questions, do not hesitate to contact someone. We are here to serve you.

If you stay ahead in your school work, stay positive in your outlook, and let us help you whenever you need it, it will not be long until you will be walking across that stage and I will be handing you your diploma. Best of luck to you.

Sincerely,

[Signature]

Dr. Fredrick R. Snow
President

Taufy Jones Hall
Office of the University President
1001 South Cedar Street
Ottawa, KS 66067-3399
785-242-5200
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UNIVERSITY CONTACT INFORMATION

University-Wide Contact Information
Dr. Fredrick R. Snow, President 785-229-1040
Dr. James Billick, Executive Vice President 785-229-1045
Susan Backofen, Vice President for Enrollment Management 785-229-1044
Charlotte Krebs, Director of Alumni Relations 785-229-1032
Tom Corley, Director of Business Operations 785-229-1081
Brenda Guenther, Director of Finance and Controller 785-229-1082
Howard Fischer, Director of Financial Aid 602-749-5120
Joanna Walters, Director of Human Resources 785-229-1083
Dr. Jack D. Maxwell, Director of Information Technology 785-229-1090
Dr. Debra Smith, Director of Institutional Analysis 785-229-1047
Karen Adams, University Registrar 785-229-1046

The College
Academic Matters
Dr. Barbara Dinneen, Interim Provost 785-242-5200 ext. 5404

Admissions
Fola Akande, Director of Admissions 785-229-1051
Ina Agnew, Director of New Market Development 785-242-5200 ext. 5561

Athletics
Arabie Conner, Athletic Director 785-229-1065

Bookstore
Karen Peterson, Central Services Coordinator 785-229-1071

Expenses
Tom Corley, Director of Business Operations 785-229-1081

Financial Aid
Gary Bateman, Assistant Director of Financial Aid 785-242-5200 ext. 5571

International Students
Dr. Murle Mordy, Professor of Foreign Language, 785-229-1072
International Student Advisor

Library
Gloria Creed-Dikeogu, Director of Library Services 785-242-5200 ext. 5445

Career Services
Andy Carrier, Interim Dean of Student Affairs 785-242-5200 ext. 5561
Susan Webb, Career Services Coordinator 785-229-1067

Religious Programs
Bud McCluney, Director of Church Relations/Campus Pastor 785-229-1068

Student Affairs
Andy Carrier, Interim Dean of Student Affairs 785-229-1065
Lisa Thomsen, Director of Union and Student Activities 785-229-1073
Shelly Roben-Lojka, Residence Life Coordinator 785-242-5200 ext. 5562

The College
1001 South Cedar Street
Ottawa, KS 66067-3399
785-242-5200
800-755-5200
### Arizona Campuses

#### Academic Matters
- Dr. M. Donna Levene, Provost: 602-749-5101
- Dr. June Wiley, Dean of Instruction: 602-749-5170
- Michael Edwards, Registrar: 602-749-5130

#### Admissions
- Dr. Tony Muscia, Director of Graduate Business Programs, Director of Enrollment Management: 602-749-5180

#### Expenses
- Rae Ann Brevig, Business Manager: 602-749-5110

#### Financial Aid
- Howard Fischer, Director of Financial Aid: 602-749-5120

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### International Instructional Sites

#### Academic Matters
- Trish Eisele, Director of International Operations: 785-242-5200 ext. 5495
- Buddy Jo Tanck, Academic Coordinator: 785-242-5200 ext. 5588

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### Kansas City Campus

#### Academic Matters
- Dr. Terrel W. Haines, Provost: 913-266-8601
- Tom Edwards, Academic Coordinator: 913-266-8604
- Mary Johnson, Registrar: 913-266-8605

#### Admissions
- Heather Reinhard, Director of Admissions: 913-266-8620
- Grace Black, Assistant Director of Admissions: 913-266-8620

#### Expenses
- Richard Brewington, Financial Records Coordinator: 913-266-8612

#### Financial Aid
- Angie Tull, Financial Services Coordinator: 913-266-8613

---

### Jeffersonville Campus

#### Academic Matters
- Kristine Young, Director: 812-280-7271

#### Admissions
- Peg Gernand, Enrollment Associate: 812-280-7271

#### Expenses
- Patrice Foss, Senior Support Representative: 812-280-7271

---

### Milwaukee Campus

#### Academic Matters
- Dr. Donald Clauser, Director: 262-879-0200 ext. 5101
- Kathy Traynor, Administrative Manager: 262-879-0200 ext. 5102

#### Admissions
- Trisha L. Frederick, Enrollment Manager: 262-879-0200, ext. 5111

#### Financial Aid
- Brian Patterson, Financial Aid Coordinator: 262-879-0200, ext. 5106
ACADEMIC CALENDAR

2006 SUMMER SESSIONS
Check the bulletins distributed by your campus for additional details and to confirm dates.

UNDERGRADUATE
Arizona, Kansas City, Indiana, Wisconsin Campuses
6/26/06 Courses Begin
8/19/06 Courses End

GRADUATE
Arizona, Kansas City, Wisconsin Campuses
6/24/06 Courses Begin
9/15/06 Courses End

University Wide
For holidays, please check your campus for policy regarding excused classes.

7/4/06 Independence Day
7/31/06 Degree Conferral Date

2006 FALL SESSIONS
Check the bulletins distributed by your campus for additional details and to confirm dates.

UNDERGRADUATE
Arizona, Kansas City, Indiana, Wisconsin Campuses
8/28/06 Fall I Courses Begin
10/21/06 Fall I Courses End
10/23/06 Fall II Courses Begin
12/16/06 Fall II Courses End

The College
8/22/06 Courses Begin
12/8/06 Courses End
12/11/06 Final Exams Begin
12/13/06 Final Exams End

GRADUATE
Arizona, Kansas City, Wisconsin Campuses
9/18/06 Courses Begin
12/9/06 Courses End

University Wide
For holidays, please check your campus for policy regarding excused classes.

8/31/06 Degree Conferral Date
9/4/06 Labor Day
11/23/06 – 11/24/06 Thanksgiving (All Ottawa University Administrative Offices Closed)
12/23/06 – 12/31/06 Christmas (All Ottawa University Administrative Offices Closed)
12/31/06 Degree Conferral Date

2007 SPRING SESSIONS
Check the bulletins distributed by your campus for additional details and to confirm dates.

UNDERGRADUATE
Arizona, Kansas City, Indiana, Wisconsin Campuses
1/8/07 Spring I Courses Begin
3/3/07 Spring I Courses End
3/5/07 Spring II Courses Begin
4/28/07 Spring II Courses End
ACADEMIC CALENDAR

The College
1/10/07 Courses Begin
3/31/07 through
4/9/07 Spring Break
5/2/07 Courses End
5/4/07 Final Exams Begin
5/8/07 Final Exams End

GRADUATE
Arizona, Kansas City, Wisconsin Campuses
1/8/07 Spring I Courses Begin
3/30/07 Spring I Courses End
4/2/07 Spring II Courses Begin
6/22/07 Spring II Courses End

University Wide
For holidays, please check your campus for policy regarding excused classes.
1/1/07 New Year’s Day (All Ottawa University Administrative Offices Closed)
1/15/07 Martin Luther King Day (Community Service Day)
1/31/07 Degree Conferral Date
2/28/07 Degree Conferral Date
4/6/07 Good Friday (All Ottawa University Administrative Offices Closed)
4/8/07 Easter

2007 EARLY SUMMER SESSIONS
Check the bulletins distributed by your campus for additional details and to confirm dates.

UNDERGRADUATE
Arizona, Kansas City, Indiana, Wisconsin Campuses
4/30/07 Courses Begin
6/22/07 Courses End

University Wide
For holidays, please check your campus for policy regarding excused classes.
5/12/07 Degree Conferral Date
5/28/07 Memorial Day (All Ottawa University Administrative Offices Closed)
ABOUT OTTAWA UNIVERSITY

Mission Statement
The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.

Statement of Educational Purposes
Since its inception in 1865, Ottawa University has sought to live out its mission in direct ways. It began with the collaboration between two American Baptist missionaries, Jotham and Eleanor Meeker, and the Ottawa Indians of Kansas to promote education and peace in a changing world. Out of this relationship, Ottawa University was born. Ever mindful of its original commitments, Ottawa University is now a comprehensive, not-for-profit, educational institution, which serves students of traditional age and adult learners worldwide. Grounded by its mission, Ottawa University carries out its educational purposes through its liberal arts and professional studies programs at both the undergraduate and graduate levels. Ottawa University guides learners to integrate faith, learning, and life, to gain the abilities they need to succeed and prosper, and to do so with an increased sense of the knowledge, compassion, respect, and service our world requires.

Ottawa University intends that

- a general education program of liberal arts studies will enable its faculty and students to investigate the world broadly and freely in order that its students will develop and express their life philosophies and values with awareness of and concern for others;
- study in undergraduate, graduate and other professional development programs will enable students to gain the specific expertise they need to enter professions they can contribute to; and
- programs, teaching and learning will continuously improve through assessment and sensitive responses to community needs.

Ottawa University’s educational purposes require it to provide at all its locations

- diverse faculty who support the mission, purposes and general welfare of the University;
- caring faculty who are dedicated to teaching undergraduates in both discipline and liberal arts courses and who are sensitive to a heterogeneous body of students as persons seeking to grow spiritually, morally, and civically as well as intellectually;
- faculty who bring the same sensitivities and dedication to educating graduate and post-graduate students;
- multiple approaches to teaching which assure comprehensive and varied responses to students’ learning patterns;
- appropriate academic support, environment and technology to enhance teaching, learning, research, and communication;
- sensitivity to different ethnicities and political configurations of the global community; and
- commitment to social responsibility which asserts that the University’s education is of the heart and hand as well as the intellect.

Accreditations

Ottawa University education programs in Kansas are accredited by the National Council for the Accreditation of Teacher Education (NCATE), www.ncate.org, and the Kansas State Department of Education (KSDE), www.ksde.org.

Approvals

- The Arizona Teacher Education Programs are Arizona State Department of Education (AZDE) approved.
- The Ottawa, Kansas and Kansas City Teacher Education Programs are Kansas State Board of Education (KSBE) approved.
- This institution is regulated by The Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204, 317-232-1320 or 800-227-5695, www.cuii.org/cope/.
- This institution is regulated and approved by the Educational Approval Board of the State of Wisconsin, 30 West Mifflin Street, PO Box 8696, Madison, WI 53708-8696, 608-266-1996, www.eab.state.wi.us.

Associations and External Relationships
Affiliated with the American Baptist Churches in the USA
American Association of Colleges for Teacher Education
American Baptist Association of Colleges and Universities
Arizona Education Association
Arizona Education Consortium
Better Business Bureau serving Central/Northern Arizona
Better Business Bureau serving Southern Indiana, Louisville, and Western Kentucky
Better Business Bureau serving Wisconsin
Council for Advancement and Support of Education
Council of Independent Colleges
Independent Colleges and Universities of Arizona
Kansas Association of Colleges of Teacher Education
The Ottawa University Crest

The Crest of Ottawa University conveys the most important ingredients of its history and purpose. The Dome of Tauy Jones Hall rises above the crest, just as it rises above the campus. John Tecumseh "Tauy" Jones came to the Marais des Cygnes Valley, in which the Ottawa campus nestles, as an Indian interpreter, a leader among the area Indians who negotiated with the settlers for a "school." Through the years, the Dome frequently changed colors, as special occasions lent themselves to "expression" by various student groups, especially the seniors. Today, the dome displays a vibrant copper finish.

The Cross of Christ borders every segment of student life; it represents our Christian heritage, our continuing commitment and the hope for our future.

The Star depicts the clarity of the Kansas sky; many of the earlier settlers thought that the North Star could be seen more clearly in Kansas than in any other state. The belief is still true.

The Book signifies the Book of Knowledge; it represents both the Bible and the texts of the various courses. As one assimilates knowledge from these two sources, one experiences the school motto: Veritas Vos Liberabit (the truth will set you free).

The Swan illustrates the tranquil environment of the Marais des Cygnes Valley. The French word "cygnes" means swans.

The Arrowhead is symbolic of our Indian heritage; the University is named after the Ottawa Indians. We still honor our "agreements" with them by providing education for people in the tribe. Members of our athletic teams are known as the Braves.

Founded in 1865, Ottawa University is a comprehensive, not-for-profit educational institution affiliated with the American Baptist Churches USA. Ottawa's educational mission brings together a residential College in Ottawa, Kansas, and adult campuses in Overland Park, Kansas; Kansas City, Missouri; Phoenix, Mesa and Tempe, Arizona; Milwaukee, Wisconsin; and Jeffersonville, Indiana, along with multiple international instructional sites. Ottawa University has more than 8,500 students worldwide.

OTTAWA UNIVERSITY

AT-A-GLANCE

The College

The campus in Ottawa, Kansas, is designed primarily for traditional 18-to-25-year-old students, although it attracts and serves nontraditional students as well. Students come from small towns and big cities throughout Kansas, the United States and the world. Students come to The College as first-time, first-year students and continue their education over the next four or five years. Other students transfer from community colleges or from other four-year institutions.
The College is situated on 64 beautiful acres abundant with trees. All Ottawa Braves home football games are played at Cook Field. Built in 1922, the field was named for the donor, A. L. Cook. The Stadium, which seats 1,100 fans and contains a well-designed press box and concession facilities, was built in 1973 with a donation from Dr. and Mrs. C. Omer West. The Dick Peters Memorial Sports Complex is home to The College’s baseball, softball and soccer fields.

At Ottawa, we take a less traditional approach to liberal arts by focusing on skills development in addition to well-roundedness. Academic programs focus on expanding career options by helping students learn how to think, write, speak, reason, compute, analyze, and solve problems. The strong liberal arts program at Ottawa University prepares students to become leaders in all areas of the professional arena. Ottawa University graduates have served on the Federal Reserve Board, are CEOs of Fortune 500 companies, own their own businesses and are inventors, medical researchers, doctors, lawyers, teachers and ministers. A degree from Ottawa University prepares students to embark on whatever challenge lies before them. The College offers majors leading to baccalaureate degrees. The liberal arts program at The College is ideal for those students preparing to continue their education in graduate school. Since core requirements vary from one school to another, students interested in pre-law, pre-ministerial and pre-health care studies should seek academic advising from the appropriate advisor early in their academic career.

At The College, students build professional relationships with professors and classmates in a family atmosphere. Ottawa University boasts 30 student organizations on campus, as well as 13 different varsity athletics in National Association of Intercollegiate Athletics (NAIA) Division II. Community service is an integral part of the liberal arts education at The College, and students are encouraged to become a part of community service projects at every opportunity. Martin Luther King, Jr. holiday has been established as Community Service Day at Ottawa University—a day when the entire campus, student, faculty, staff, and administrators participate in a variety of community service projects. Projects undertaken on this day range from writing letters to service men and women, to working for various charitable organizations within the community, to assisting senior citizens with house cleaning chores and/or shopping for needed items, to cleaning up trash along our roadways.

**The College Facilities**

**Administration Building**

The Administration Building has been the focal point of both academic and administrative activity even prior to its opening in 1904 because the original building was rebuilt after a fire in 1902 left only the walls standing. The Administration Building houses several classrooms, academic departments, the Administration Auditorium and the following administrative offices: Admissions, Business, Provost for International and Online, Provost for The College, International Student Advisor, Registrar, Student Development, and Student Financial Services. The following academic departments are also located in the Administration Building: Communication, Education, English, English for Speakers of Other Languages, Foreign Language, History and Political Science, Human Services, Psychology and Sociology.

**Athletic Facilities**

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

- Hull Center for Athletics – 21,000-square-foot facility, houses the Braves Hall of Fame, a health and wellness center, exercise physiology lab, football staff offices, athletic training facilities, multiple locker rooms, and much more.
- Intramural Field – located in the Chapel/Martin Hall Quad. This field is available for football and softball.
- Mabee Center – basketball courts, racquetball courts, tennis courts, walking and running.
- Sand Volleyball Pits – located just west of Martin Hall, south of The Chapel and adjacent to the Mabee Center.
- Wilson Field House – home of the Braves and the Lady Braves varsity basketball and volleyball teams.

**Atkinson Hall**

Atkinson Hall is the home of the Music and Theatre Departments, faculty offices, theatre office, yearbook office, five classrooms and seven practice music rooms for student use. University Ringers (the five-octave hand-bell choir), Jazz Ensemble, Adelante Singers, and University Concert Choir all practice in Atkinson Hall.

**Behan Hall**

Behan Hall, built in 1955, completely remodeled in 1991, is currently home to the Vera Wise Technology Center, Bemmels Broadcast Center, Office of Information Technology, academic faculty offices, and several classrooms. The Vera Wise Technology Center contains two computer labs for student use and the TechSkills center for information technology students.

**Lab Hours:**

- Monday - Thursday .................. 8:00 a.m. - 12:00 a.m.
- Friday .................................. 8:00 a.m. - 5:00 p.m.
- Saturday .............................. 12:00 noon - 5:00 p.m.
- Sunday ................................. 2:00 p.m. - 12:00 a.m.

**Mabee Center**

The Mabee Center is a multipurpose sport practice facility that serves various facets of the physical education, recreation and athletic programs. Within the facility are two newly remodeled racquetball courts and two regulation-size basketball courts with goals. The floor is made of a special plastic woven material whose sections can be removed so that the attachments for a volleyball or tennis net can be assembled in a stable way. A batting cage is also available for set-up in this facility. The building is used for intramurals, athletic practices, classes, and extracurricular activities.
Mowbray Student Union
The Mowbray Union is the hub of activities for The College. The Union provides students, alumni, University employees and guests, a comfortable environment for a variety of activities and meetings as well as a place to relax or eat. Union facilities include the Dining Commons, Snack Bar, Copy Center, mailboxes, meeting rooms, Presidential Dining Room, Ottawa University Bookstore, Health Center, and the Mowbray Union office. The cafeteria offers a variety of foods available for each meal including main courses, salad bar, dessert bar, special features and fast food items.

Myers Library and Mammel Art Center
Located in the Myers Library, the Mammel Art Center houses the Art Department, with a gallery and classrooms. The Mammel Art Center displays various projects and the works of all art students. The Myers Library serves the academic research needs of the campus, with more than 80,000 bound volumes, numerous periodical subscriptions, numerous audio and video tapes, and access to numerous electronic databases. The library's online catalog provides current information on book and periodical holdings. Students may also use the library-sponsored search tools and databases on the World Wide Web. Other services include interlibrary loan, photocopying and equipment checkout. Assistance is also available in using resource materials and developing research. The library also has computers available for student or public use, a quiet room and group study rooms.

Library Hours:
Monday – Thursday ..................7:45 a.m. - 10:30 p.m.
Friday ..................................7:45 a.m. - 4:30 p.m.
Saturday ..................................1:00 p.m. - 5:00 p.m.
Sunday ..................................2:00 p.m. - 10:30 p.m.

Pomona Lodge
Ottawa University maintains a recreation building for personal and group use on the shore of Lake Pomona, a 4,000-acre lake built by the Army Corps of Engineers, 16 miles northwest of the campus. The lake area is a popular location for boating, camping, fishing, picnicking, and swimming.

Students may reserve the lodge through the Plant and Facilities Office. The facility has a large recreation room with fireplace, kitchen, outdoor barbecue grill, newly remodeled showers and restrooms, and sufficient chairs and tables for small groups. The lodge is available for use from April through November, free of charge to students. All University policies and procedures apply to the Pomona Lodge.

Residence Halls
Bennett Hall, opened in 2000, has the capacity to house 152 men and women. Brown Hall, opened in 1968, has the capacity to house 158 men. Martin Hall, opened in 1947 and renovated in 1999, has the capacity to house 66 women.

The Student Commons
The Student Commons, built in 1914, was used as a gymnasium until the Wilson Field House was built in the 1940s. The Commons then became the eating place for faculty and students. The Campus Bookstore and the University Health Center were located in the Commons as well. In 1963, the Mowbray Student Union was built and the cafeteria was moved to its present location within the Union. The Commons was then used for the next few years by the theater department to perform plays. The Commons in the mid sixties became the Women's Gym until the Mabee Center was built to its south. It then became the Wellness Center or weight room. The weight room, coaches' offices and locker rooms were moved to the Hull Center for Athletics after its completion. Today, the Student Commons house a game room where students can hang out and play air hockey, billiards, darts, foosball, and ping-pong. In addition to the games, the Student Commons will house televisions and furniture paid for by Student Senate. The College campus master plan calls for future renovations of this building.

Taup Jones Hall
The oldest building on campus, Taup Jones houses the Office of the University President, Alumni Relations, Office of Human Resources, Office of University Advancement, Department of Enrollment Management, and the University-wide Business Office.

University Chapel
The University Chapel, built in 1965, holds 1,200 people and displays the flags of 53 countries, representing the home countries of Ottawa University graduates. The chapel houses the Campus Ministries office, religion academic, and various classrooms in its east wing. The chapel is used for a variety of events, including Commencement and Baccalaureate services, the Presidential Lecture Series, music program events and ACE (Arts and Cultural Events) series presentations.

Ward Science Hall
A majority of classes are held in Ward Science Hall, including the Department of Mathematics, Chemistry and Biology laboratories, and classrooms for most disciplines.

Wilson Field House
The Wilson Field House, built in 1945, seats 1,500 spectators. In 1988, the original gym floor was replaced through the generous gift of alumni and friends. The lobby and upstairs offices were renovated in 2000 to house coaches for basketball, soccer, volleyball, baseball, and softball. The Braves and Lady Braves basketball games and the Lady Braves volleyball games are played in the Wilson Field House.

For additional information on The College, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of Admissions
1001 South Cedar Street, # 17
Ottawa, KS 66067
Phone: 785-242-5200
Toll Free: 800-755-5200, #2
Fax: 785-229-1008
admiss@ottawa.edu
Adult Campuses

During the 1970s, many adults entered college; however, their access to higher education was limited by work and family responsibilities and difficulties getting to campus-based programs. Ottawa University established its first adult campus in 1974 to serve the educational needs of such students. The first campus opened in the Kansas City area. Ottawa has since expanded to Arizona, Wisconsin and Indiana, as well as multiple international instructional sites. Ottawa University recognizes what the adult brings to the classroom: self-motivation, knowledge from life and work experience, and an urgency to complete a degree in a timely manner.

Programs at the adult campuses are consistent with the educational philosophy and programs of The College and maintain the same high standards. Programs incorporate the University's insistence on quality in design and offerings, individual educational planning, service by full-time faculty advisors, an interdisciplinary approach, and emphasis on continuous self-education.

The significant difference between the adult campuses and The College lies in the flexibility of program offerings regarding location and schedule. Some courses can be completed in a few weeks, while others meet once per week for a longer period. Ottawa University offers programs leading to Bachelor of Arts, Master of Arts and Master of Business Administration degrees, as well as post-baccalaureate and post-master's programs at some campuses. Students may enter educational programs at various times throughout the year.

Ottawa University's Kansas City campus, est. 1974

Kansas City is a metropolitan area about 45 minutes from The College in Ottawa, Kansas. Ottawa University opened its Kansas City campus in 1974 to meet the educational needs of adults. The campus is conveniently located at 4370 West 109th Street in Overland Park, just off Interstate 435 and Roe. The Kansas City campus offers nine undergraduate majors, a Master of Human Resources, a Master of Business Administration, graduate human resources certificate program, a post-baccalaureate teacher licensure program, a professional education program for teachers, and four online programs. Online programs include two undergraduate majors in management and health care management, as well as Master of Arts in Human Resources and Master of Business Administration.

The 18,000-square-foot campus houses eight classrooms, a computer lab, a conference room, three meeting rooms for students, student resource area, vending machines and the following student services and administrative offices: admissions, advising, registration, student financial services, and business.

Courses are also offered at Unity Village in Lee's Summit, Missouri.

For additional information regarding Ottawa University's Kansas City campuses, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of Admissions
4370 West 109th Street
Overland Park, KS 66211
Phone: 913-451-1431
Toll Free: 888-404-6852
Fax: 913-451-0806
admiss.kc@ottawa.edu

Ottawa University's Arizona campuses, est. 1977

The Phoenix campus opened in 1977, responding to interests expressed by local American Baptists who welcomed Ottawa University into an area where private, church-related educational institutions were rare. Additional campuses in the Valley of the Sun opened in Tempe in 1989 and Mesa in 2000. Arizona campuses emphasize flexible scheduling, frequent course start dates and the delivery of educational resources at times and places accessible to adult learners.

Arizona offers 17 undergraduate majors, four graduate programs, a post-baccalaureate teacher certification program, a professional education program for teachers, and certificates of advanced graduate studies. A limited number of programs are also available online. During 2002, Ottawa University began offering an online Master of Business Administration program University-wide. Students may complete courses in a classroom setting, online or a combination of both.

The 40,000-square-foot Phoenix campus is strategically located along the I-17 corridor between Peoria and Dunlap Avenues. The campus houses 23 classrooms, two computer labs, student resource area and vending machine area. Additional student services and administrative offices include admissions, advising, business office, registration, student financial services, and the Department of Education. The 17,700-square-foot Tempe campus is strategically located just off of the I-10 freeway at Elliot. The new campus opened in 2002 with 13 classrooms, a computer lab, vending area and conference rooms.

The Mesa campus is located just south of the intersection of I-60 and Superstition Springs Boulevard and houses six classrooms.

For additional information regarding Ottawa University's Arizona campuses, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of Admissions
10020 North 25th Avenue
Phoenix, AZ 85021
Phone: 602-371-1188
Toll Free: 800-235-9566
Fax: 602-371-0035
admiss.az@ottawa.edu
Ottawa University's Milwaukee campus, est. 1992

In October 1992, Ottawa University opened a campus in the Milwaukee-metro area. Following the successful programs in Kansas City and Arizona, the Milwaukee campus was also designed to serve the educational needs of adult students. The campus offers 11 undergraduate majors, nine minors, various concentration options, and a Master of Business Administration. The 14,000-square-foot campus includes 12 classrooms and the following student services and administrative offices: admissions, advising, registration, student financial services and business office. A vending area is available within the building.

For additional information regarding Ottawa University's Milwaukee campus, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of Admissions
245 S. Executive Drive, Suite 110
Brookfield, WI 53005
Phone: 262-874-0200
Toll Free: 866-228-4262
Fax: 262-879-0096
admiss.wi@ottawa.edu

Ottawa University's Jeffersonville campus, est. 2002

Opened in August 2002, Ottawa University's Jeffersonville, Indiana, campus is a short drive from anywhere in the Louisville, Kentucky, metropolitan area. Conveniently located off I-65, the primary north-south interstate connecting Indiana and Kentucky through Louisville, it serves the needs of adult students with four undergraduate majors: business administration, human resources, individualized and management. The Jeffersonville campus offers modern classrooms equipped with LCD projectors and wireless internet access. Student services provided at the campus include admissions, academic advising, course registration (including online registration), and student financial services.

For additional information regarding Ottawa University's Jeffersonville campus, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of Admissions
287 Quarter Master Court
Jeffersonville, IN 47130
Phone: 812-280-7271
Fax: 812-280-7269
admiss.in@ottawa.edu

Ottawa University's International campuses, est. 1987

In 1987, Ottawa University opened its degree completion program in the Far East. Ottawa University's International Bachelor of Arts in Business Administration is designed to allow students with previous college academic studies to transfer credits into this degree completion program. Adults residing in Hong Kong, Malaysia and Singapore will have completed three years of acceptable college-level work and present transferable credit to be eligible for admission in the program. All instruction is conducted in English by Ottawa University faculty and adjunct faculty who travel to the Pacific Rim to lead intensive study periods with students.

For additional information regarding Ottawa University's international program, please contact: Ottawa University, Office of Admissions.

OTTAWA UNIVERSITY
Office of International Programs
1001 South Cedar Street, # 59
Ottawa, KS 66067
Phone: 785-242-5200
Toll Free: 800-755-5200
(US Residents Only)
Fax: 785-229-1007

LIBRARY

Myers Library Overview

The Myers Library, located on the grounds of The College in Ottawa, Kansas, serves not only The College but also the adult campuses throughout the United States and the International Instructional Sites through the electronic delivery of many resources and services.

The Myers Library collection currently contains over 80,600 books and other printed materials, over 4,500 e-books, approximately 110 print periodical titles, nearly 15,000 periodical volumes, audiocassettes, videos, DVDs, and other multimedia materials. In addition, the library maintains subscriptions to 10 electronic databases that offer indexes, abstracts, full text of journals and other resources from leading information providers. Collectively these databases cover a wide range of academic disciplines including the arts, sciences, business, humanities, technology, human resources and education.

The library website is a centralized portal for library communications and services. The website provides students with access to the library catalog, hours of operation, subscription databases, online book orders, electronic books, web directories, search engines, specialized subject resource links, and bibliographic aids. Access to the library catalog, electronic databases, reference services, and other resources are available to students, faculty and staff via the Internet.

Myers Library Contact Information

Myers Library Address:
1001 South Cedar Street, # 56
Ottawa, KS 66067-3399
Library Telephone Number:
785-242-5200 or 800-755-5200
The Myers Library Website
The Myers Library website provides students with access to the library catalog (TuSyCat), hours of operation, databases, information literacy tutorials and a variety of web research resources. The Myers Library website can be found at www.ottawa.edu.

Ask-a-Librarian
Library reference services are available to students via e-mail through this service. Students can click on the Ask-a-Librarian link on the Myers Library website or e-mail the reference desk directly at library@ottawa.edu to request information. Librarians reply to e-mail reference requests within 48 hours.

The Myers Library Catalog
The Myers Library Catalog, can be accessed from the library’s website. The catalog lists books available for checkout from the Myers Library, as well as more than 4,500 e-book titles also available for two-day checkout.

Ottawa University E-Book Collection
Access to Ottawa University’s e-book collection is available to students through TuSyCat, the Myers Library catalog. The catalog links users to www.netlibrary.com, where they can sign up as Netlibrary members and check out e-books, a collection shared with several U.S. universities and colleges. Students must be on the Ottawa University network at initial sign-up for the Netlibrary e-book services. Thereafter, students can log in and use the e-book checkout and services from a home computer.

Online Databases
The Myers Library provides access to the University’s 10 online databases through the Myers’ Library website. Several databases can be accessed from home. Students should contact their campus for additional information about library databases and for an ID and password to connect to databases from home.

Databases Available for Students at The College are:

AccessScience: Contains science and technology reference sources, full-text journal articles on numerous science subjects, scientist biographies, information about science in the news, Nobel prizes, and other resources related to science.

BNA Human Resources Library: Contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR.

Britannica Online: Contains 73,000 full-text articles and is easy to search. It has basic and in-depth encyclopedia entries on a variety of subjects, a timeline browse feature, world atlas, and dictionary.

CQ Researcher: This database is available to students only at their specific campus locations. The CQ Researcher provides original, comprehensive reporting and analysis on issues shaping our world. CQ can be used to prepare for a debate, or become a quick expert

Myers Library Vision
The vision of the Myers Library is to provide an environment, services and resources that support the educational goals and purposes of Ottawa University. To support its vision, the library and its staff are committed to the following:

» Ensure that print, multimedia and electronic resources are responsive to curricular and academic program needs.

» Provide materials that represent a diversity of cultural, ethical, philosophical, educational, and religious perspectives.

» Provide reference and informational services that meet the needs of and enhance the education of students, staff and faculty.

» Participate in the larger resource-sharing community.

» Provide information literacy instruction, library instruction (formal bibliographic instruction and point-of-use instruction) and training about the ethical use of intellectual property/copyright.

Library Services
The Myers Library currently serves students, staff and faculty at The College in Ottawa, Kansas. Students taking courses at other Ottawa University campuses are welcome to call or e-mail the library for library reference or database assistance. A list of library resources for each campus is located in the Web Resources list on the library website. These students may also contact the library to check out books owned by Myers Library and obtain photocopies of articles in print journals owned by the library.

Interlibrary Loan Services
Interlibrary loan services are available to students at the Ottawa and Kansas campuses. Students may also contact their local libraries to inquire about Interlibrary Loan Services.
on a topic, each 12,000-word report is a unique work, investigated and written by a seasoned journalist. Published 44 times a year, the single-themed CQ Researcher report offers in-depth, non-biased coverage of political and social issues, with regular reports on topics in health, international affairs, education, the environment, technology and the U.S. economy.

EBSCOhost Premier: Contains abstracts, as well as full text, for journals and magazine articles. Major databases include Academic Search Premier (coverage for most academic areas), PsychArticles, Regional Business News, and Business Source Premier.

First Search: First Search has been made available to Kansas libraries through a grant from the Kansas State Library. The 10 databases that are available contain abstracts and/or full-text journals and magazines on a wide range of topics, WorldCat, the OCLC union catalog for worldwide book holdings also contains web resources and a variety of other material resources.

InfoTrac: InfoTrac has been made available to Kansas libraries through a grant from the Kansas State Library. The database contains abstracts and full text for journals and magazines. Databases include Expanded Academic, ASAP, Business and Company ASAP, Informe, Computer Database, Health Reference Center, Academic National Newspaper Index, Business and Company Resource Center, and the Health and Wellness Resource Center.

KanEd Databases: KanEd provides Kansas residents with access to several databases. Kansas residents may get a Kansas Library Card at the Myers Library or through their local library, in order to access these databases.

Kansas Virtual Library: Please use your Kansas Library Card to log onto The Kansas Virtual Library. This is a new library database of digital audiobooks and music that can be downloaded to your computer or your ipod. If you have a Kansas City Kansas Library or Johnson County Library Card you may use it to access online materials as well.

LexisNexis Academic Universe: Contains full-text information on a variety of subject databases in the areas of business, medicine and law. This database also contains a substantial newspaper database that searches specialized news sources such as news transcripts, wires, and legal and university newspaper sources.

Library, Information Science & Technology Abstracts (LISTA): The LISTA database is a free resource to anyone interested in libraries and information management. This world-class bibliographic database provides coverage on subjects such as librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Delivered via the EBSCOhost platform, LISTA indexes more than 600 periodicals plus books, research reports, and proceedings. With coverage dating back to the mid-1960s, it is the oldest continuously produced database covering the field of information science.

Multicultural Press Reference Library: A reference library of multicultural biography resources online: This database includes the Reference Library of Native North America; Reference Library of American Men and Reference Library of Black America. Please contact the library for login password information.

PsychArticles: Contains journal articles in full-text published by the American Psychological Association within the field of psychology and its related disciplines.

SIRS Discoverer Deluxe: A reference database for educators teaching grades K-9, with full-text articles and graphics. This database is useful to students enrolled in education courses.

Databases Available to Students at the Kansas City Campuses are:

BNA Human Resources Library: Contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR.

CQ Researcher: This database is available to students only at their specific campus locations. The CQ Researcher provides original, comprehensive reporting and analysis on issues shaping our world. CQ can be used to prepare for a debate, or become a quick expert on a topic, each 12,000-word report is a unique work, investigated and written by a seasoned journalist. Published 44 times a year, the single-themed CQ Researcher report offers in-depth, non-biased coverage of political and social issues, with regular reports on topics in health, international affairs, education, the environment, technology and the U.S. economy.

EBSCOhost Premier: Contains abstracts, as well as full text, for journals and magazine articles. Major databases include Academic Search Premier (coverage for most academic areas), PsychArticles, Regional Business News, and Business Source Premier.

First Search: First Search has been made available to Kansas libraries through a grant from the Kansas State Library. The 10 databases that are available contain abstracts and/or full-text journals and magazines on a wide range of topics, WorldCat, the OCLC union catalog for worldwide book holdings also contains web resources and a variety of other material resources.

InfoTrac: InfoTrac has been made available to Kansas libraries through a grant from the Kansas State Library. The database contains abstracts and full text for journals and magazines. Databases include Expanded Academic, ASAP, Business and Company ASAP, Informe, Computer Database, Health Reference Center, Academic National Newspaper Index, Business and Company Resource Center, and the Health and Wellness Resource Center.

KanEd Databases: KanEd provides Kansas residents with access to several databases. Kansas residents may get a Kansas Library Card at the Myers Library or through their local library, in order to access these databases.

Kansas Virtual Library: Please use your Kansas Library Card to log onto The Kansas Virtual Library. This is a new library database of digital audiobooks and music that can be downloaded to your computer or your ipod. If you have a Kansas City Kansas Library or Johnson County Library Card you may use it to access online materials as well.
PsychArticles: Contains journal articles in full-text published by the American Psychological Association within the field of psychology and its related disciplines.

Databases Available to Students at the Arizona, Jeffersonville, Milwaukee, and International Locations are:

BNA Human Resources Library: Contains a wealth of information related to personnel management, labor relations, wages and hours law, federal regulations, fair employment law, and international HR. This database is available to HR students in programs at Kansas City, Wisconsin, Arizona campuses. Each campus has an administrator for this database. Students can obtain passwords for this database from HR course instructors.

CQ Researcher: This database is available to students only at their specific campus locations. The CQ Researcher provides original, comprehensive reporting and analysis on issues shaping our world. CQ can be used to prepare for a debate, or become a quick expert on a topic, each 12,000-word report is a unique work, investigated and written by a seasoned journalist. Published 44 times a year, the single-themed CQ Researcher report offers in-depth, non-biased coverage of political and social issues, with regular reports on topics in health, international affairs, education, the environment, technology and the U.S. economy.

EBSCOhost: Contains abstracts, as well as full text, for journals and magazine articles. Major databases include Academic Search Elite (coverage for most areas), PsychArticles, MLA International Bibliography, Regional Business News, MLA Directory of Periodicals, and Business Source Elite (includes company records from Dun and Bradstreet). EBSCOhost Premier is available to students on the Arizona, Wisconsin, Kansas City, and Jeffersonville campuses. Students should contact their campus office or the Myers Library for passwords.

LexisNexis Academic Universe: Contains full-text information on a variety of subject databases in the areas of business, law, and medicine. This database also contains a full-text newspaper database that searches specialized news sources such as news transcripts, wire services, and legal and university newspaper sources. LexisNexis is available to students on the Arizona, Wisconsin, Kansas City, Jeffersonville campuses. Students should contact their campus office or the Myers Library for passwords.

PsychArticles: Contains journal articles in full-text published by the American Psychological Association within the field of psychology and its related disciplines. This database is only available to students at the Arizona and Milwaukee sites.

in, be denied the benefit of, or otherwise be subject to discrimination under any University policy, program, service, or in relation to employment because of a disability.

University programs and facilities are intended to be accessible to persons with disabilities.

Students must declare their disabilities and request related classroom accommodations by submitting a completed Accommodations Request Form, as well as necessary documentation, to their campus Disabilities Services Coordinator. The University requires reasonably recent documentation of a disability and reserves the right to request additional information and documentation if needed; confidential medical information will remain confidential to the extent required and allowed by state and federal law. Requests for accommodation and documentation of a disability must be received by the Evaluation Office at least one to two weeks prior to implementation of accommodations. Additional time may be required for some accommodations requests. To assure timely provision of services, students should initiate requests early. Ottawa University provides detailed information on the principles and practices governing disabilities-related accommodations in its ADA 504, Title III Policies and Procedures. This document is available in its entirety through the local Disabilities Services Coordinator, the University ADA Coordinator, and the University website. All disabilities-related issues concerning students are overseen by the University’s ADA Coordinator.

**GENERAL POLICIES**

**Services for Students with Disabilities**

Reasonable accommodation for persons with known disabilities will be made in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person with a known disability will be intentionally excluded from participation in University programs and facilities; all students are encouraged to participate fully. Students with disabilities wishing to use the University’s accommodations program should contact their campus Office of Human Resources.

**Nondiscrimination Statement – Students**

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

**Nondiscrimination Policy**

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

Compliance with regard to nondiscrimination policies is the responsibility of each Campus Director/Provost, who will work in conjunction with the University’s Office of Human Resources. Individuals who believe they may have been discriminated against should contact their Campus Director/Provost or the University’s Director of Human Resources.
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 rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act. FERPA affords students certain rights with respect to their education records. They are:

» The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit a written request to the provost, associate dean, registrar, or other designated official that identifies the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall refer the student to the correct official to whom the request should be addressed.

» The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

» The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). An official is also a person or company with whom the University has contracted (such as an attorney, auditor or collection agent). A school official is a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility.

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

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

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

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

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

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

UNDERGRADUATE ADMISSION

The College

Admission Application Process

Ottawa University is selective in offering admission to graduates of accredited high schools, colleges/universities. Admission is on a rolling basis. In order to be reviewed for admission, students are required to do the following:

1. Submit an application for admission. Applications may be obtained by calling the Office of Admission at 800-755-5200, #2. Applications are also available online at www.ottawa.edu.

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 for high school students. Transfer students who took the ACT or SAT in high school should request that their scores be sent along with their high school transcript.
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 sixth semester) from the high school, although this decision is contingent upon successful completion of high school. It is highly recommended that a candidate’s high school transcript reflect a sound college preparatory curriculum. Transcripts submitted by your high school must include grades for all completed courses, and a cumulative grade point average. The Kansas Board of Regents recommendation for college preparatory curriculum includes: 4 units of English, 3 units of Natural Sciences, 3 units of Mathematics, 3 units of Social Sciences, and 1 unit of Computer technology.

4. Official College Transcripts. (Transfer applicants and high school students seeking credit for college courses completed). Students should request that official copies of transcripts from all colleges/universities previously attended be sent directly to the Office of Admission.

5. Submit letters of reference. Although these are not required, their submission is encouraged.

High School Student Admission Review Process
In order to be considered for admission, students must have taken the ACT or SAT test and have met two out of the three requirements below:

» at least a 2.5 GPA on a 4.0 scale,
» a score of 18 or higher on the ACT or 860 or higher on the SAT, and
» be in the top 50% of their class.

Early Action Program
The Early Action Program offers students who apply to Ottawa University by December 1 of their senior year, an early financial aid estimate, priority in housing selection, and timely notification of scholarships. Students who wish to participate in the Early Action Program should apply and be accepted before December 1 of their senior year. Please contact the Office of Admissions for a financial aid estimate form.

Non-High School Graduates
Prospective students without a high school diploma can be admitted by taking the General Educational Development examination (GED). A GED certificate is received by students when they have passed the examination. A GED score of 500 or better, is considered the equivalent of high school completion. Students wanting to be considered for university scholarships must submit standardized test scores (SAT or ACT). Contact the Financial Aid Office for additional details.

Transfer Students
Admission Review Process: Students must meet both of the following requirements:

1. Have an Academic GPA of 2.0 or higher. The Academic GPA is determined by calculating all grades on the transcript EXCEPT those earned in remedial and varsity sport courses.
2. Have an Academic Earned-to-Attempted percentage of 70 or higher. Academic Earned-to-Attempted Percentage is calculated by dividing total number of credit hours earned by total number of credit hours attempted in all courses EXCEPT remedial and varsity sports courses.

Students who do not meet requirements will be forwarded to the Admissions Committee for review.

Home-Schooled Students
Ottawa University is a home-school friendly institution. In order to apply for admission and scholarship consideration at Ottawa University, the Admission Committee requires home-schooled students to submit the following:

» American College Testing Program (ACT) or Scholastic Aptitude Test (SAT),
» All transcripts from all home school associations/schools attended, and
» A sample of most recent written work/portfolio.

Provisional Admission at The College
Students who have applied for admission to Ottawa University and who do not meet all the admission requirements will be referred to the Admissions Committee for further review and action. Students granted provisional admission must meet all requirements outlined in their provisional acceptance.

Re-admission of Former Students at The College
A student who wishes to re-enter Ottawa University after a lapse of one academic semester or more must reapply to the Office of the Registrar for a reactivation of his/her file. Approval from the Office of Financial Services, Business Office, Dean of Student Services Office, and Office of the Registrar is required 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.

Admission Committee
The admission committee reviews applications from students who fail to meet minimum admission standards and makes recommendations relevant to their admission. This committee consists of faculty, staff, and administrators appointed by the Provost.

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 the studies of the department concerned. Occasional students are permitted to enroll for one course per semester in regularly scheduled courses at one-half of the normal per credit hour tuition rate. The occasional student tuition rate does not apply to directed
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 admission 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 College 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 Office of Admissions, give prospective students a chance to meet faculty, students and staff, and learn more about Ottawa University, the admission process and financial aid. When a campus visit is not possible, visits by our admission counselors can be arranged at the student's home, school or church.

International Students at The College

Admission Application Process

International students may apply for admission. To determine eligibility for admission, the following items must be submitted:

» A completed Ottawa University Undergraduate Application Form.

» A $15 application fee.

» Attested or official transcripts in English of all secondary schoolwork. A catalog or school bulletin describing courses taken and a grading scale used must accompany each transcript. Submit a copy of the secondary school diploma or certificate. Embassy-certified translations are normally accepted. However, Ottawa University may require applicants to use a specific translator or translation service.

» Official transcripts from all previously attended colleges must be submitted for evaluation. It is highly recommended that a course-by-course evaluation of all post-secondary work be made (at the student's expense) by a credential evaluator approved by Ottawa University. College credit may be awarded based on the evaluation provided by the credential agency.

» Official TOEFL (Test of English as a Foreign Language). A minimum TOEFL score of 550 on the paper based test and 213 on the computer based must be attained. To have ETS send your TOEFL score directly to Ottawa University, indicate 6547 in the institution code and 00 in the department code.

» Submit the scores of standardized tests (i.e. SAT I or ACT). You will not be considered for Ottawa University scholarships without including scores from at least one of these tests.

» If transferring from an accredited institution that has issued you an I-20, please complete the International Student Transfer Clearance Form which may be requested through the Office of Admissions. Students transferring from accredited institutions in the United States must meet the following requirements to be considered for admission. Students who do not meet these requirements will be forwarded to the Admission Committee.

International Transfer Student

Admission review process

International Students who are deemed a transfer student from an accredited institution in the United States will be reviewed for admission based on the following:

» Have an Academic GPA of 2.0 or higher. The Academic GPA is determined by calculating all grades on the transcript EXCEPT those earned in remedial and varsity sport courses.

» Have an Academic Earned-to-Attempted percentage of 70 or higher. Academic Earned-to-Attempted Percentage is calculated by dividing total number of credit hours earned by total number of credit hours attempted in all courses EXCEPT remedial and varsity sports courses.

Documents Needed After Admission

(To generate the I-20 -application for student visa status)

» Statement of Financial Support and official bank statement verifying your Statement of Financial Support information. You must document sufficient funds to cover first-year expenses at Ottawa University. Students will be required to pay the total amount due for each semester by the first day of classes.

When all academic documents mentioned above have been received, the Admission Committee will review the file. The student will be notified of the Committee's decision and your financial award, if applicable. Students will be expected to notify The College of their acceptance of the award and intention to enroll for the upcoming academic year. At this point, students will be sent housing and course registration information, which may be returned via mail, fax or email.

I-20 Form

Students will be expected to send the Statement of Financial Support and official bank statements from parents or guardians in order for the institution to begin preparing the I-20 form. The I-20 form will be needed to obtain a student visa.
Estimated expenses for 2006-2007 will be about $21,300, to cover tuition, room, board, and student benefit fee. A minimum of another $3,500 will be needed for books, health insurance, travel and personal expenses.

**Adult Campuses**

Ottawa University maintains a flexible admission policy for adult learners based on adult learning theory and practice. The admission process begins with an interview between the prospective student and the faculty advisor. Consideration is given to career/work experience, academic experience and other life experiences. In short, Ottawa University believes that recent achievement and the motivation to learn are more reliable indicators of academic success for adult learners than high school records or college courses taken many years ago. Consequently, standardized testing is not required for admission. In other words, the student and faculty advisor make up the admission committee. In addition to the interview, each applicant must submit the following information for admission:

» Completed application form.
» Application fee.
» Documentation/verification of high school of GED completion if the student has no college transfer credit.
» Official transcripts from all previous colleges and universities attended.

Note: To officially transfer semester credits, transcripts must be sent directly to Ottawa University from previous institutions attended.

**International Instructional Sites**

The Ottawa University Office of International Programs oversees programs in foreign countries. The Office is based at The College. Currently, the undergraduate Bachelor of Arts in Business Administration (BABA) degree completion program is offered at sites in Hong Kong, Malaysia and Singapore. Our Master of Business Administration (MBA) may be offered online. Ottawa University welcomes students of every nationality regardless of racial, religious, ethnic or cultural background. Admission decisions are based solely on the academic qualifications of applicants.

**English Requirements**

All international undergraduate and graduate students at Ottawa University are required to demonstrate proficiency in English.

Proficiency can be demonstrated by submitting or scheduling one of the following evaluation processes:

» TOEFL score of 550 or higher on the paper-based TOEFL.
» Completion of TOEFL score of 213 or higher on the computer-based TOEFL.
» Completion IELTS overall band score of 6.0 or higher.
» Completion of at least 30 transferable semester credit hours at a U.S. college or university.
» Interview with an Ottawa University faculty member.

» A 250-word statement of professional goals and confirmation in Proseminar, the first liberal arts studies course to be taken by an international student.

**Application Information**

In order to make application to the Ottawa University International Program, the following must be submitted:

» A completed International Programs application form.
» A passport-size photograph attached to the application form.
» Official copies in English of all transcripts from all secondary schools, colleges or universities attended.
» A 250-word statement of professional goals.
» A nonrefundable fee as applicable*.

* Application fees vary from country to country. Please contact the Office of International Programs.

**Admission Categories**

Evaluation of application and review of transcripts determines the admission category for undergraduate programs. The admission categories are the following:

» Full Admission: Applicant is admitted to Ottawa University and has met the necessary requirements for admission to the University degree program. Student may register and begin the degree program.

» Provisional Admission: Applicant is admitted to Ottawa University with the provision that he/she eventually meets the necessary graduation requirements. The student is able to register and begin the program.

» Pending Due to More Information Needed: Applicant is not admitted to Ottawa University due to missing essential information or documentation. The local representative and applicant are notified in writing as to what information is needed. Applicant cannot begin the program when status is pending.

» Deferred: Applicant cannot begin the program with a pending status. The local representative and applicant are notified in writing.

**Undergraduate Transfer Credit Policies**

Ottawa University values a student's previous coursework and is concerned that no student be penalized in the process of transferring. The following policies affect transfer students:

» All courses completed successfully at regionally accredited institutions of higher education are accepted at face value. Coursework is transferred as if it had been taken at Ottawa University. Semester credit hours are given for all passing grades, including D's. Semester credit hours are not, however, transferred for participation in varsity sports, remedial or developmental courses. Students must request that official transcripts from all colleges and universities attended be sent to the registrar at their Ottawa University campus.
Work completed successfully at other, selected institutions, is accepted according to university policy and requires official transcripts be sent to the registrar at their respective campus.

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

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

Credit by Evaluation
Credits recommended from the American Council of Education (ACE) for noncollegiate training programs transfer directly, provided that the student submits official documentation of completion to the registrar at the student's Ottawa University campus.

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

Military Credit
Ottawa University transfers directly all associate and baccalaureate credit evaluated by the ACE as defined in the Guide to Evaluation of Educational Experiences in the Armed Forces. Students requesting evaluation of military training must provide original documentation to the registrar at their Ottawa University campus. The documents will be photocopied and the originals returned to the student. The following are acceptable source documents for military credit evaluation: DD-214 Transfer or Discharge Papers; DD-295 Military Evaluation of Educational Experiences; AARTS Army/American Council on Education Registry Transcript System (transcripts are available for service on/after October 1, 1981; students must request the transcript on form DD-5454); Certificate of Course Completion for a Military Occupational Specialty (MOS).

Credit by Assessment
Ottawa University is committed to recognizing the educational importance of prior learning that has been accomplished, whether that learning was achieved through a traditional classroom or through the self-motivation of the student in settings other than the classroom.

Through the credit by assessment process, students may apply for semester credit hours for learning from formal or semiformal training, work experience or non-work-related experiences by writing a learning portfolio. The portfolio includes reflective statements about the learning experience and outcomes, analyzes the learning in terms of competencies, documents the learning with supportive evidence, relates the learning to the degree program, and assesses the learning for academic semester credit. The student is guided through this endeavor through a course on experiential learning and a close working relationship with a faculty advisor.

Transcript Classifications
Ottawa University has three transcript divisions: undergraduate, graduate and professional education. A separate grade point average is calculated for each.

The undergraduate transcript reflects coursework taken by students (degree-seeking and non-degree-seeking) who do not hold a bachelor's degree and students who are pursuing Teacher Certification/Licensure.

The graduate transcript reflects coursework taken by students (degree-seeking, non-degree seeking, CGS, and CAGS) enrolled in master's level courses.

The professional education transcript reflects graduate-level professional development and recertification courses.

Course Numbering System
In general, the courses are numbered as follows:

- 10000 to 29999 are first-year and sophomore-level courses.
- 30000 to 49999 are junior- and senior-level courses.
- 51000 to 69999 are upper-division/graduate professional education courses.
- 7001 to 8993 are graduate-level courses.

Undergraduate Degree-Seeking Student Classifications
Student classification is determined by the number of semester credit hours earned through coursework as transfer semester credit hours or both. The levels are as follows:

- 1-23 semester credit hours First Year
- 24-53 semester credit hours Sophomore
- 54-91 semester credit hours Junior
- 92+ Senior

Special Students
Students who desire to receive instruction in a particular academic division without being a candidate for a degree are welcomed at Ottawa University. They may enroll for semester credit hours in regularly scheduled courses on a space available basis. Please check with your campus for any special conditions regarding tuition rates, financial aid or semester credit limitations that may apply.
COURSE LOAD

The College (Semester Term)
Undergraduate Coursework
Full-time 12 semester credit hours and up
Part-time less than 12 semester credit hours

The College (Summer Term)
Undergraduate Coursework
Full-time 6 semester credit hours and up
Part-time less than 6 semester credit hours

Arizona, Jeffersonville, Milwaukee and Kansas City Campuses (8-Week Terms)
Undergraduate Coursework
Full-time 6 semester credit hours and up
Part-time less than 6 semester credit hours

International Instructional Programs
Undergraduate Coursework
Full-time 6 semester credit hours and up
Part-time less than 6 semester credit hours

All Graduate Programs (12-Week Terms)
Full-time 6 semester credit hours and up
Part-time less than 6 semester credit hours

EXPENSES

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

The College
Prepayment – New Students
To confirm an offer of admission, an enrollment deposit of $150 is required of which the $100 enrollment fee is credited to the student’s account at the time of graduation or at the time of withdrawal from the University, provided all bills are paid and all campus equipment or property is returned to the University in good condition and $50 is applied as a non-refundable Housing Reservation fee. For off-campus students, the enrollment deposit is $100.

Prepayment – Returning Students
Returning students are required to pay a deposit of $25 prior to the April 1 deadline to reserve a room in University housing. The full amount is applied to charges.

Estimated Cost of Attending (2006-2007)

Estimated Tuition and Fees
The following are estimated for the 2006-2007 academic year:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18 semester credit hours</td>
<td></td>
</tr>
<tr>
<td>Tuition ............... $ 7,750 ............... $15,500</td>
<td></td>
</tr>
<tr>
<td>Fees ............... $ 175 ............... $ 350</td>
<td></td>
</tr>
<tr>
<td>Less than 12 semester credit hours</td>
<td></td>
</tr>
<tr>
<td>Tuition ............... $ 515 per semester credit hour</td>
<td></td>
</tr>
<tr>
<td>Fees (per credit hour) ............... $ 15 ............... $ 30</td>
<td></td>
</tr>
<tr>
<td>More than 18 semester credit hours</td>
<td></td>
</tr>
<tr>
<td>Tuition ............... $ 425 per semester credit hour for each additional hour over 18, plus base tuition for semester noted above.</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Cost of Room and Board
The following are estimated for the 2006-2007 academic year:

<table>
<thead>
<tr>
<th>Residence Hall Charges</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Occupancy – Martin Hall and Bennett Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,250 ............... $2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Occupancy – Martin Hall and Bennett Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,900 ............... $3,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Occupancy – Brown Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,100 ............... $2,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Occupancy – Brown Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,750 ............... $3,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments – Martin Hall and Bennett Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,500 ............... $3,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Guaranteed single rooms may be available for an additional fee.

Residential Security Deposit
For all students living in the residence halls, a $200 security deposit will be required prior to moving in. The security deposit will be refundable once a student is allowed to live off campus and/or is no longer attending The College. The deposit will be used to offset any fines/charges related to residence hall damage which is assessed at the end of each semester. Any reduction from the deposit will have to be reimbursed to bring the amount back to $200 prior to a student returning to live in the residence halls in subsequent sessions.

Board Charges Semester Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Meal Plan ............... $1,650 ............... $3,300</td>
<td></td>
</tr>
<tr>
<td>14 Meal Plan ............... $1,650 ............... $3,300</td>
<td></td>
</tr>
<tr>
<td>($70 Munch Money)</td>
<td></td>
</tr>
<tr>
<td>9 Meal Plan ............... $1,650 ............... $3,300</td>
<td></td>
</tr>
<tr>
<td>($125 Munch Money)</td>
<td></td>
</tr>
<tr>
<td>5 Meal Commuter Plan ............... $700 ............... $1,400</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 depending on the courses taken. Books and supplies may be purchased from the Ottawa University Bookstore.

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

Estimated Transportation Costs
Domestic commuting students can expect to pay $250 per semester for transportation costs.

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 or delete fees associated with courses offered. Refer to section on Special Fees.

Special Enrollment Tuition Rates

Occasional Student Tuition Rate
The occasional student tuition rate is for a student enrolled in no more than one course each semester (excluding student teaching and summer school). This rate is charged one-half the current per semester credit hour tuition rate. Occasional students are not degree seeking and are not eligible for financial aid.

Teacher Certification Tuition Rate
The teacher certification tuition rate is for students who are seeking teacher certification only. These students have already earned a bachelor's degree. This excludes student teaching and summer school. The Student Benefit Fee applies.

Audit Tuition Rate
Audit tuition rate is $50 per credit. Students must have the consent of the instructor. Official transcripts are not available for audited courses.

* Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

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. Financial aid may be available when attending summer session. Please contact the Department of Financial Aid for more information. Special tuition rates for occasional students are not applicable for summer courses. Students registering for courses as an audit must take note: during the summer sessions, courses taken under these options must already have met the minimum enrollment requirement of eight students.

Guidelines for Payment of Tuition, Fees and Other Charges to The College
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 students:

» Tuition, fees, room, board, and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.

» A 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 requires an administrative fee to be paid to the agency with the initial payment. Students also should bring enough 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 courses is not allowed until a student's account for the previous semester is paid. Diplomas, transcripts and other records are not to 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:

Enrollment Fee
This fee may be refunded upon graduation or withdrawal from the University provided all bills are paid and all campus equipment or property is returned to the University in good condition.

Replacement of Lost ID Fee
A $25 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. The Student Senate makes decisions regarding the allocation of the Student Benefit Fee funds including the distribution of funds requested by student organizations. Past recipients to benefit from student fees include the library, Wellness Center, Alpha Psi Omega, Black Student Union, CFA, Education Club, Inter-Club Council, Student Activity Fee (SAF), Student Senate, and the Whole Earth Club.
The student's account is adjusted to reflect the increased fee when students add courses. 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>Semester Credit Hours Enrolled</th>
<th>Semester Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 11</td>
<td>$15 per credit hour</td>
</tr>
<tr>
<td>12 +</td>
<td>$175</td>
</tr>
</tbody>
</table>

**Late Registration Fee**

For late registration, the fee is $50. This fee applies to those students who register after 5:00 p.m. on the day of registration or on the last day if registration is scheduled for more than one day. No refunds are made for late registration fees assessed.

**Private Music Instruction Fee**

The private music instruction fee in voice, piano, organ, string, or band instruments is $250 per semester. Private instruction normally consists of 12 30-minute private lessons per semester. Use of the practice rooms is included in the above charge.

**Student Teaching Fee**

Students having a practice teaching assignment (EDU 49001 Elementary Student Teaching I, EDU 49002 Elementary Student Teaching II, EDU 49021 Secondary Student Teaching I, EDU 49022 Secondary Student Teaching II) pay an additional fee of $160 for added coordination expenses. Special placement of student teachers may result in a higher charge.

**Graduation Fee**

The University assesses a graduation fee of $100 at the time the student registers for LAS 42515 Writing: Applying the Disciplines. This fee covers the cost of graduation (diploma, diploma cover, cap, gown, etc.) for seniors.

**Replacement Diploma/Certificate Fee**

Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.

**Transcript Fee**

A transcript may be issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. A fee is only assessed for "special handling" such as "rush" or fax requests for transcripts.

**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 the first day of class each semester.

**Returned Check Charge**

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

**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.

**Arizona Campuses**

**Prepayment**

**Non-Refundable Application Fees (One-Time Fee):**

- Undergraduate .......................................................... $50
- Graduate ................................................................. $60

**Estimated Cost of Attending (2006-2007)**

**Estimated Tuition and Fees**

The following are estimated for the 2006-2007 academic year:

**Undergraduate Tuition Per Semester Credit Hour**

- Undergraduate .......................................................... $320
- Undergraduate – Online ............................................... $325
- Undergraduate – Directed Study ................................... $370
- Credit by Assessment .................................................. $50
  (per credit hour claimed)

**Graduate Tuition Per Semester Credit Hour**

- Education ................................................................. $325
- Human Resources/Business Administration/ Psychology/Counseling ............................................... $360
- Online Business Administration/ Human Resources .......................................................... $425
- Online Education ........................................................ $400
- Professional Education Program .................................. $120
  classroom; $130 computer

**Estimated Cost of Books and Supplies**

The cost of books and supplies is dependent upon the course being taken. Most books are purchased by the student through an online supplier.

**Special Enrollment Tuition Rates**

**Audit Tuition Rate**

Audit tuition rate is $50 per credit. Students must have the consent of the instructor. Official transcripts are not available for audited courses.

*Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.*
Guidelines for Payment of Tuition, Fees and Other Charges to Arizona Campuses

The University offers two payment options for students:

» Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.

» The student may enroll in a University-employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service does require a non-refundable administrative fee of $45 to be paid to the University along with registration and any charges in excess of a student's employer reimbursement eligibility. Registration for a new term of courses is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not 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:

Late Registration Fee

For late registration, the fee is $20 per course. Courses are closed when the maximum enrollment is reached. No refunds are made for late registration fees assessed.

Graduation Fee

The University assesses a graduation fee of $100 at the time the student registers for LAS 45012 Graduation Review. These fees cover the cost of graduation (diploma, diploma cover, cap, gown, etc.) for graduating students.

Replacement Diploma/Certificate Fee

Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.

Transcript Fee

A transcript may be issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. A fee is only assessed for "special handling" such as "rush" or fax requests for transcripts.

Returned Check Charge

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

Student Account Balances

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

Kansas City Campus

Prepayment

Non-Refundable Application Fees (One-Time Fee):
Undergraduate ........................................ $ 50
Graduate .................................................. $ 60
Professional Education Program ..................... $ 15

Estimated Cost of Attending (2006-2007)

Estimated Tuition and Fees

The following are estimated for the 2006-2007 academic year:

Undergraduate Tuition Per Semester Credit Hour
Undergraduate ........................................ $320
Undergraduate – Online ............................ $325
Health Care Management - Online ................. $340
Credit by Assessment .............................. $ 50
(per credit hour claimed)

Graduate Tuition Per Semester Credit Hour
Human Resources/Business Administration ........... $410
Human Resources – Online .......................... $425
Business Administration – Online ................. $425
Professional Education Program ................... $120

Estimated Cost of Books and Supplies

The cost of books and supplies is dependent upon the course being taken. Most books are purchased by the student through an online supplier. *PEP students will receive materials and books on the first day of class.

Special Enrollment Tuition Rates

Audit Tuition Rate

Audit tuition rate is $50 per credit. Students must have the consent of the instructor. Official transcripts are not available for audited courses. *Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

PEP Audit Tuition Rate

PEP audit tuition rate is $30 per credit. Students must have the consent of the instructor. Official transcripts are not available for audited courses. *Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.
Guidelines for Payment of Tuition, Fees and Other Charges to the Kansas City Campus

A student account statement of term 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 students:

» Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Department of Financial Aid or Business Office.

» The student may enroll in a University-employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service requires a non-refundable administrative fee of $45 to be paid to the University with registration and any charges in excess of a student's employer reimbursement eligibility. Registration for a new term of courses is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not 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:

Student Teaching Fee
Students having a practice teaching assignment (EDU 49001 Elementary Student Teaching I, EDU 49002 Elementary Student Teaching II and EDU 40933 Reflective Teaching) pay an additional fee of $175 for added coordination expenses. Special placement of student teachers may result in a higher charge.

Graduation Fee
The University assesses a graduation fee of $100 at the time the student registers for LAS 45012 Graduation Review. These fees cover the cost of graduation (diploma, diploma cover, cap, gown, etc.) for graduating students.

Replacement Diploma/Certificate Fee
Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.

Transcript Fee
A transcript may be issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the A fee is only assessed for "special handling" such as "rush" or fax requests for transcripts.

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

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

Jeffersonville Campus

Prepayment

Non-Refundable Application Fees (One-Time Fee):
Undergraduate ...................... $ 50
Credit by Assessment ........... $ 50
(per credit hour claimed)

Estimated Cost of Attending (2006-2007)

Estimated Tuition and Fees
The following are estimated for the 2006-2007 academic year:

Undergraduate Tuition Per Semester Credit Hour
Undergraduate ...................... $285
Undergraduate - Online ........ $325

Estimated Cost of Books and Supplies
The cost of books and supplies is dependent upon the course being taken. Most books are purchased by the student through an online supplier. Proseminar books are provided to students. A textbook fee of $125 and materials fee of $25 is assessed at the time of enrollment in the Proseminar class.

Guidelines for Payment of Tuition, Fees and Other Charges to the Jeffersonville Campus

A student account statement of term 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 students:

» Tuition, fees and other applicable charges are all due at the time of registration. The student must have made satisfactory payment arrangements through the Office of Financial Services or Business Office.

» The student may enroll in a university employer reimbursement deferred payment plan. The plan provides a way for the student to defer payments until 45 days after the end of the term. The service requires a non-refundable administrative fee of $45 to be paid to the University with registration and any
charges in excess of a student's employer reimbursement eligibility. Registration for a new term of courses is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not 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:

Graduation Fee
The University assesses a graduation fee of $100 at the time the student registers for LAS 45012 Graduation Review. These fees cover the cost of graduation (diploma, diploma cover, cap, gown, etc.) for graduating students.

Replacement Diploma/Certificate Fee
Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.

Transcript Fee
A transcript may be issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. A fee is only assessed for "special handling" such as "rush" or fax requests for transcripts.

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

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

Milwaukee Campus

Prepayment

Non-Refundable Application Fees (One-Time Fee):
Undergraduate .......................... $ 50
Graduate .............................. $ 60

Estimated Cost of Attending (2006-2007)

Estimated Tuition and Fees
The following are estimated for the 2006-2007 academic year:

Undergraduate Tuition Per Semester Credit Hour
Undergraduate .................................. $290
Undergraduate - Online ...................... $ 325
Directed Study .................................. $365
Credit by Assessment ....................... $ 50
(per credit hour claimed)

Graduate Tuition Per Semester Credit Hour
Business Administration .................. $410
Business Administration – Online .......... $425
Directed Study .............................. $510
Directed Study - Online ..................... $525

Estimated Cost of Books and Supplies
The cost of books and supplies is dependent upon the course being taken. Most books are purchased by the student through an online supplier.

Special Enrollment Tuition Rates

Audit Tuition Rate
Audit tuition rate is $50 per credit. Students must have the consent of the instructor. Official transcripts are not available for audited courses.

*Please note: Students enrolled under these special enrollment tuition rates may not be eligible for financial aid.

Guidelines for Payment of Tuition, Fees and Other Charges to the Milwaukee Campus
A course confirmation is mailed to the student prior to the start of the term. An account statement of term charges, less any financial aid, is provided to the student two weeks after registration. The balance due, if any, is reflected on the student's statement. The tuition payment is due in full the first week of the term net of financial aid.

Registration for a new term of courses is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not 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:

Graduation Fee
The University assesses a graduation fee of $100 at the time the student registers for LAS 45012 Graduation Review. This fee covers the cost of graduation (diploma, diploma cover, cap, gown, etc.) for graduating students.

Replacement Diploma/Certificate Fee
Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.
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Returned Check Charge
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Student Account Balances
Students with outstanding balances are sent to collections if payment is not met in the agreed upon timeframe. Penalties for collection of an unpaid balance on a student account may be assessed up to 40 percent of the unpaid balance due.

International Instructional Sites
Prepayment
Non-Refundable Application Fees (One-Time Fee):
Undergraduate ................................. $ 25

Estimated Cost of Attending (2006-2007)

Estimated Tuition and Fees
The following are estimated for the 2006-2007 academic year:

- Hong Kong Meeting 1 .......................... $2,190
- Hong Kong Meeting 2-5 ....................... $1,690
- Malaysia Meeting 1 .......................... $1,900
- Malaysia Meeting 2-5 ....................... $1,400
- Singapore Meeting 1 .......................... $2,000
- Singapore Meeting 2 ......................... $1,680
- Singapore Meeting 3-4 ..................... $1,600
- Singapore Meeting 5 .......................... $1,120

Estimated Cost of Books and Supplies
The cost of books and supplies is dependent upon the course being taken.

Guidelines for Payment of Tuition, Fees and Other Charges to International Instructional Sites
The student account balances must be paid to the partner prior to the start of the course. Registration for a new term of courses is not allowed until a student's account for the previous term has been paid. Diplomas, transcripts and other records are not 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:

 OTTAWA UNIVERSITY FEES AT-A-GLANCE

<table>
<thead>
<tr>
<th></th>
<th>Arizona</th>
<th>Kansas</th>
<th>Wisconsin</th>
<th>Indiana</th>
<th>International</th>
<th>The College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Application Fee (One Time Fee)</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>25</td>
<td>15</td>
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<tr>
<td>Graduate Program Application Fee (One Time Fee)</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional Education Application Fee</td>
<td>-</td>
<td>15</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Late Registration Fee – Per Course</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Employer Deferment Fee</td>
<td>45</td>
<td>45</td>
<td>-</td>
<td>45</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Graduation Fee – Undergraduate</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Graduation Fee – Graduate</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Add/Drop Fee</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>DANTES Testing Fee</td>
<td>120</td>
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<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Course Audit Fee(Per Semester Credit Hour)</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>PEP Audit Tuition Fee</td>
<td>-</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Credit by Assessment – $ 50 per semester credit hour claimed (Claimed Per Semester Credit) 50 50 50 50 - -

MA Counseling COMPS Fee | 145     | -      | -         | -       | -             | 160         |

Student Teaching Fee | 125     | 175    | -         | -       | -             | 100         |

Enrollment Fee | -       | -      | -         | -       | -             | -           |

Housing Reservation Fee | -       | -      | -         | -       | -             | -           |

Residential Security Deposit | -     | -      | -         | -       | -             | 200         |

Lost ID Fee | -       | -      | -         | -       | -             | -           |

Student Benefit Fee | -       | -      | -         | -       | -             | 175         |
Diploma Fee
The University assesses a diploma fee of $50 at the time the student registers for the fifth meeting of undergraduate courses. For graduate students, the diploma fee is charged at the time the student registers for their last module. The fee covers the cost of graduation diploma, diploma cover, etc.

Replacement Diploma/Certificate Fee
Students may request a replacement diploma/certificate by contacting the Assistant Registrar at 785-242-5200, ext. 5522 and must pay a $25 fee per diploma/certificate. The diploma/certificate will be replaced with the current style and with current signatures. Name changes will require a valid documentation as indicated on page 40.

Transportation Fee
A fee of $100 is assessed when the student enrolls for the fifth meeting to be held at The College. This covers transportation to the various tours taken while in the United States for the final meeting prior to graduating.

Transcript Fee
A transcript may be issued after receipt of written consent from the student and after assuring the student has paid all financial obligations to the University. A fee is only assessed for "special handling" such as "rush" or fax requests for transcripts.

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

BOOKSTORE

The College
The Ottawa University Bookstore, is located near the east entrance of the Morey Student Union, and offers textbooks 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 events held at The College. Textbooks 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.

Adult Campuses
Textbook purchases can be made via the Ottawa University website. Ottawa University merchandise is available for purchase at each campus or through Ottawa's website. Please contact your local campus for more information.

International Instructional Sites
Please contact your international instructional site for more information.

FINANCIAL AID

Many students find it necessary to obtain financial assistance to attend Ottawa University. Recognizing this need and desiring to see every qualified student attend, Ottawa University offers each applicant a total financial planning service. The types of financial aid available may vary by student and location. In addition, many sources of financial aid administered by Ottawa University are controlled by governmental agencies external to the University. The following information is correct at the time of printing and subject to change. The Department of Financial Aid assists a large percentage of Ottawa University students. Consideration that is fair and equitable can only be given after the student has submitted the proper application documents to determine eligibility. Students are urged to submit an application well in advance of registration dates, as processing the paperwork may require several weeks. The priority application deadline for students attending The College is March 15 for the following fall semester. Applying by this deadline will assure the student of consideration for all types of aid. There is no application deadline for students attending the adult campuses. Students must promptly respond to requests for additional documents and forms to allow the staff in the Department of Financial Aid time to process applications.

Aid is awarded on the basis of financial need (except for unsubsidized Stafford and PLUS 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), which is the amount the student and family are expected to contribute toward the student's education.

The Federal Methodology (FM) indicates the amount student and family are expected to contribute toward the student's 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 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 Department of Financial Aid 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, all other aid expected to be received (e.g. scholarships, VA benefits, employer reimbursement, etc) must be taken into consideration. The University reserves the right to review or modify a student's financial aid award at any time due to changes in status; new, conflicting or incorrect information; human error; or availability of funds. Financial aid offered through the University is made in good faith but may be canceled or reduced if funds become unavailable.

Basic Consumer Information

Upon request, the student may obtain information regarding the following topics by contacting the Department of Financial Aid:

- Rights under the Family Education Rights and Privacy Act (FERPA).
- Family Federal Education Loan (FFEL) Deferments for Performed Services (e.g. Peace Corps).
- Description of all available federal, state, local, private, and institutional financial need-based and non-need-based assistance programs and for each program a description of:
  - Application form and procedures.
  - Student eligibility requirements.
  - Selection criteria.
  - Criteria for determining the amount of a student's award.
- Rights and responsibilities of students receiving Title IV and other financial aid including:
  - Criteria for continued eligibility.
  - Satisfactory academic progress standards and criteria to re-establish eligibility if student fails to maintain satisfactory academic progress.
  - Method and frequency of financial aid disbursements.
  - Terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.
  - General conditions and terms applicable to any employment offered as part of student's financial aid award.
  - Exit counseling information required to be provided and to be collected from student borrowers of a FFEL or Federal Perkins Loan.
- Institutional information including:
  - Cost of attending the school.
  - Any applicable refund policy.
  - Requirements for officially withdrawing from the University.
  - Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.
  - Information regarding the University's academic programs.
  - Entities that accredit, license or approve the school and its programs and procedures for reviewing the University's accreditation, licensing or approval documentation.
  - Description of any special services and facilities for disabled students.
  - Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.
  - Statement that enrollment in a study abroad program approved for semester credit hours may be considered enrollment at the University for the purpose of applying for Title IV assistance.
- Graduation Rates and Transfer Out Rates for Students, which are published each semester with the Schedule of Courses. Information is available in The College's Office of the Registrar.
- Campus security reports including:
  - Statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property and public property.
  - Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies, and the institution's response to such.
  - Policies concerning the security of and access to campus facilities.
  - Policies concerning campus law enforcement.
- Report on athletic program participation rates and financial support data.
- Report on completion and graduation rates and transfer out rates for student athletes.

Additional financial aid information can be obtained by contacting the Department of Financial Aid staff at each location:

**Ottawa, Kansas, Campus**
1001 South Cedar Street
Ottawa, KS 66067
758-242-5200, ext. 5460

**Arizona Campuses**
10020 North 25th Avenue
Phoenix, AZ 85021
602-749-5120

**Indiana Campus**
287 Quarter Master Court
Jeffersonville, IN 47130
812-280-7271

**Kansas City Campus**
4370 West 109th St., Ste. 200
Overland Park, KS 66211
913-451-1431, ext. 12

**Wisconsin Campus**
245 S. Executive Drive, Suite 110
Brookfield, WI 53005
262-879-0200

For additional help:

Financial Aid Information Page
[www.finaid.org](http://www.finaid.org)

U.S. Department of Education
[www.ed.gov](http://www.ed.gov)
Phone: 800-4-FED-AID

Student Guide
Financial Assistance at The College

The College has a program of scholarships and grants. These are types of gift aid that do not have to be repaid. They are awarded in a nondiscriminatory fashion for recognition in academics and activity participation. The criteria for receiving an award are each individual student's strength of academic preparation, a performance audition or tryout for the director/coach of a campus activity and financial need. Scholarships are renewable each academic year provided the recipient maintains the appropriate grade point average (GPA) for their scholarship and actively participates in an approved campus activity.

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

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

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

Sibling Scholarship
Recipient must have at least one sibling currently enrolled at Ottawa University.

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

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

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

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

Perkins Student Loan
The Federal Perkins Student Loan Program is administered by the University using federal and University funds. Eligible students must demonstrate financial need. Limited funds are available. Interest begins accruing for the student (5 percent simple interest rate) when repayment begins, which is nine months after the student is no longer enrolled at least half-time. These funds may have cancellation benefits; check with the Department of Financial Aid for details. Depending on when a student applies, the level of need and the funding level of the school, a student can borrow up to $4,000 for each year of undergraduate study. The total amount a student may borrow is $20,000.

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

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

Application Procedure for Students Attending The College

1. Submit application for admission (new students only).

2. If applying for need-based aid, complete Free Application for Federal Student Aid (FAFSA), on the web at www.fafsa.ed.gov or by paper application to the Department of Financial Aid, and list Ottawa University, code 001937, as a college to receive the results. Kansas residents must complete the FAFSA no later than March 15 to apply for a Kansas Comprehensive Grant for the following fall.

3. New students should consult their high school guidance counselor to determine if they are eligible for other Kansas state aid programs.

4. Returning students should consult with the Ottawa Financial Aid staff to determine eligibility for other types of aid.

Awarding Policy at The College

The following describes the institutional methodology for awarding aid to incoming new, full-time students who attend The College. This information is current as of the 2006-2007 academic year and subject to change annually based on changes in institutional funding, the availability of federal funds and the needs of the institution to better serve its students.

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

Students who move from the Ottawa Residence Hall to off-campus/commuter status may have their Ottawa University funding reduced up to $2,500.

Priority for awards:

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

FSEOG is awarded based on the following criteria:

<table>
<thead>
<tr>
<th>Estimated Family Contribution (EFC)</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-250</td>
<td>$1,500</td>
</tr>
<tr>
<td>251-500</td>
<td>$1,250</td>
</tr>
<tr>
<td>501-1000</td>
<td>$1,000</td>
</tr>
<tr>
<td>1001-1750</td>
<td>$750</td>
</tr>
<tr>
<td>1751-2500</td>
<td>$500</td>
</tr>
<tr>
<td>2501-3850</td>
<td>$250</td>
</tr>
</tbody>
</table>

Kansas Comprehensive Grant (KCG) Awarding Table

KCG is available to Kansas residents (residency must have been established one year prior to attending Ottawa University) attending full time. The student must maintain a 2.0 GPA to be eligible for the award. The student may be awarded for a maximum of eight (8) semesters during their college career. Students with need remaining after OU scholarships and Pell Grant will be awarded the KCG as follows:

<table>
<thead>
<tr>
<th>Nine-Month EFC</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>2,501-5,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>5,001-7,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>7,501-10,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>10,001-15,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>15,001 and Above</td>
<td>$500</td>
</tr>
</tbody>
</table>

Perkins Loan Awarding Table

Students with need remaining after all other Title IV aid has been awarded will be awarded Perkins Loan funds as follows:

<table>
<thead>
<tr>
<th>Remaining Need</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than $7,999</td>
<td>$4,000</td>
</tr>
<tr>
<td>$7,000-$7,999</td>
<td>$3,500</td>
</tr>
<tr>
<td>$6,000-$6,999</td>
<td>$3,000</td>
</tr>
<tr>
<td>$5,000-$5,999</td>
<td>$2,500</td>
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<tr>
<td>$4,000-$4,999</td>
<td>$2,000</td>
</tr>
<tr>
<td>$3,000-$3,999</td>
<td>$1,500</td>
</tr>
<tr>
<td>$2,000-$2,999</td>
<td>$1,000</td>
</tr>
<tr>
<td>$1,000-$1,999</td>
<td>$500</td>
</tr>
</tbody>
</table>

Academic scholarships are renewable based on student maintaining 2.5 GPA or higher at the end of the academic year.

Entitlement Awards:

ABC Award: $500 if the student is a member of an American Baptist Church. An additional $500 endowment is available to students whose ABC churches are members of the Central or Rocky Mountain Region.

Alumni Award: $500 if one or more parent or grandparent is a graduate of OU.
Sibling Award: $500 per sibling currently attending OU.
Franklin County Scholarship: $500 if the student is a graduate of a Franklin County high school (including home schooling) and is currently a resident of Franklin County.

Financial Assistance at All Campuses

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

Academic Competitiveness Grant (ACG)
Full-time Pell eligible students who graduated High School from a rigorous program of study (as defined by the U.S. Department of Education) may be eligible to receive up to $750 for their first academic year and up to $1,300 for their second academic year. This is a new program effective with the 2006-07 Fiscal Year and subject to change. Additional eligibility criteria exist. Students who believe they may qualify for these funds should contact the Financial Aid department.

National Smart Grant
Full-time Pell eligible students who are enrolled in a designated major (as defined by the Department of Education) could be eligible for up to $4,000 in their third and fourth academic year. This is a new program effective with the 2006-07 Fiscal Year and subject to change. Additional eligibility criteria exist. Students should contact the University Registrar for a list of the eligible programs of study required to receive these funds.

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

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

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

Federal Family Education Loan Program

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

Federal Stafford Loans, which must be repaid, are available through banks and lending agencies at fixed interest rates of 6.8 percent. When deciding whether to borrow, students should examine the need for assistance and the future ability to repay the loan. Unlike consumer loans, student loans have longer terms of repayment. In most cases, payment on a student loan is not required until the student leaves school or is enrolled less than half-time. The precise terms of the loan are contained in the promissory note that the borrower is required to sign. The amounts listed below are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized loans. A student may receive less than these yearly maximum amounts if he/she receives other financial aid that is used to cover a portion of the cost of attendance. The descriptions given here are summaries of the terms available at the time of printing and are subject to change.

<table>
<thead>
<tr>
<th>Dependent Undergraduates</th>
<th>Subsidized</th>
<th>Total (Subsidized and Unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$2,625</td>
<td>$2,625</td>
</tr>
<tr>
<td>Second Year</td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Third Year and Beyond</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Undergraduates (and dependents whose parents are unable to borrow under the PLUS program)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>$2,625</td>
<td>$6,625</td>
</tr>
<tr>
<td>Second Year</td>
<td>$3,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>Third Year and Beyond</td>
<td>$5,500</td>
<td>$10,500</td>
</tr>
<tr>
<td>Graduate and Professional Students</td>
<td>$8,500</td>
<td>$18,500</td>
</tr>
</tbody>
</table>

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

**SIMPLE REPAYMENT COSTS AT 6.8% INTEREST**

<table>
<thead>
<tr>
<th>Total Indebtedness</th>
<th>Number of Payments</th>
<th>Monthly Payment</th>
<th>Interest Charges</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000</td>
<td>76</td>
<td>$50</td>
<td>$874</td>
<td>$3,874</td>
</tr>
<tr>
<td>$5,000</td>
<td>120</td>
<td>$61</td>
<td>$2,359</td>
<td>$7,359</td>
</tr>
<tr>
<td>$7,000</td>
<td>120</td>
<td>$86</td>
<td>$3,303</td>
<td>$10,303</td>
</tr>
<tr>
<td>$10,000</td>
<td>120</td>
<td>$123</td>
<td>$4,718</td>
<td>$14,718</td>
</tr>
<tr>
<td>$15,000</td>
<td>120</td>
<td>$184</td>
<td>$7,077</td>
<td>$22,077</td>
</tr>
</tbody>
</table>
AGGREGATE LIMITS

Dependent Undergraduates $23,000 $23,000
Independent Undergraduates $23,000 $46,000
(and dependents whose parents are unable to borrow under the PLUS program)
Graduate and Professional Students $65,500 $138,500

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

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

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

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

Federal Parent Loan for Undergraduate Students (PLUS Loan)

This is a federal loan program available to parents on behalf of their dependent's educational costs. Eligibility is determined by the cost of attendance and other financial aid available to that student; can replace the estimated family contribution. Creditworthiness is an important qualifying criterion and co-signers may be required under some circumstances. Repayment begins 60 days after the loan is fully disbursed. The interest rate is fixed at 8.5 percent.

Private/Alternative Loans

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

Application Procedure for Students Attending the Adult Campuses:

After being admitted to the University (new undergraduate and graduate students only):

2. First time loan applicants should electronically sign and submit Master Promissory Note using the instructions found on the cover of the Institutional Application.

Debt Management/Loan Repayment

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

Loan Deferment Options

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

Loan Consolidation

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

Loan Default

If the student fails to make loan payments when they are due, he/she will be considered to be in default. Default on a loan occurs if the terms of the promissory note are not followed. If the student does not repay the loan, the guarantee agency may then take legal action (e.g., wage garnishment) to collect this debt. During the time the student is in default, the guarantee agency may continue to charge interest on the loan. In addition, the guarantee agency, the lender or the Department of Education may report to a credit bureau that the loan has not been repaid. This report can affect credit rating, making it difficult to obtain credit in the future. Timely repayment of a loan is the surest way of building a good history, which is important for future loan applications to purchase such things as a car or house. Problems can occur if a student loan repayment is not made on time, including loss of eligibility for further financial aid, loss of federal and/or state income tax refunds and possible legal action. Paying back student loans helps
to ensure that the door remains open for other students to borrow for their education.

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

- Completing all application forms truthfully and accurately.
- Reading, understanding and keeping copies of all forms.
- Providing additional documentation or information as requested.
- Notifying the lender or school of anything that affects ability to repay the loan.
- Informing the lender of a change in name, address or social security number.
- Informing the lender of graduation, dropping out of school, transferring to a different school, or dropping below a half-time enrollment status as defined by the school.
- Knowing who holds the loan. The lender may hire a servicer to handle the account or sell the loan to another financial institution.

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

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

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

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

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

Satisfactory Academic Progress
Students must maintain an adequate rate of progress toward graduation, as defined below. Students are evaluated twice each year, at the end of the fall and spring semesters (i.e. December and June). This rate of progress is measured using two criteria: Grade Point Average (GPA) and Maximum Time Frame (MTF), both of which are explained below. Students who fail to meet the Satisfactory Academic Progress criteria will be given an opportunity to rectify the deficiency. If it is not corrected within the allotted amount of time, the student may lose his/her eligibility for federal financial aid and may be subject to dismissal from the University.

Progress Criteria
Grade Point Average
Students will be placed on a one-term financial aid probation for failure to meet the minimum GPA requirement. Financial aid funding will continue during the probation. Progress measurements for the student's GPA are based on a 4.00 scale and reflect all semester credit hours attempted by the student including transfer credits. Students enrolled in an undergraduate program must meet the following GPA criteria:

<table>
<thead>
<tr>
<th>Total Number of Semester Credit Hours Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24</td>
<td>1.60</td>
</tr>
<tr>
<td>25-48</td>
<td>1.80</td>
</tr>
<tr>
<td>49+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

Students will be placed on a one-term probation if they fail to earn at least 66.67 percent of the semester credit hours attempted, including transfer credits, during any measurement period. Financial aid eligibility will continue during the probationary period. Further federal financial aid funding will be denied if the student fails to resolve the MTF problem within the probationary period.
Example: If a student attempts 24 cumulative semester credit hours at the time of measurement, he/she must have earned at least 16 semester credit hours (24 X 66.67 percent = 16) toward program completion. Incompletes, no credits, withdrawals, and repeated courses are considered semester credit hours attempted but not earned. Updates of incomplete grades constitute reevaluation and are reflected in the new semester credit hours earned and/or semester credit hours graded total. Such reevaluation must be requested by the student and occur prior to the next enrollment period.

**Transfer Credits**

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

**Probationary and Denial Status**

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

**Appeals**

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

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

**Unofficial Withdrawals**

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

### REFUND POLICIES

#### 16-Week Terms

<table>
<thead>
<tr>
<th>Time</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to and including the first day of classes</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After first day of classes up to and including</td>
<td>10th day of classes 90% Refund</td>
</tr>
<tr>
<td>After 10th day of classes up to and including</td>
<td>20th day of classes 75% Refund</td>
</tr>
<tr>
<td>After 20th day of classes up to and including</td>
<td>30th day of classes 50% Refund</td>
</tr>
<tr>
<td>After 30th day of classes up to and including</td>
<td>40th day of classes 25% Refund</td>
</tr>
<tr>
<td>After 40th day of classes</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

#### 12-Week Terms

<table>
<thead>
<tr>
<th>Time</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero up to and including 20% of class meetings</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After 20% of class meetings up to and including 35% of class meetings</td>
<td>75% Refund</td>
</tr>
<tr>
<td>After 35% of class meetings up to and including 50% of class meetings</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After 50% of class meetings</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

#### 8-Week Terms

<table>
<thead>
<tr>
<th>Time</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero up to and including 25% of class meetings</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After 25% of class meetings up to and including 37% of class meetings</td>
<td>75% Refund</td>
</tr>
<tr>
<td>After 37% of class meetings up to and including 50% of class meetings</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After 50% of class time</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

#### Proseminar

<table>
<thead>
<tr>
<th>Time</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before 50% of class meetings</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After 50% of class meetings</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>
Refund Policy

The refund policy in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment varies depending on which campus the student attends, which program he/she is enrolled in and whether he/she is a financial aid recipient. The examples on the previous page are sample institutional policies. The percentages calculated are based on the number of days of classes. Courses that do not meet are treated as those with standard schedules:

Additional state and federal refund policies may apply. Federal refund calculations will be calculated for financial aid recipients who withdraw from all course or who have been deemed an unofficial withdrawal. Financial aid is refunded in the following order as prescribed by law and regulation:

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

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

REGISTRATION

The College

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

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

Arizona Campuses

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

Dates for priority registration are listed in the course schedule. Students are assessed a late registration fee if the registration form is not received during priority registration.

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

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

All fees are listed on the course schedule.

All registrations must indicate tuition payment options.

Web Registration

Current students in undergraduate and graduate programs enrolled in the U.S. may register for courses on their own initiative and convenience via the web within published time frames. Registration will require the submission of written forms after the dates noted.

Students with a private access code (PIN) have the ability to:

» Register for regularly-scheduled courses
» Add/drop courses
» Print course schedule
» Project GPA for in-progress courses
» Print unofficial academic record

Jeffersonville Campus

Each student must officially register before beginning a course. A student registers for classes each term by registering online at www.ottawa.edu/webportal or by completing and signing an official registration form as provided in course schedules. Paper registration forms may be mailed, faxed or hand delivered.

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

All fees are listed on the course schedule.

All registrations must indicate tuition payment options.

Web Registration

Current students in undergraduate and graduate programs enrolled in the U.S. may register for courses on their own initiative and convenience via the web within published time frames. Registration will require the submission of written forms after the dates noted.

Students with a private access code (PIN) have the ability to:

» Register for regularly-scheduled courses
» Add/drop courses
» Print course schedule
» Project GPA for in-progress courses
» Print unofficial academic record

Kansas City Campus

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

Registration for independent and directed studies requires a special registration form. Students must consult with their advisor before registering for any independent studies. Registration is not considered complete until financial arrangements have been made with the financial records office.
Web Registration
Current students in undergraduate and graduate programs enrolled in the U.S. may register for courses on their own initiative and convenience via the web within published time frames. Registration will require the submission of written forms after the dates noted. Students with a private access code (PIN) have the ability to:

- Register for regularly-scheduled courses
- Add/drop courses
- Print course schedule
- Project GPA for in-progress courses
- Print unofficial academic record

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

Web Registration
Current students in undergraduate and graduate programs enrolled in the U.S. may register for courses on their own initiative and convenience via the web within published time frames. Registration will require the submission of written forms after the dates noted. Students with a private access code (PIN) have the ability to:

- Register for regularly-scheduled courses
- Add/drop courses
- Print course schedule
- Project GPA for in-progress courses
- Print unofficial academic record

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

Students and former students must request a copy of their transcript in writing. Faxed requests are acceptable. Transcript request forms are available on Ottawa University's website. The request must include the following:

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent – 4 grade points per semester credit hour earned</td>
</tr>
<tr>
<td>B</td>
<td>Good – 3 grade points per semester credit hour earned</td>
</tr>
<tr>
<td>C</td>
<td>Average – 2 grade points per semester credit hour earned</td>
</tr>
<tr>
<td>D</td>
<td>Below Average – 1 grade point per semester credit hour earned</td>
</tr>
<tr>
<td>F</td>
<td>Failure – 0 grade points earned</td>
</tr>
</tbody>
</table>
International Instructional Sites

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

Add/Drop Courses

The College

Add a Course – Students may add a course for the first five days of the term. Students may add a course with instructor permission from the sixth to the 10th day of the term. Students are not permitted to add a course after 5:00 p.m. on the tenth regular class day of the term.

Drop a Course – Students are permitted to drop a course without transcript indication until 5:00 p.m. on the 20th regular class day of the term. Courses dropped after the 20th day will appear on the official transcript with a grade of "W." Courses dropped after the 20th day and before the last regular class day of the 12th week (75 percent of the term) will have a grade of "W" posted on the official transcript. No drops will be allowed after 5:00 p.m. on the last regular class day of the 12th week.

Adult Campuses

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

International Instructional Sites

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

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

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

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

Withdrawal from the University

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

Adult Campuses and International Instructional Sites
Students wishing to officially withdraw from the University should notify the registrar at their instructional location.

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

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

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

Academic Probation and Suspension

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

<table>
<thead>
<tr>
<th>Semester Credit Hours Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23</td>
<td>1.60</td>
</tr>
<tr>
<td>24-53</td>
<td>1.80</td>
</tr>
<tr>
<td>54-and over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

Adult Campuses
An undergraduate student whose cumulative grade point average is below 2.00 is considered not making satisfactory academic progress toward graduation and is then placed on academic probation. The student will have one term to remove the probation. If receiving federal financial aid, the financial aid is continued through the probationary period. If the probation is not removed within this time frame, the student may be subject to dismissal and financial aid will be discontinued. A graduate student whose cumulative grade point average is below 3.00 is considered not making satisfactory academic progress toward graduation and is then placed on academic probation. The student will have one term to remove the probation. If receiving federal financial aid, the financial aid is continued through the probationary period. If the probation is not removed within this time frame, the student may be subject to dismissal and financial aid will be discontinued.

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

The College

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

» The student may enroll in no more than 16 semester credit hours for the semester following his/her being placed on probation and must improve his/her cumulative GPA to meet the standard appropriate to the student's total semester credit hours earned. (A student on probation should consult with his/her advisor to formulate the best strategy for removing probation.)

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

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

» A critical and thorough appraisal of the factors that were decisive in the student's academic performance.

» A presentation of evidence that the student is capable of successful college-level academic performance.

» A detailed plan indicating how the student intends to pursue his/her academic career in such a way as to avoid the situation that caused the original suspension.

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

Adult Campuses

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

» The factors that led to the action.

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

International Instructional Sites

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

» Be in writing.

» Be submitted no sooner than 90 days after the academic dismissal became effective.

» Address any personal, professional, or academic factors that led to the academic dismissal.

» Indicate the academic and personal development the student has pursued since the academic dismissal became effective.

» Show how the student plans to maintain satisfactory degree progress.

» Be signed and dated by the student.

Academic Forgiveness

The intent of this policy is to make graduation from Ottawa University possible for students whose previous academic performance would preclude this opportunity. If the coursework was completed seven (7) or more years prior to entry/re-entry to Ottawa University and the student has a cumulative GPA below a 1.80 at the time of entry/re-entry, he/she may petition for academic renewal. For transfer students, only passing grades will appear on the official transcript. Transfer credit accepted under this provision will be hours of credit only. All previous semester credits and grade points will be used in determining honors. This option applies only to coursework from regionally accredited institutions and to degree-seeking students.

Academic Grievance

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

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

Purpose/Definition

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

Informal Resolution

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

» The student should be encouraged to take the initiative to meet with the instructor to resolve the issue. More than one meeting may be required to enable either the student or instructor to gather relevant data or materials. Every effort should be made to resolve any concerns at this level, as instructors have the ultimate responsibility for grades in the courses they teach.

» If the student does not accept the outcome of the meeting(s) with the instructor, or if the student elects to not contact the instructor, the student should then contact his/her advisor for assistance. (If a campus or program does not assign an advisor to students, the campus's grievance procedure as detailed in the Student Handbook must identify the position that will act on
the student's behalf) The student shall take this step promptly, preferably within one week of the recognition of the grievance. Assistance by the advisor may take a number of forms, including additional clarification to remedy miscommunication or misunderstanding. The advisor may also act as an advocate or neutral intermediary with the instructor. If matters are still unresolved to the student's satisfaction, the Formal Resolution policy described below is in order.

**Formal Resolution**

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

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

Please see Student Handbook for grievance procedures and appeals processes.

**Complaints**

In compliance with federal regulations as interpreted by the North Central Association accrediting agency, the University maintains a record of complaints sent by enrolled students to the president, vice presidents, provosts, and directors of academic programs. The complaints recorded include academic grievances sent to any person designated by a vice president, provost or director to receive and act on grievances. The complaints recorded include only complaints submitted in writing and signed by a student. Enrolled students include students who registered for courses within the last two years from the date of receipt of the complaint unless the student has been dismissed from the University. If a student has been dismissed but an academic grievance is filed within two years, the complaint/grievance will be tracked. No information identifying the individual(s) making the complaint is made available to the accrediting association. Students may review a record of anonymously tracked complaints that includes academic grievances. The University registrar maintains the database of formal complaints and at least once a year issues a report summarizing the complaints and their status. The following information is recorded in the complaint database:

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

**STUDENT SERVICES AT THE COLLEGE**

**Student Services at The College**

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

**Learner Services**

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

**Career Services**

Career advising and resources are available in the Administration Building. While the responsibility for career planning is the student's, the center is available to help students learn how to obtain and process career information; specifically, the center offers career counseling, computerized career guidance, workshops, seminars, fairs, job vacancy listings (on-campus, part-time, full-time, and summer), and much more. These services are available to current students and to alumni as they continue in the career development process.
Student Employment
Student Employment is coordinated through the Career Services Office located in the Administration Building. The purpose of the program is to provide part-time work positions for students to earn spending money while attending college. It is through this program that various departments and offices, on and off campus, provide students the opportunity to gain valuable experience and training for future employment.

Counseling Services
The College provides resources for students to receive assistance when they face personal concerns such as difficulties in school, spiritual matters, career choices, or problems with family and/or personal relationships. Students may schedule appointments to visit with a counselor on or off-campus by contacting 785-242-0500. Leave a message with your name, identify yourself as an OU student, and leave a phone number with area code and extension. Students receive up to three free visits per semester (spring and fall).

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

STUDENT LIFE AT THE COLLEGE

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

» Married.
» Single parent as defined by federal regulations.
» Is 21 years of age or older by August 15 for fall semester or December 15 for spring semester.
» Is living with a parent or legal guardian who lives within a one-hour drive of The College. Verification is required. (Note: Intuitional aid will be reduced)

» Is classified as a senior (92 semester credit hours or more) prior to August 15 for the fall semester or December 15 for the spring season and has an approved Educational Plan for Graduation on file in the Office of the Registrar at the time of application.
» Special circumstances.

All requests to live off campus must be submitted to the Office of Student Affairs for approval by the appropriate deadline.

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

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

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

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

Health and Safety
The following items are not permitted in the residence halls.

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

The following items are allowed in the residence halls.

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

Refrigerators

Visitation Policies
The residence hall lobbies are open for visitation 24 hours a 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 10:00 a.m. - 12:00 a.m. Midnight
Friday - Saturday 10:00 a.m. - 2:00 a.m.

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

First, The College is a Christian liberal arts and professional studies institution. This definition particularizes the aims and expectations of the members of The College community and underlies the standards and policies of the institution.

Second, there is convincing evidence that a major portion of student social and value development occurs outside the classroom. The College regulations are designed to provide maximum opportunity for out-of-class learning and student development.

Third, The College is distinctly residential and its aim is to sustain the kind of community life in which a student's total educational experience is deepened and enriched. The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community. In this context, The College has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific regulations, which are the minimum regulations necessary. These standards are:

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

With this in mind, The College assumes that students are responsible members of the University community. Students at The College must act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole.

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

The College reserves the right to impose sanctions up to, and including, expulsion from the institution. Unless otherwise specified, the following actions are prohibited at any time during which the person is a student at The College regardless of whether or not classes are in session, whether on University property or at other places:

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

2. Theft of or damage to the property of another person or of the University, as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University.

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

4. Physical, verbal or written harassment or abuse of another person, as well as threatening or attempting to inflict personal injury, or creating a substantial risk of such injury, to another person.

5. Misusing or tampering with fire alarms, fire fighting equipment or safety equipment.

6. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.

7. Engaging in illegal gambling.

8. Possession, use or distribution of illicit drugs and/or drug paraphernalia. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drug use.

9. Possession, consumption and being under the influence of or the providing of beverages containing alcohol on property owned or supervised by the University or at University functions. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of alcohol consumption. Funds collected by members of the University cannot be used to purchase such beverages.

10. Engaging in such conduct as public nudity, indecent exposure or unlawful cohabitation.

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

12. Failing to comply with the directions of authorized University personnel in the performance of their assigned duties.
13. Violating other regulations of the University including, but not limited to, those pertaining to residence halls, motor vehicles and Mowbray Student Union.

14. Hazing that constitutes an invasion of rights, causing bodily harm, physical exhaustion, suffering or personal offense, or that interferes with the regular activities of the University.

15. Inappropriate behavior off campus, which may bring embarrassment to the University.

16. Physically intimate sexual activities on or within the grounds and facilities of the campus community or at activities associated with a University-sponsored activity.

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 inaccurately 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, t-shirts, etc.) or with the consent of the appropriate campus provost or director.

20. Going through or participating in activities that involve or encouraging others to go through the "Tunnel" located under the soccer and practice fields.

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

Food Services
The College provides residential dining services through a variety of quality food service options, to meet student, faculty and staff needs. All meals are served buffet style in the Mowbray Student Union Dining Commons with unlimited portions, unless otherwise announced. Students have the option of either a 9-, 14- or 19-meal plan. Commuter students can purchase a 5-meal plan as well. The College also offers catering arrangements for meetings, activities or programs within the Ottawa University community. This effective through December 2005.

The College will begin soliciting bids for food service to begin operations in January 2006.

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

Financial Services for Students
The Business Office window at The College is open between 9:00 a.m. and 4:00 p.m., Monday through Friday to accommodate students.

Services include but are not limited to, checking on student account balance, cashing checks and disbursing reimbursement and refund checks.

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

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

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

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

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

Men's Greek Life Social Clubs
- Beta Gamma Chi
- Delta Phi Delta

Women's Greek Life Social Clubs
- Kappa Tau Delta
- Phi Kappa Chi
- Pi Theta Chi

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

National Scholastic Societies

Alpha Psi Omega

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

Phi Kappa Theta

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

Pi Kappa Delta

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

Sigma Alpha Honor Society

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

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

Religious Life at The College

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

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

Religious Life Council

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

Music, Theatre and Communication

In addition to the academic offerings available in these areas, Ottawa University – The College also maintains active cocurricular programs in music, theatre and related activities. Opportunities in music include several instrumental groups (Symphonette, Jazz Ensemble and University Ringers, a five-octave hand bell choir) and vocal groups (Oratorio Choir, University Concert Choir and Adelante Singers). These groups not only enrich the cultural and artistic environment for The College but also provide student participants with the chance to develop and exercise their talents both in local performances and on annual concert tours. Ottawa’s cocurricular 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. These present a wide variety of opportunities for students to experience theatre and become involved. In addition to music and theatre, the students at The College create and publish their own newspaper, The Campus, and yearbook, The Ottawaan, as well as manage and program their own FM radio station, KTJO.

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

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

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

Men's Intercollegiate Programs
Varsity competition for men is available in:
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer

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

Eligibility Regulations
The rules and regulations of NAIA apply to both men's and women's athletics. You must, if a first-time entering first-year student, meet two of the three entry-level requirements:
- Score 18 on the Enhanced ACT or 860 on the SAT.
- Achieve an overall high school GPA of 2.00 on a 4.00 scale.
- Graduate in the top half of your high school graduating class.

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

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

Athletic Participation Rates and Financial Support Data
Ottawa University discloses information on athletic participation rates and financial support data to the public and to current and prospective students. Information contained in this annual report includes:
- Number of male and female full-time undergraduates.
- List of all varsity teams that competed in intercollegiate athletic competition.
- Total number of participants by each team.
- Total operating expenses for each team.
- Gender of each head coach and whether he/she is full-time or part-time.
- Number of assistant coaches of each gender and whether they are full-time or part-time.
- Total amount of money spent on athletically related student aid aggregated for men's and women's teams.
- Ratio of athletically-related student aid awarded to male athletes and female athletes.
- Total annual revenue generated by men's teams and women's teams.
- Average annual institutional salary of head coaches of all teams for all athletics by gender.
- Average annual institutional salary of assistant coaches of all teams for all athletics by gender.

This report may be obtained by contacting:
Athletic Director
Ottawa University
1001 South Cedar Street, #7
Ottawa, KS 66067-3399
785-242-5200

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

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

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

Registration and enrollment imply an agreement on the part of the student to conform to the regulations and procedures of the University. Failure to meet current obligations to the University, financial or otherwise, may lead to a refusal to issue a diploma or transcript or to dismissal, suspension or withdrawal from the institution. It is assumed that students of the University will behave in a manner that will respect the rights and welfare of students, faculty and staff of the University.

Conduct contrary to responsible behavior includes such actions as:

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

Conduct contrary to responsible behavior may lead to refusal to issue a diploma or transcript or to dismissal, suspension or withdrawal from the institution. Policies and other statements are provided in the Student Handbook at each campus. Please contact your local campus for additional information.

Community Service Opportunities

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

ALUMNI ASSOCIATION

The Ottawa University Alumni Association (OUAA) strives to enhance a lifelong relationship between Ottawa University and its graduates and former students while facilitating networking opportunities among alumni. Historically the OUAA served graduates of The College through a Board of Directors and traditional events such as Homecoming in fall and Reunion Weekend in spring.

To better reflect the worldwide, diversified institution Ottawa University has become, the OUAA adopted revised governing documents in 2004. All of the adult campuses have formed (or are currently forming) their own Alumni Boards and leadership for alumni programming is now decentralized by campus location. Regional and local chapters are also developing to provide networking, community service and social opportunities for alumni from all campuses in the communities in which they settle.

A committee of the Ottawa University Board of Trustees sets policies and expectations for the various bodies which support alumni relationships. The various boards work closely with the Alumni Relations staff to determine the most rewarding programs for their alumni (personal and professional growth, community service, networking, social events, etc).

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

OTTAWA UNIVERSITY ACADEMICS

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

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

Components of an Ottawa University Education

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

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

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

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

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

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

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

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

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

The LAS Program
The LAS program consists of required interdisciplinary seminars, breadth areas and at The College, an arts and cultural events requirement.

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

LAS Courses at The College
LAS 12525 First Year Seminar
Taken in the first semester of the first year, this seminar is designed to evoke questions, to develop habits of mind that lead to independent thinking, and to orient students to the academic realities of college. Discussion and small group work are emphasized. Reading and focused writing assignments will be required. The thematic focus for individual sections is determined by instructors; students rank their preferences and are assigned to one of their top three choices.

Students entering prior to Fall of 2006 will be required to take:
LAS 32513 Writing II: Integrating the Disciplines
Taken in the junior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work and meaning. Students seek to integrate ideas and approaches of several disciplines in both individual and group projects. Prerequisite: Completion of four breadth area courses and junior status.

LAS 42515 Writing III: Applying the Disciplines
This interdisciplinary seminar gives seniors (classified as having earned 92 or more credit hours) the opportunity to bring their entire college experience to bear on a complex issue. Working in small groups (usually four or five), students first identify and define a significant problem or issue (e.g., child abuse, athletics and education, the energy crisis), and then articulate a way or ways to solve or cope with that problem or issue. The student group is given the major responsibility for the task. The tutor acts as a resource person and critic. Twice during the course, the group presents and defends its work before a "jury" of faculty and persons from the University community who have particular expertise in the areas of their research. The first presentation and defense occurs midway through the course, the second occurs during the last week of classes. Prerequisite: LAS 32513 Writing II: Integrating the Disciplines, senior standing (92 credit hours or more) and an approved learning contract.

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

The Arts and Cultural Events Series enriches the opportunities for growth and development beyond the formal classroom by offering lectures, concerts, drama, film, and religious presentations, as well as the annual Presidential Lecture Series, Faith, Learning and Life. Students at The College are required to attend four arts and cultural events each semester for a total of six semesters. The College also maintains active co-curricular programs in music and theatre. Opportunities in music include instrumental and vocal groups that not only enrich the cultural and artistic environment for The College but also provide student participants with the chance to develop and exercise their talents in local performances and on annual concert tours. Ottawa University's co-curricular theatre program offers productions that vary in scope and type including traditional and contemporary works, musicals and experimental theatre. The program presents a wide variety of opportunities for student involvement in theatre and to enrich their experience in the arts.

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

LAS Courses at the Adult Campuses
LAS 30012 Proseminar
Proseminar is the first course in Ottawa University's degree completion program. In addition to introducing students to the four breadth areas, this course addresses the task of educational planning, but does so in the larger context of self-examination. Through a "learning autobiography," students reflect on the history of their learning experiences (formal and informal) in relation to the four breadth areas, and assess the strengths and weaknesses of their preparation. Finally, the course serves as an introduction to the Ottawa University program, allowing students to get a sense of the nature and level of the university's expectations and reintroducing students who have been away from formal education for some time to the character and rhythms of the academic enterprise. Students transferring from The College may be required to take this course regardless of LAS courses previously completed.

LAS 39014 The Individual in Society (Kansas City only)
Students work and reflect upon, with more depth, the Social/Civic and Value/meaning breadth areas. Students go beyond the initial work of the Proseminar and begin to view these areas and their places within society in a critical vein. Relationships are made between values and the ways in which one acts upon these values in society. Questions are raised as to the rights and responsibilities of the individual and how these may conflict with the rights of and responsibilities to society.

LAS 45012 Graduation Review
As the final course in the LAS sequence, Graduation Review asks students to revisit the breadth areas first introduced in Proseminar, exploring them this time in the context of globalization and cross-cultural concerns. As in Proseminar, students respond in discussions and reflective papers to issues raised by readings and/or other media selected for their quality and relevance to the areas in question. Close attention is paid to the students' communication skills as well as their mastery of the course's substantive content. As a culminating experience, Graduation Review also asks students to assess their Ottawa University program (both the major and the liberal arts components) in terms of the process of their education and in terms of their achievement of the Ottawa University LAS program outcomes.