Standard Course Policies

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

Prerequisite Advisory: Please be advised that you (the student) are responsible to have completed all course prerequisites necessary for this course prior to participating in the course. Not completing required prerequisites may negatively impact your ability to successfully complete this course.

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

Policies: You are responsible for reading and understanding all of policies. Failure to understand or abide by these policies could have negative consequences on your experience in this course.

Coursework Time Commitment: Coursework for accelerated courses requires 12-15 hours of independent work each week (beyond time in class or in online interaction). Some students may complete coursework study in fewer hours and some students may require additional hours beyond this estimate. Careful consideration should be given to this estimate when planning your personal schedule.

Attendance Policy: Ottawa University believes that students who are actively engaged in their classes do better than those who are not. Attendance is expected. Because of this, attendance is recorded each week for each enrolled student. This is also done for financial aid purposes, since the institution is required to verify student attendance. Due to the short length of the term and accelerated nature of the program, students are expected to attend every class session of every term for a ground course and participate according to all requirements in an online course. If it is unavoidable that a class session or coursework is missed, students are expected to do the following:

1. Contact the instructor prior to or immediately after the absence to discuss missed assignments and subsequent expectations.
2. Make-up work is at the discretion of the instructor. If make-up work is allowed, it must be turned in as stipulated by the instructor.
3. Attendance is defined as “presence in the fully allotted class time” (i.e., three hours if so scheduled). Partial attendance in allotted class time may affect the final grade.
4. After two absences, the student is required to initiate a conversation with the instructor to determine what is required to complete the course successfully. Failure of the student to initiate this conversation may affect the final grade.
5. Students with three or more weeks of consecutive absences prior to the start of week six will be administratively withdrawn, an action initiated by the institution.

6. If a student decides to appeal an administrative withdrawal and apply for re-entry in a course, he or she should contact their academic advisor who will assist with the next steps in the grievance process.

**Late Submission Policy:**

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Required discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the instructor’s discretion, a student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and approved by the instructor at least one week in advance.

**Drop/Withdrawal:**

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

**Submitting Work:**

It is University policy that all student work be submitted through the Blackboard system. Instructors may not accept student work via email except in rare instances involving an emergency. If work is submitted via email, it is the student’s responsibility to submit the same work through Blackboard as soon as reasonably possible.

**Saving Work:**

It is recommended that students save all coursework on their own computer, flash drive, Dropbox, or other safe storage and retrieval system. The LAS capstone course (Global Issues in the Liberal Arts) and the capstone course in the major require reflection on past work and/or a culminating assignment that builds on all prior coursework.
Requirements for Submission of Digital Files:

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

**Naming your Files** — Please begin filename with last name, followed by some descriptive text. For example: wong_case_summary2.docx. Please do not use any of these symbols in the file name: # % $ & * [ ] / ', as they sometimes cause problems in Blackboard.

Online Courses and Holidays:

Online courses do not break for holidays that fall during a term. Assignment due dates remain as listed in the syllabus and term calendar unless the instructor informs students otherwise. Please plan accordingly to complete work on time.

Time Zone Alert:

The Ottawa University Blackboard system operates on Central Time. Thus, all assignments and discussion board posts will be time-stamped in Central Time (either Standard or Daylight, as appropriate) upon submission. Please bear this in mind when submitting items that have date/time-sensitive deadlines. All assignments and discussion postings for online courses are due in the Central Time zone. If you are unsure of the relationship between your time zone and Central Time, please visit this link for more information: [http://www.timeanddate.com/worldclock/converter.html](http://www.timeanddate.com/worldclock/converter.html).

Definition of "Midnight":

The term "midnight Sunday" refers to the time when Sunday turns to Monday, which is technically 12:00 a.m. Monday. The same pattern is true for all other references to midnight (e.g., midnight Tuesday is 12:00 a.m. Wednesday). Please bear this in mind for assignment deadlines that reference a "midnight" due date/time.

Blackboard Technical Support:

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

Editorial Format for Written Assignments:

Unless otherwise informed by your instructor, all written assignments are to follow APA Style for format, citations, and guidelines for grammar, spelling, and punctuation. Resources for using APA style are available in the online Library, which you access via the Library tab at the top-right of the Blackboard homepage or through the link on the left menu of the MyOttawa portal. Once you have accessed the Library area via Blackboard, click the "Resources" menu. Research and writing support is available on this page. Alternatively, you can access the APA guide directly here: [http://ottawa.libguides.com/apa](http://ottawa.libguides.com/apa).
Library Resources and Information Literacy: A rich array of library resources is available at your fingertips through the Library tab on Blackboard or the Gangwish Library Online link on the MyOttawa portal. You will find databases, writing resources, a virtual librarian, interlibrary loan, and more.

Ottawa University is dedicated to helping both faculty and students effectively utilize library resources. Ottawa believes that it is imperative faculty guide students on accessing and utilizing text and data resources presently housed within the University's Gangwish Library system, and believes it is critical that students actively and continually engage research resources, both online and through the main campus library facility. Students receive early training in the use of academic resources through new student orientation and from faculty instruction. Faculty are advised to utilize the Gangwish Library online databases for class preparation and student assignments, and students are encouraged to incorporate research materials from the many Gangwish Library online databases when fulfilling general course assignments. Each database in the Gangwish Library collection offers a tutorial for its use. Additionally, an online tutorial regarding research is available for all academic disciplines.

Please contact one of the University librarians with questions or for research support.

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

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

Classroom Conduct: For specific policy and explanation of the University’s expectations of student conduct, please see the Student Handbook, which is available on the Ottawa University Web site. As stated in the Student Handbook, the University has developed clear statements of institutional expectations and standards related to student behavior and conduct. The University assumes that students will behave in a responsible manner when attending or participating in course-related activities. Therefore, students must act in such a manner as to reflect consideration and respect for honesty and the rights and welfare of fellow students, faculty and of the community as a whole. The University
reserves the right to impose sanctions up to and including expulsion from the course or the Institution when behavior is dishonest, disruptive, threatening, or in any way compromises the productive educational environment of the University, as determined by the University.

Statement of Teaching & Learning in the Adult Curriculum:

Ottawa University’s philosophy of teaching and learning supports the theories and principles of the andragogical model, whereby education for students becomes a shared experience amongst the students and facilitators of instruction. Ottawa’s learning community fosters a social climate of respect and collaborative modes of learning that draw on the adult student’s previous life, work, and academic experiences, while encouraging active involvement in what and how the adult learns. Ottawa University believes learning is a cooperative endeavor requiring a shared commitment, positive attitude, strong work ethic, and the responsibility of all participants within the community of learning and classroom. All adult students are expected to actively contribute to the classroom learning environment by introducing and sharing new content related to the course, analysis, and reflection from personal and professional experiences.

Sensitivity and Confidentiality:

It is intended that the professor and all learners will maintain an atmosphere of safety and freedom in order for all to feel comfortable in expressing ideas and reactions. It is imperative that everyone is respectful of one another and mindful of difference during discussion periods. While there may be disagreements about topics of discussion, it is expected that students use critical thinking in expressing opinions, as well as listen to others with respect and an eagerness to consider alternative viewpoints. If at any time during the course, a student feels unable to express him or herself or to participate fully, please make an appointment with the professor to discuss the situation.

At times in the educational process, certain subject matter may be emotionally difficult or offensive to some learners. If a learner believes that a class activity may be personally disturbing, s/he should notify the instructor in advance to obtain a substitute assignment.

Statement on Diversity:

Diversity is defined as that incredible and beautiful variety of personal identities, experiences, values and world views that result from differences of origin, culture and circumstance. Ottawa University defines and appreciates diversity in all of its forms including age, ability or disability, ethnicity, national origin, race, religion, sex, gender, sexual orientation, and family and marital status.

Ottawa University celebrates and prizes the diversity of its students, faculty, staff and Board of Trustees. In keeping with its Mission Statement, the University is called to actively foster an environment of awareness, appreciation, and intentional inclusivity. We hold this as essential in an institution which declares that it will conduct its affairs in a caring, Christ-centered community of grace. We believe we must embrace diversity because to do so is just, powerful, personally enriching, and intelligent and because we believe Christ has called us to do so through His teachings and example.
Facilities and 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, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. No person with a known disability will be intentionally excluded from participation in, be denied the benefit of, or otherwise be subject to discrimination under any University policy, program, service, or in relation to employment because of a disability. University programs and facilities are intended to be accessible to persons with disabilities as required by law.

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

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

Student Handbook: Please refer to the student handbook for all university regulations.
- Students at the residential campus in Ottawa, KS: www.ottawa.edu/oukshandbook
- Adult & Online students: www.ottawa.edu/aposhandbook
- Students at the residential campus in Surprise, AZ: www.ottawa.edu/ouazhandbook

Last updated: October, 2017
Party Responsible for this Document: Office of Institutional Effectiveness