Minutes, April 21, 2015

Roll: (Absentees Underlined) President Daniel DiBiasio, VP David Crago, VP William Ballard, VP Ken Block, VP Bill Eilola, VP Adriane Thompson-Bradshaw, Dean Catherine Albrecht, Dean Eric Baumgartner, Dean Steve Martin, Dean James Fenton, Dean Richard Bales, Rev. David MacDonald, Dr. Alisa Agozzino, Dr. Khalid Al-Olimat, Dr. Jeffery Allison, Dr. Joanne Brant, Dr. Tevye Celius, Dr. Natalie DiPietro Mager, Prof. Jennifer Donley, Prof. Melissa Eddings, Dr. Kami Fox, Ms. Gina Grandillo, Dr. Firas Hassan, Dr. Dong Hyun Kim, Prof. Kelly Kobiela, Dr. Kelly Reilly Kroustos, Dr. Heath LeBlanc, Dr. Lou Lobenhofer, Dr. Michelle Musser, Dr. Ronald Peterson, Dr. Ed Potkanowicz, Dr. Susan Schertzer, Dr. Jenny Walton

Jeff Allison, Chair of Council, called the meeting to order at 5:32 p.m. in Dicke Room 230.

I. Minutes of March 17, 2015 meeting approved as distributed.

II. Reports from Constitutional Committees
   a. Budget & Appropriations: Committee discussed major budget changes and will meet again tomorrow.
   c. Student Activities: No further report.

III. Reports from Operational Committees
   a. Athletics: No report.
   b. Information Technology: No report.
   c. Cultural & Special Events: No report.
   d. International Affairs: Very successful Multicultural Fair on April 10th.
   e. Religious Affairs: No additional report.
   f. General Education: Please submit any extra-disciplinary theme ideas to Julie Hurtig. Looking to change the theme for 2016-17.

IV. Other Reports
   a. Vice-Presidents
      i. Academic Affairs: The Bishop of the West Ohio Conference of the United Methodist Church has forwarded our request to work with additional experiential and clinical sites to eight institutions. In regards to the HLC accreditation process: ONU met all of the categories and criteria, and the final team report has been submitted to the HLC. The report will be submitted to the institutional action committee in August or September, and a final report will state whether or not there is anything that needs to be done in the next ten years. The National Association of Schools & Colleges of the United Methodist Church will then perform an evaluation of ONU in order for us to maintain our affiliation status with the Methodist Church.
      ii. Financial Affairs: Focused on the budget. Summer planning and projects will begin next week. Completed an energy master plan and just received an expanded scope report from that process. Financial forums will be held in the morning and afternoon of May 5th. Work on the Klingler Road project will begin on May 1st.
      iii. University Advancement: Giving Day, which was combined with Founders Day this year, was very successful. The goal was 144 new donors and we reached 178 new donors, with a total of 333 overall donors. The days will be combined until the 150th birthday of ONU. 239 faculty and staff ate lunch in the cafeteria for Giving Day. Will make a decision soon in regards to the Director of Development position in Arts and Sciences.
      iv. Admissions and Financial Aid: Last week’s weekly report showed that we are ahead by four freshman deposits in total, and down fourteen on the transfer side. Actively working on getting
more deposits. May 2nd will be Junior Polar Preview day, and currently there are 58 students registered for that program. New student orientation program currently has 117 students registered for June 12th, 72 for June 19th, and 42 for June 26th. Branden Ferguson, a new admissions counselor, has started at ONU. Working on interviews for other candidates and hope to quickly fill those positions.

v. Student Affairs: Still in the process of recruiting international and domestic students for the Global Village. Also recruiting international student greeters for the fall and Polar Pals for the Fall and Summer. The Polar Career Office is seeking placement information on graduating seniors. Jen Lambdin has requested faculty and staff profiles for a social media event related to the new student orientations. Tomorrow at 5pm in the MAC Ballroom will be the first ever Rites of Passage Ceremony to recognize multicultural graduates. On Wednesday, SPC will be sponsoring a Hump Day event which will involve camel rides on campus. Some students have voiced concerns about possible inhumane treatment of the animals and they were encouraged to voice their concerns to SPC.

b. Deans

i. Arts and Sciences: The Student Research Colloquium, with 91 presentations, will be this Friday. Wind Orchestra will perform this Friday, Spring Band on Sunday, and the University singers at Ada Frist United Methodist Church on Sunday. April 30th will be the Jazz Band Concert and the Symphony Orchestra will perform on May 2nd. Phi Beta Delta will host United Press reporter Martin Sieff on April 28th. He will be talking about international affairs and journalism.

ii. Engineering: No report.

iii. Pharmacy: No report.

iv. Business Administration: Report submitted by James Fenton:

Two business students, Brandon DeVault and Ethan English, coauthored a paper with Professor Dexter Woods on the topic of designing a legal studies course for Generations Y and Z. This paper was delivered at the Midwestern Academy of Legal Studies in Business in Chicago. During the tax season, Dicke College Accounting student volunteers from our Accounting honorary, Beta Alpha Psi, and volunteer students in a course in personal taxation, take part in the Volunteer Income Tax Assistance (VITA) program. Professor Dexter Woods is the VITA faculty advisor. He estimates that our students prepared an estimated 180 tax returns for low and middle income taxpayers. He estimates that approximately $100,000 in federal refunds was generated for these taxpayers.

v. Law: The Annual Kormendy Lecture will feature a presentation by Harvard Law Professor Joseph Singer on April 27th.

c. Student Senate: Had a very successful time at the Board Meeting, at which five students participated. The Second with Senate campaign is collecting data from students about what they’d like to see or change. Discussed MAC renovations at the cabinet retreat. The President’s Leadership Dessert will be next week. The Fee Appeals Board, which has been in the handbook but hasn’t been in place, is getting restarted. It will deal with student concerns regarding improper checkout fees, library fines, etc. Planning for the return of Tunes on the Tundra this fall.

d. Health Services Advisory Committee: Meeting tomorrow. Ronald Peterson raised a concern about the process that had led to modifications of the Healthy Campus Program after the beginning of the enrollment year, and asked if those changes went through the Health Services Advisory Committee. Bill Ballard said that Human Resources did share information with them and coordinated with Healthwise and that the modifications will be on the agenda for tomorrow’s HSAC meeting. Bill encouraged anyone with concerns about the modifications to talk to HR. Catherine Albrecht said that a similar concern had been raised at the Arts and Sciences meeting because the bar had been raised for points, and Bill said that raising the bar was not the intention of the modification.

V. Chair/Faculty Comments: As this is Jeff Allison’s last meeting as University Council Chair, he addressed Council and said that it has been a privilege to be Chair and to work with the Board, and that he appreciates the help of everyone on the committee.
VI. President Comments/Questions: Took action and approved the recommendation to add a new trustee, Hanley Wheeler, at the most recent Board meeting. Hanley Wheeler is a 1982 graduate of the College of Pharmacy and a Senior Vice President for CVS. During the Board meeting a small adjustment was made to the investment policy to simplify things. Also looked at the engineering building plans and toured Biggs. Working on raising 15 million through fundraising and 15 million financed for the new engineering building. In regards to the McIntosh renovation mentioned in the Student Senate report: This renovation, which will hopefully begin this summer, will not be the huge Master Plan renovation, but will look at public and activity spaces to refresh and upgrade. Discussion of the budget was a big part of the Board meeting. The current fiscal year is looking positive with a .5-1 million surplus at the end of this year. Working on a process with which to close the anticipated gap for next year. Causes for the gap are similar to previous years and include degradation of net tuition revenue. Last year the board approved a draw from the endowment to cover gaps, and a 2 million dollar draw was approved to cover this year’s gap. The Board welcomed the new Student Senate President, Gina Grandillo, and thanked Jeff Allison for his two years as Chair of University Council. The Board also passed a resolution to acknowledge Ken Block and everything that he has done for the University. An implementation group has been convened to move ONU to a tobacco-free campus.

VII. Unfinished Business:
   a. Personnel: Section 2.3 Expectations of Faculty (Agenda Attachment A): Michele Govekar explained the major changes to the section as a reorganization of a longer list of responsibilities into a set of areas of responsibilities. The wording was also adjusted so that it made more sense and reflected a 21st century Ohio. Firas Hassan motioned for the approval of the revisions and Lou Lobenhofer seconded. Motion passed unanimously. (See Attachment A for voting record and Attachment B for Section 2.3.)
   b. Academic Affairs: Section 3 of the Faculty Handbook (Agenda Attachment B): The purpose of the revision is mainly to correct the mistake of distinguishing between the college of registration and the college of enrollment, and to define what a student is. Julie Hurtig suggested an amendment to section 3.15: to strike the phrase in 3.15.3.B, “in which the student is enrolled” so that the complete phrase reads: Marks of “I” not removed within twelve weeks of the beginning of the next regular semester will be recorded as “F” or “U”. Discussion followed about situations involving illness or military service, and it was concluded that the Dean can approve it if they feel it is warranted, and most military students withdraw if they are called up for service. Lou Lobenhofer motioned for the approval of the amendment and Richard Bales seconded. Heath LeBlanc motioned for the approval of the proposal, and Khalid Al-Olimat seconded. Both motions passed unanimously. (See Attachment A for voting record and Attachment C for Section 3.)

VIII. New Business: None.

IX. Announcements: Provost Crago thanked Lou Lobenhofer for his service as University Council Parliamentarian, as this is his last meeting before retiring from ONU.

X. Adjournment at 6:17 p.m.

Respectfully submitted,

Jennifer Donley, Secretary
<table>
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<tr>
<th>Attendance</th>
<th>Council Member</th>
<th>Voting Issue: per agenda Att. A</th>
<th>Voting Issue: per agenda Att. B Amendment</th>
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<td>Dr. Jenny Walton</td>
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Shading denotes non-voting member

| Totals    | 21 | 0 | 0 | 21 | 0 | 0 | 21 | 0 | 0 |
2.3  Expectations of Faculty (9/1/84) (9/92) (new date)

Ohio Northern University seeks to attract, reward, and retain faculty members who have the ability and motivation to teach students well; who are professionally engaged within their discipline; who seek to expand knowledge and understanding through scholarly activity; who participate in departmental, college and university service; and exhibit civility and collegiality in their interactions with all members of the University community.

1. Responsibilities to Students: Teaching is a primary function of the University. Faculty members are expected to aspire to excellence in teaching and to foster a stimulating and productive learning environment. High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways. The conduct of classes is the central feature of teaching responsibilities at the university, but teaching also includes supervising student research and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom.

Faculty members are expected to treat students with civility and respect. Because of their inevitable function as role models, faculty members must be guided by the most sensitive ethical and professional standards. Faculty members are expected to nurture and protect intellectual freedom for their students. Evaluation of student work is one of the fundamental obligations of faculty. Examinations and assignments are expected to be conscientiously designed and all student work should be evaluated with impartiality. Grading should be done in a timely fashion and should be consistent with standards recognized by the department and college. The objectives and requirements of courses, including applicable attendance and grading rules, should be clearly stated.

In addition to the office hours described in paragraph 7 of this section, faculty are expected to be reasonably available to counsel students about academic matters, career choices, and professional interests. Faculty members are expected to be sensitive to the value of the individual person and to be concerned with helping students realistically face the problems in the modern world. The University recognizes that there exists between faculty members and students a unique relationship that requires confidentiality. Faculty members are expected to exercise their best professional judgment so that the policies of the University are followed and its interests protected. When in the course of advising or counseling a faculty member receives information that the student may reasonably expect to be confidential, the information should not be disclosed unless disclosure is required by university rule or applicable law. Faculty members are expected to inform students concerning the possibility of such disclosure.

2. Responsibilities as Scholars: A basic responsibility of faculty members is to refine, extend, and transmit knowledge. The university strives to maintain an atmosphere of freedom and tolerance in which knowledge can be sought and shared without hindrance. Faculty members are expected, in turn, to make the best and fullest use of that freedom to fulfill their scholarly responsibilities. Scholarship encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and other products or activities accepted by the faculty member’s academic discipline as reflecting scholarly effort and achievement.

In research, writing, and publication, familiarity with the scholarship of others is indispensable. A faculty member is expected to be informed concerning the relevant scholarship of others in the fields in which the faculty member writes and teaches. To keep current in any field requires continuing study. To this extent the faculty member, as a scholar, must remain a student. As a corollary, faculty members are expected to engage in their own research and to disseminate their conclusions through means appropriate to their discipline. In this way, faculty members participate in an intellectual exchange that tests and improves their knowledge of the field, to the ultimate benefit of their students, their discipline, and society.

3. Responsibilities to the University: Faculty are expected to contribute to the operation and life of the University. Service on College or University committees, participation in faculty meetings, and attendance at academic, cultural, athletic or other University events are essential to effective operation of the University and the maintenance of a University community.

Prior to the beginning of the fall semester, the University faculty is called together for a meeting period before the start of classes for the consideration of professional matters, for the planning of the new academic year, and for orientation of new faculty members. Attendance at these sessions is required unless faculty members are specifically excused by the dean of their college. Additionally, throughout the year the University holds academic convocations including freshman convocation, the commencement convocation and the Honors Day convocation. Unless specifically excused by the dean of their college, each member of the faculty in residence is expected to participate in the academic procession in academic garb appropriate to their rank and degree. Retired faculty are welcome to participate in the academic procession.
Faculty are expected to comply with institutional rules or policies requiring confidentiality concerning oral or written communications. In particular, faculty must respect the confidentiality of personnel matters, evaluations of student performance, and matters of departmental, college or university finance, governance or assessment. These expectations are in addition to any requirement of confidentiality or privacy imposed by law or regulation.

Faculty members are frequently in demand to participate in activities outside the university in addition to professional service and engagement activities. Such involvement may help bring fresh insights to the faculty member’s classes and writing. Involvement in such outside activities, however, may reduce the time that the faculty member has to meet obligations to students, colleagues, and the university. A faculty member is expected both to adhere to the university’s specific limitations on outside activity (see ¶2.14) and to assure that outside activities do not significantly diminish the faculty member’s availability to meet institutional expectations and obligations.

Although all members of the faculty have the right as citizens to take positions on public questions, each has a duty not to imply that he or she speaks on behalf of the university. Thus, a faculty member is expected to take steps (including consultation with the appropriate University administrator) to assure that any designation of Ohio Northern University in connection with the faculty member’s name is for identification only.

4. Responsibilities to Colleagues: Faculty members are expected to treat colleagues and staff with civility and respect, to work collaboratively and cooperatively in meeting departmental, college, and university needs (including, but not limited to, teaching, advising, and/or supervisory assignments), and to recognize the worth and dignity of the members of the University community. Senior faculty are expected to be particularly sensitive to the terms of any debate involving their junior colleagues and conduct themselves such that junior colleagues will understand that no adverse professional consequences would follow from expression of, or action based upon, beliefs or opinions contrary to those held by the senior professor. Matters of college or university governance deserve the exercise of independent judgment by each voting member of the faculty. It is inappropriate for a faculty member to apply any sort of pressure other than persuasion on the merits in an effort to influence the vote or participation of another member of the faculty.

5. Fraternization: Consensual romantic or sexual relationships between a faculty member or coaching staff member and a student who are not married to each other or who did not have an analogous relationship prior to the student’s enrollment at the University are inappropriate. No faculty member or coaching staff member shall enter into a romantic, dating, or sexual relationship with a student, regardless of whether there is a supervisory or evaluative relationship between them. A faculty member who is closely related to a student by blood or marriage, or who has an analogous relationship with a student prior to the student’s enrollment at the University, normally should avoid roles involving a professional responsibility for the student.

6. Religious Expectations of Faculty Members: As a church-related institution the moral and spiritual dimension of life is an integral part of the university community. ONU regards the goal of the educational process to be the development of the whole person, and seeks to provide an environment in which students may achieve maximum growth intellectually, socially, morally, and spiritually. Although faculty are not required to subscribe to any doctrinal statement or creed, nor associate with any church or church tradition, the role of faculty member includes both effective instruction and concern for values which support and encourage students in their moral and ethical development. Faculty members are expected to take seriously this aspect of university life and contribute to it.

7. Office Hours for Faculty: All faculty members must establish and maintain a minimum of five office hours per week. Faculty members are to be available in their offices during those hours for meeting with students about their course work, schedules, future career, or any other matter pertaining to campus life which is a concern to the student. During registration periods, faculty members serving as advisors are expected to maintain sufficient office hours to provide assistance necessary to permit students to make informed decisions regarding their course schedule and progress toward their degree.
3.1 General Academic Regulations (9/1/87)(9/2011) (new date)

College of Enrollment is the college of the student’s primary major.

1. Mid-term examinations are held at the discretion of the faculty member. In the College of Arts and Sciences such examinations must be during the seventh or eighth week of the semester and must be announced by the first day of the semester.

2. All students must be present at final examinations. If a student is absent from any final examination - unless the absence is a result of illness or some other unavoidable condition - the student will receive a failing grade on the examination. A student with an "A" in a course may be excused from the final examination at the discretion of the instructor.

3. All "I" (Incomplete) grades are to be removed within twelve weeks after the beginning of the next regular semester in which the student is enrolled unless the time is extended by the dean of the college in which the student is registered. If the student does not complete the required work in the allotted time the grade will be recorded as an "F" or "U", if "S/U" is appropriate.

4. Each student is required to carry at least 12 credit hours per term to establish one term of full-time residence work. A student enrolled for less than 12 hours is classified as a part-time student.

5. Each student is responsible for meeting all requirements in the catalog and other official University publications which may apply.

6. Any required course in which a grade of "F" is made should be taken again in the first term in which the subject is given after the failure occurs.

3.2 Classification of Students (9/1/87) (9/98) (9/09) (9/2011) (new date)

A student is an individual who is or who has been accepted and matriculated at Ohio Northern University.

NOTE: Need to update Appendix 4, 2nd paragraph.

1. For the purpose of classification of degree-seeking students, the minimum requirements are as follows:

   College of Arts and Sciences and College of Engineering
   
<table>
<thead>
<tr>
<th>Class</th>
<th>Minimum Requirements</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>Below 30 semester hours</td>
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<tr>
<td>Sophomore</td>
<td>30 semester hours</td>
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<tr>
<td>Junior</td>
<td>60 semester hours</td>
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<tr>
<td>Senior</td>
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2. Students in the College of Business Administration are classified according to the following:

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<th>Class</th>
<th>Minimum Requirements</th>
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<td>Freshman</td>
<td>Below 30 semester hours</td>
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<tr>
<td>Sophomore</td>
<td>30 semester hours</td>
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<tr>
<td>Junior</td>
<td>A minimum of 60 semester hours including the following courses or their articulated equivalents: BIZ 2021 and 2031; BIZ 2111 and 2121; STAT 1561 and 2561; and provide evidence of proficiency in the Microsoft Office Suite of Programs. Proficiency in Microsoft Office Suite can be evidenced by passage of Microsoft Office Certification examinations or by successful completion of ABUS 2011, PC Applications.</td>
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<tr>
<td>Senior</td>
<td>A minimum of 90 semester hours of credit and completion of the Business Core.</td>
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3. Students enrolled in the Pharmacy program (Doctor of Pharmacy) are initially classified as P-1 students (unless admission to advanced standing has been granted to a student transferring from another accredited college or university).

<table>
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<tr>
<th>Class</th>
<th>Minimum Requirements</th>
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<tr>
<td>P-2</td>
<td>A minimum of 36 semester hours of credit including completion of the following courses or their articulated equivalent: Chemistry 1711 and 1721; Biology 1201, 1341 and 1361; and Math 1461.</td>
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P-3 A minimum of 72 semester hours of credit including completion of the following courses or their articulated equivalent: Chemistry 2511 and 2521 Stats for Pharmacy 1761 and Applied Sciences of Pharmacy PHBS 2901.

P-4 A minimum of 108 semester hours of credit including completion of all lower division basic science and pharmacy course work, plus completion of all general education requirements.

P-5 A minimum of 144 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (PHPR) 4411 and 4421; PHBS 4321, 4441; and PHPR 4011.

P-6 A minimum of 180 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (PHPR) 5431, 5441 and and 5451; PHPR 5501 modules and received a letter grade of “C” or better in PHPR 5461.

4. Students in the College of Law are ranked as L-1, L-2, or L-3 year students. To be ranked as an L-2 student, the student generally must have completed 28 semester hours and attained a cumulative average of at least 2.00. To be ranked as an L-3 student, 54 semester hours generally must be completed with a cumulative average of at least 2.00.

3.3 Academic Standing of Students

1. At the end of each term the academic standing of each student (except transient and special high school students) enrolled in the University is determined according to the following standards:

   A. Good Academic Standing - denotes that a student meets the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college and is eligible to continue in the University.

   B. Academic Probation - describes the academic standing of a student who falls below the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college, but is eligible to continue.

   C. Continued Academic Probation - denotes the academic standing of a student who was on probation or continued probation the previous term enrolled, who does not qualify for good standing, but who is eligible to continue in the University.

   D. Academic Suspension - an action which makes the student ineligible to continue in the University for a specified period of time, ordinarily two (2) semesters. A second academic suspension results in academic dismissal. The student has the right to appeal in writing to his or her college an academic suspension.

   E. Academic Dismissal - an action which makes the student ineligible to continue in the University. Normally, students dismissed are not readmitted. The student has the right to appeal in writing to his or her college an academic dismissal.

2. The academic record of an undergraduate student on academic probation or continued academic probation whose grade point average for the semester is below 2.00 is reviewed by the appropriate committee in the student’s college of registration enrollment, at which time the student may be permitted to continue on probation in the University or may be suspended or dismissed for academic reasons.
3.4 Registration (9/1/87) (10/2013) (new date)

1. Undergraduate students register for courses after conferring with an advisor or advisors. Students can either register on the World Wide Web or go to the Office of the Registrar to complete registration by presentation of a course request form signed by an advisor. The signature is certification that the advisor has reviewed the request and has counseled with the student as necessary regarding normal progress in a curriculum toward meeting degree requirements and regarding course prerequisites, and if the advisor does not concur with the course request, that the advisor has informed the student of the advisor's concerns. The advisor should retain a copy of the student's course request and record appropriate notations in the student's file. The registration software will enforce course prerequisites, co-requisites, and registration restrictions (class, major).

2. Academic advisors and academic deans are available to assist students observe course prerequisites in registration. However, students are responsible for consulting the University Catalog or other authorized University publications and knowing course prerequisites.

3. Registration is completed on-line or in person during the periods assigned and published by the University Registrar. During each term a registration is conducted for the following term. All continuing students are expected to register and to complete fee payment within the designated period. The student is responsible for securing the approvals needed as indicated in the University Catalog or the Schedule of Courses. The student is expected to complete registration in the prescribed manner and to complete payment of fees by the required date to validate registration. Failure to do so will result in the cancellation of registration and the assessment of the late registration fee.

4. Undergraduate students requesting more than 19 hours must have the advisor's and dean's approval. Law students with less than 12 hours and more than 17 must have appropriate prior approval.

5. Outstanding financial obligations to the University must be paid by the student or satisfactory arrangements made prior to the completion of registration for a subsequent term.

6. Registration is conducted during the summer for the fall semester for new and/or re-entry students. New students and/or re-entry students unable to register for the semester are registered prior to the term during the period set aside for orientation and registration for new students.

7. In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature or the electronic override of the two faculty instructors involved. Since the student may register on-line without the override for the first course, it is assumed that the faculty member of the second course will contact and seek approval of the faculty member of the first course before submitting the electronic override.

8. Each advisor is expected to be familiar with the registration procedure as set forth in the University Catalog and in informational bulletins and memoranda issued by the University Registrar.

9. The Office of the Registrar will permit another person to register or to change the schedule for a student only under extraordinary circumstances upon recommendation of the student's college dean. The Office of the Registrar will permit the office of the dean of the student's college of enrollment to register or change the schedule for a student only under extraordinary circumstances.

3.5 Student Change in Course or Withdrawal (9/1/88) (9/93) (9/95) (8/2011) (new date)

1. The student is responsible for the courses and sections for which he/she is officially enrolled.

2. Late registration, addition of courses, change of sections, change from credit to audit or audit to credit will be permitted no later than the last day of the add period for that semester.

3. Dropping courses from schedule or withdrawal from the University.
   A. Courses dropped within the first three weeks of a semester will not appear on official reports; courses officially dropped after the third week of a semester will be marked as "W" (official withdrawal), no penalty in GPA calculation.

   B. Courses may be dropped after the end of the twelfth (12th) week of a semester (or the ninth week of a law semester) to the beginning of final examination week with approval of the dean of the student’s college of registration enrollment. The request will be approved only for reason of unusual circumstances beyond the control of the student. If approved, the instructor of the course will be notified promptly. The instructor may make inquiry
of the dean of the student's college of registration enrollment concerning the circumstances and will be provided the rationale with sensitivity for the students' right to privacy.

C. Courses may be dropped after the beginning of the final examinations or thereafter with approval of the instructor of the course, the dean of the college offering the course, and the dean of the student's college of registration enrollment. In the event that there is disagreement with the withdrawal by any of these persons, and the disagreement cannot be resolved then, the Vice President for Academic Affairs will provide a decision and inform all parties directly involved. The Vice President for Academic Affairs will report to the Committee on Academic Affairs all withdrawals after the beginning of the final examination week which were not approved by the dean of the college of the students' registration, dean of the college offering the course, and the instructor of the course.

D. For courses scheduled for terms of less than a semester in length, equivalent periods for registration changes will be established by the University Registrar.

E. Upon written notification by the Dean of Students or receipt of other credible documentation of a student who is physically unable to initiate the process of dropping/withdrawing from courses and at the request of the student, the dean of the student's college of registration enrollment can initiate dropping/withdrawal of courses in accordance with paragraphs 3.5.3. A, B, and C. The instructor of the course will be notified promptly of such action by the college dean. The University Registrar will provide final confirmation to the instructor(s) and college dean that the withdrawal from the course(s) has occurred. The dean will notify the student that the course dropping/withdrawal has been processed.

4. Changes of schedule (add-drop) and complete withdrawals are official on the date received in the Office of the Registrar. Courses or sections dropped or added without proper approvals will result in no credit for the course added and an "F" or "U" for the course dropped. Discontinuance of attendance does not constitute an official withdrawal or drop.

5. A student who wishes to withdraw from all the courses for which the student is registered for a term may do so by initiating an official withdrawal with the student's advisor and submitting the withdrawal form to the following offices for signature--dean of the student's college of registration enrollment (if this signature is obtained without the advisor's signature, it is assumed that the signature of the advisor is waived), Office of Residence Life if the student is residing in a University residence hall, and the Controller's Office. After obtaining the proper signatures the form must be processed in the Office of the Registrar to be official. Discontinuance of attendance does not constitute an official withdrawal. Failure to officially withdraw will result in failure (F or U) for each course scheduled. If withdrawal from all courses for which the student is registered occurs after the beginning of final examinations or thereafter, Section 3.C. applies.

3.6 Late Registration or Course Addition Policy (9/1/87) (8/2011) (new date)

1. For students registering after the seventh (7th) business day of an undergraduate semester, or the first two weeks of a law semester, or a comparable period for a summer session or J-term, the recommendation of the academic dean of the college of registration offering the course and approval of the Vice President for Academic Affairs is required.

2. A. For students adding courses or changing sections, the approval of the academic dean of the college of registration offering the course is required after the seventh (7th) business day of the undergraduate semester, or the first two weeks of a law semester, or comparable period in a summer session or J-term.

B. The dean will ensure that approval is obtained from the instructor of each course for which there is recommendation for (1) registration or (2) the addition or change of sections after the dates established in Section 3.6.2.A.

3.7 Auditing of Courses (9/1/87) (8/2011)

1. A student who wishes to attend a class but who does not wish to receive a grade or credit for the course may register as an auditor no later than the last day of the add period for that semester. An auditor does not participate in class evaluations. Studio courses, activities courses, and laboratory courses may not be audited. In lecture/laboratory courses the lecture may be audited.

3.8 Credit by Examination (9/1/83) (8/90) (new date)
1. A student seeking a baccalaureate or post-baccalaureate degree at Ohio Northern University can request an examination in certain undergraduate courses currently in the catalog for which achievement of course goals can be demonstrated by examination. Such examination shall not be approved for courses which the student has previously audited or failed at this or other institution nor for courses which are prerequisite to any course for which the student has already established credit nor for courses for which the student has previously attempted credit by examination unsuccessfully. Post-baccalaureate students in the Doctor of Pharmacy program who plan to seek credit by examination for one or more clerkships because of professional experience must complete the examination(s) prior to their initial enrollment in PHPR 8001-8009 – Advanced Practice Rotations.

2. Permission for special examination requires formal application using a form obtained at the Office of the Registrar. The application requires approval of the student's advisor, the academic dean of the student's college of registration, and the department chair of the department in which the course is offered, as well as the payment of the applicable administration fee in the Controller's Office.

3. After the required approvals have been obtained in the order required on the form and fee paid, the student shall arrange for the examination with the examiner appointed by the department chair. The examination must be approved, given, and reported to the Office of the Registrar prior to the end of the W period for the term. The examiner will report the results of the examination promptly to the Office of the Registrar. Marks for such examination will be "S" (satisfactory) or "U" (unsatisfactory).

4. Satisfactory performance on a special institutional examination may be used for (1) placement only, to satisfy any appropriate requirements, with no credit awarded, or (2) establishing credit. For placement only (option 1), an administration fee is not assessed for required placement examinations or for determining entry level in some sequential courses. For option 2, the administration fee is payable as for option 1, and a fee of 50% of credit hour charges assessed part-time students is payable before entry of credit on the permanent record. Full-time, baccalaureate degree-seeking students, however, may receive credit by examination for one course only (up to five credits) at no charge; subsequent credits by examination are subject to the existing fee structure. Credit hour charges will be based on fees in effect at the time credit is awarded. The administration fee is applied to the credit fee. One of the options must be chosen prior to completion of the application form (available in the Office of the Registrar). Failure to exercise one of the options prior to taking the examination will result in the default choice of Option 1. Credit by examination established after achieving senior or P5 rank will not be credited toward graduation. (8/90)

5. Upon payment of credit fee prior to the end of the W period for the term, satisfactory grades and credits will be recorded on the student's permanent record, credit recorded as "XM" and placement as "PL", but will not affect the accumulative average. Unsatisfactory grades on special examinations for credit are to be reported to the Office of the Registrar but are not to be recorded on the student's permanent record.

6. Not more than a total of thirty semester hours earned by special examination at the University or externally administered examination, including but not limited to AP, CLEP, and IB, may be applied toward a baccalaureate degree.

3.9 Majors Between Colleges (8/2011) (new date)

A student may complete double or multiple majors and minors by satisfactorily completing the required major and major related or minor requirements of the two departments and college requirements of the student's college of registration only. Students pursuing degrees in engineering or pharmacy will be registered in these colleges as their primary degree programs but may pursue majors or minors in other colleges. The university does not guarantee that program additions (e.g., dual degrees, double majors, secondary academic program, minors and options) can be completed within the normal time to complete one degree and/or without encumbering additional overload fees. A dual degree required requires a minimum of 30 additional semester hours, or equivalent hours, beyond the degree requirements of the primary degree.

3.10 Policy Relating to Transfer Between Colleges

1. In order to transfer from one undergraduate college to another in the University the student must complete the "Change of College" form which requires the signature of the dean of the college from which the student is transferring and the signature of the dean of the college to which the student is transferring. The following policies reflect guidelines which the academic deans have agreed to in considering requests for transfer.

2. A. An academic dean may refuse acceptance of a student into that dean's college through internal transfer under certain circumstances.

   (1) A student who does not meet the stated admissions criteria for the college.

   (2) A student who is on probation in the present college of enrollment.
(3) A student whose academic record is one which would have led to suspension in the present college of enrollment.

B. Any refusal of acceptance in transfer must recognize the University's commitment to provide for student freedom to find the best field within total University offerings.

C. If a student has established good standing on at least one year of work at Ohio Northern University and has performed satisfactorily in first-year courses in the curriculum to which transfer is sought, deficiency in admissions criteria for first-time freshman students alone will not be used to refuse admission.

3.11 Transient Student at Another Institution (9/07) (new date)

1. University policy requires that students obtain prior approval by their academic dean of the student's college of enrollment for course work attempted at another institution and to submit a transcript of any such course work to the Office of the Registrar promptly following completion of the course work. If previously unevaluated transient course(s) come(s) into a college other than the student’s college, the chair of the department or academic dean, where there is no department, of the college that offers the course(s) must approve the course(s).

2. Students who wish to pursue course work at another institution during a summer term or concurrently while enrolled in the University must consult with their advisor and submit a transient request to the academic dean of the student’s college of enrollment. In order for the dean to evaluate the request, a catalog description of course(s) must accompany the request. Upon approval by the dean, the student and the Office of the Registrar will receive a copy of the completed form to verify approval. Failure to obtain prior approval may result in nonacceptance of credits by transfer to Ohio Northern University.

3. Students wishing to pursue courses at another institution during a regular term must consult with their advisor and obtain approval by the academic dean of the student’s college of enrollment of transient status by the end of the last term enrolled. Such status may not be for a period of more than one academic year. Students who do not pursue a previously approved program or who do not return for the term listed on the transient application will be expected to seek readmission as a transfer student.

4. Transient status requests must be accompanied by a list of approved courses and name and address of the institution to be attended. This list must include course equivalencies and credits to be awarded.

5. Students permitted to complete their last requirements for graduation off-campus must apply for a terminal transient status. If the terminal transient status is approved, students must contact the Office of the Registrar concerning graduation. It is understood that terminal transient status is granted only when justified by extraordinary circumstances.

6. Students who are not enrolled at Ohio Northern University for one or more regular terms are expected to apply for readmission by the application deadline date. Those who have been enrolled at another institution without a prior transient status or who do not return for the term listed on the transient application will be considered for admission as transfer students.

7. These procedures will apply to all colleges in the University.

3.12 Credit Articulation for Transfer or Re-entry Students not in the College of Law (2/2012)

1. A student who returns to ONU may automatically apply to his or her degree requirements a course that the student has completed at ONU if the following two conditions are satisfied:

   A. The course or a close equivalent exists in the current university catalog.
   B. No more than 6 years have elapsed since the student completed the course, and the grade of the course meets the degree requirements.

2. A student who transfers to ONU may automatically apply to his or her degree requirements a course that the student has complete at another college or university if the following two conditions are satisfied:

   A. The course exists in the current ONU articulation catalog.
   B. No more than six years have elapsed since the student completed the course with a grade of C or higher.

A student who transfers to Ohio Northern University with a baccalaureate degree may transfer up to 75% of the hours that
apply towards the primary degree that the student is pursuing at Ohio Northern University.

3. Any course completed more than six years before its application to a degree program at ONU is subject to review and approval by the dean of the college that offers the course or its equivalent at ONU.

### 3.13 Orientation Program

1. There are three distinct phases to the orientation program of the University: (1) the summer program; (2) the fall program; and (3) the continuing fall semester program.

2. Each summer there are dates set aside for new students and their parents. New freshmen and their parents are invited to specific advising and registration program dates.

3. This program is academic in emphasis. Taking placement tests, meeting with the deans and the faculty advisors, selecting courses to be taken in the fall, and (if desired) purchasing textbooks constitute the bulk of the program. There are small group sessions with upper-class students, and, of course, there are opportunities to meet faculty members, staff, and other students. Special programs are conducted for the parents so that the parents come to know the faculty and staff and the faculty and staff come to know the parents and families.

4. The fall program is more social in emphasis. The student does have the opportunity for last minute changes in course selection and those students who were not here in the summer have the opportunity to select their courses. A formal academic convocation with the President of the University giving the address is the beginning of the fall program. Students have, during the fall program, the opportunity to learn more about the campus and its organizations. Too, there are always the housekeeping chores of ID cards, etc.

5. All new freshmen are involved in a continuing orientation program for the first semester, with the College of Engineering and College of Pharmacy continuing this work into the second semester as needed. (The College of Law has its own orientation program before the fall semester begins.)

### 3.14 Classroom

1. There is, of course, no disagreement as to the importance of the classroom in the lives of students and faculty members alike. Faculty members are expected to be competent in their fields; to stay abreast of new information, new publications, and new research in their areas of instruction and interest; to assist all students to learn to the maximum of their capabilities; and to be models of scholarly achievement to the students.

2. Faculty members are expected to be even better teachers as the years go by. They are expected to be enthusiastic about their disciplines, enthusiastic about learning, and also enthusiastic about the University.

3. Faculty members are expected to be loyal to their colleagues, in the classroom as well as out of the classroom. The classroom is ideally a forum for the free exchange of ideas between students and faculty. Freedom of discussion is not only allowed but encouraged; the content of the discussion, however, shall be appropriate to the course and to the discipline.

4. A faculty member, consistent with past practices at the University, is solely responsible for decisions regarding the methods and materials the faculty member uses for the instruction of students.

### 3.15 Grades and Quality Points

1. The value of credit courses is expressed in semester hours. One semester hour of credit generally requires one contact hour of lecture per week or equivalent in clinical, externship, or similar experience which may require two or more hours per week per credit hour.

2. A. Ohio Northern, except the College of Law, uses the four point system in calculating grade point average. Grade meanings and their equivalent point values are: A-Excellent, 4 points; B-Good, 3 points; C-Average, 2 points; D-Passing, 1 point; F-Failure, 0 points.

   B. In the College of Law a plus and minus letter grade system is used. (A+: 4.33; A: 4.00; A-: 3.67; B+: 3.33; B:
In certain clinical courses, the grade of S or U will be given.

**3. A.** The following grades or marks are not computed in calculating grade point averages: I-Incomplete; W-Official Withdrawal; S-Satisfactory, equivalent to "C" or better; U-Unsatisfactory (no credit earned towards graduation). Marks of I are given only with the dean's approval and with verified reasons beyond the student's control. (8/90)

B. Marks of "I" not removed within twelve weeks of the beginning of the next regular semester in which the student is enrolled will be recorded as "F" or "U". Extensions of incompletes may be approved by the dean of the college of registration offering the course for a specific period on the recommendation of the course instructor. If the student does not complete the required work in the allotted time, the grade will be recorded as an “F” or “U”.

4. The accumulative grade point average is derived by dividing the total number of graded hours for which the student has officially registered and completed into the number of quality points earned and rounding the resulting number to the second decimal place. An accumulative grade point average of 2.00 is the minimum for graduation. Unless specifically stated in a course description, courses cannot be retaken for credit. All credit shown on the transcript is credit that counts toward graduation unless otherwise indicated. The student is responsible for knowing the maximum credit allowed in courses that may be repeated for credit. In the ONU colleges, except as specifically noted by the College of Pharmacy and College of Law, if a student repeats a course for which credit can only be earned once, only the hours and grade earned in the most recent enrollment are used in calculating the student's grade point average and applied toward graduation requirements, with the earlier course(s) ‘Excluded’. If a student exceeds the credit allowed in a course with a repeat credit limit, the most recent credit and grade are ‘Included’ in GPA calculation, and beginning with the earliest enrollment, hours and grades in the course(s) are ‘Excluded’ until the student’s credit is at the repeat credit limit. For a ‘Pharmacy’ course in the College of Pharmacy or for a College of Law course for which credit can be earned only once, all grades are ‘averaged’ and credit only earned once. All grades remain on the student's official academic record and transcript. Only the course work taken at Ohio Northern University is used in calculation of grade point average.

5. For courses which may be repeated for credit the student is responsible for knowing the total maximum credit allowed in courses which may be repeated for credit. Each hour earned beyond the maximum allowed in such courses and counted toward graduation will increase the total hours required for graduation by a like amount.

6. A student who attains a 3.50 or better average on 12 or more graded hours for a term is placed on the Dean's list. Special, transient, or post graduate students are not eligible for the recognition.

7. Entry of a grade (A, B, C, D, F, S, or U) or the mark of "I" on the permanent record of a student is upon authorization of the instructor in the course, except for an "F" or "U" recorded by the Registrar pursuant to 3 (B) above.

8. An undergraduate student who has enrolled at Ohio Northern University and has an interruption of study of at least five consecutive academic years from Ohio Northern may petition, upon re-enrollment, to resume his/her academic record on the following basis: Credit hours accepted by the dean of the student’s college of registration enrollment as satisfying current curriculum requirements will be recorded in the student's file and reported to the Office of the Registrar. The student's accumulative GPA will be determined solely by coursework completed upon resumption of enrollment at Ohio Northern. To be eligible for this policy, a returning student must have at least 30 semester hours remaining to complete at Ohio Northern for his/her degree requirements.

A. Use of the petition process stated above by a student shall not be the basis to determine eligibility for either class honors or discipline honors by a college and/or department.

Note: Policy became effective for eligible students re-entering Ohio Northern beginning September, 1996.

### 3.16 Change of Grade Policy (12/17/91) (8/2011) (new date)

1. Only the faculty member may change the grade he or she has assigned to a student. The grade change form must be received by the Registrar within twelve (12) weeks after the beginning of the next regular semester.

2. Reasons for a change in grade include, but are not limited to:

   A. Mathematical error in calculating the grade.

   B. Reevaluation of graded materials and/or exercises.
C. Reconsideration of method of assigning grades.

D. Circumstances beyond the control of the student or the faculty member.

E. Establishment of a breach in the Code of Student Conduct.

3. In order to change a grade, the faculty member must provide written notification to the student and submit a change of grade form to the Dean of the College offering the course to inform the Dean of his/her intention. Receipt of the form allows the Dean an opportunity to discuss the grade change with the faculty member and make appropriate recommendations. However, the faculty member has the sole responsibility to determine the final grade for the course within the stated time limits. No administrator, including the Dean, may veto a grade change within the stated time limits, or make a change without the faculty member's written approval. The change in grade form will be signed to verify that the Dean has been notified of the change, and will be routed by the Dean to the Registrar within five (5) working days. A copy of the change of grade form will be returned to the faculty member by the Registrar after the change has been recorded on the student's permanent record.

4. Under extremely unusual circumstances a faculty member may change a grade beyond the specified time limit. In such cases the faculty member must submit a change in grade form along with a full explanation of the circumstances to the College's Grade Appeals Committee, or in the case of the College of Law to the Dean of the College. It is then the responsibility of the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, to determine whether or not the circumstances warrant a change in grade.

If the Grade Appeals Committee approves the grade change, the Committee must submit the change of grade form along with a written statement of approval to the Dean of the College for informational purposes only. After signing the change of grade form the Dean must submit both the form and the Grade Appeals Committee's written statement of approval to the Registrar. In the case of the College of Law, if the Dean approves the grade change, the Dean must submit both the grade change form and a written statement of approval to the Registrar.

If the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, does not approve the grade change, it must inform the faculty member in writing of its decision within ten (10) days.

5. This section does not apply to section 3.31, student grade appeals procedure.

3.17 Class Lists (9/1/87) (9/94) (new date)

1. At the beginning of each term, the University Registrar prepares Preliminary Class Lists for each section. No student is to be permitted to attend more than one class session unless the student's enrollment is officially recorded, which the faculty member should verify on the ONU Luminis portal selecting “Banner Quick Clicks” and then “Class Roster”. Any student whose enrollment is in doubt should be referred to the Office of the Registrar for assistance. The Final Class Lists for a term are prepared after the third week of a semester and are distributed to the appropriate faculty member. Such lists are to be compared with the classroom attendance, deviations noted, and returned to the Registrar's Office. Faculty are expected to use the computer resources provided by the Registrar's Office to compare the class lists with classroom attendance before returning the lists to the Registrar's Office.

2. Effective Fall Quarter 2007-08 all grades are to be entered by the individual faculty member using ONU Luminis portal “Banner Quick Clicks” and “Enter Final Grades”. Grade submission by Luminis will be available starting on the Friday before Final Exam week. In the Spring semester the Registrar's Office will supply each faculty member with a course by course listing of prospective Spring Graduates. Grades for Spring Graduates are to be submitted no later than Noon on the Saturday prior to commencement.

1. Class lists are available on-line to faculty via Self-Service Banner. No student is to be permitted to attend more than one class session unless the student's enrollment is officially recorded, which the faculty member should verify on the ONU Self-Service Banner portal selecting the “Facility and Advisor Services” tab and then “Summary Class List”. Any student whose enrollment is in doubt should be referred to the Office of the Registrar for assistance. Using “Summary Class Lists” via Self-Service Banner to compare with the classroom attendance and deviations noted, should be done at least two weeks before final exams. Faculty are expected to use the computer resources provided by the Registrar's Office to compare the class lists with classroom attendance throughout the semester.

2. Effective Summer semester 2013 all grades are to be entered by the individual faculty member using ONU Self-Service Banner portal selecting the “Facility and Advisor Services” tab and then “Final Grades”. Grade submission in Self-Service Banner will be available starting on the Friday before Final Exam week. In the Spring semester the
Registrar’s Office will supply each faculty member with a listing of prospective Spring Graduates. Grades for Spring Graduates are to be submitted no later than Noon on the Saturday prior to commencement.

3.18 Maintenance of Class Records (9/97)

1. Class records as described in this section shall be maintained for at least three years. Class records for faculty not returning are to be turned over to the chair of the department or, in the case of the colleges of Law and Business Administration, the office of the dean.

2. For purposes of this section, class records shall include:
   a. Records of examination and quiz scores;
   b. Copies of examination and quiz scores;
   c. Notes taken by an instructor from oral examinations;
   d. Attendance sheets if used for any reason in grade calculations;
   e. Work products of independent study/research/artistic projects if used for any grade calculations;
   f. Written reports, papers, and laboratory notebooks if used for any reason in grade calculations;
   g. Written evaluations of instructors or evaluations from outside (e.g., off-site products) evaluators;
   h. Class syllabi;
   i. Electronic grade books and related files.

This list is meant to be illustrative and not exclusive.

3. Class records as defined above which are returned to the students become the students' responsibility to maintain as a permanent record. Students are responsible for picking up materials that are made available to them or are returned to the class/students. An instructor only needs to maintain records not picked up by students for one additional semester beyond the end of the course.

3.19 Final Examination Policy (See also Appendix 15, Operational Procedures/Final Examination Committee) (8/2011) (8/2012) (new date)

1. It is the University policy that a final examination must be given in all courses of instruction. Recognizing that in some courses final examinations are either impractical or unnecessary, exceptions to this policy may be made with the approval of the department chair and dean of the college in which the course is offered. Independent study, student teaching, individual lessons, physical education activities courses, performance groups, class piano are exempted from this requirement.

2. The examination period for each section will be based on normal meeting time and days of the class. Multiple section examinations will be scheduled only if approved by the Final Examination Committee. According to the examination schedule a maximum of eight multiple examinations are available. Requests for multiple section exams will be evaluated upon sound educational values within the limits of the examination schedule.

3. The assignment of examination periods to time and days will revolve each semester with the classes assigned to the last periods assigned to the first periods the following semester. Examinations will be limited to two hours (one examination period).

4. Sections meeting in the evening will be examined during the examination week at the regularly scheduled meeting time and day. For evening courses meeting twice weekly the instructor shall choose on which day the examination will be scheduled and inform the Registrar.

5. The instructor should announce the time and place for the final examination on two occasions prior to the final examination.

6. Laboratory examinations will be scheduled on the last class meeting before the final examination week. Classes meeting once weekly for 0 to 1 credit hour will be examined on the last class meeting before the examination week. Classes with two or more credit hours meeting once weekly will be scheduled for final examinations by the Registrar. The instructor of such a course should contact the Registrar for examination time.

7. No final examination will be given outside the final examination period except those covered by these policies. All examinations will be given at and within the scheduled time required by the examination schedule published by the University Registrar. Permission to change the scheduled time of an examination must be approved by the Final Examination Committee. If conflicts in examinations occur, the University Registrar must be notified. If students from
only one college are involved in a request for a change in a scheduled examination, the dean of the college involved, University Registrar, and Academic Vice President will constitute a subcommittee to approve the requested change.

8. A student with three (3) or more final examinations scheduled on one day may seek relief through the Registrar's Office no later than the last day of the twelfth week of classes. The Registrar’s Office, after consultation with the affected faculty members, shall reschedule the appropriate exams to ensure that a student has no more than two (2) exams in one day.

9. The deans of the colleges of Arts and Sciences, Engineering, Pharmacy, Business Administration together with the University Registrar and Vice President for Academic Affairs shall constitute the Final Examination Committee.

10. Absences from final examinations, with the reasons for the absences, must be reported immediately to the instructor or Director of Residence Life Vice President of Student Affairs, if the student is unable to contact the instructor individually. Unexcused absences will result in the final examination grade being calculated as a failure in determining the final course grade. NOTE: Add this to student handbook, page 5, to make it match (VP Acad Affairs)

11. A student with an "A" in the course may be excused from the final examination by the instructor.

3.20 Student Review of Examination (9/97) (8/2011)

1. A student shall have the right to review and discuss with the instructor any examination and/or evaluation instrument not later than 31 days from the beginning of the next regularly scheduled semester.

2. The following practices will be followed regarding final examination and/or any evaluation instrument which establishes fifty percent or greater percent of the grade in any course.

   A. Such instruments must remain in custody of the instructor for one University grading period beyond the one in which the instrument was marked, excluding summer session. For departmental examinations, "instructor" shall be interpreted as "the department" or "the college."

   B. In this period of time, the instructor may exercise the sole option of returning the instrument directly to the student.

   C. Disposition of these instruments will be consistent with Section 3.18.

   D. Instructors who are not returning to the University must leave such instruments in possession of the department or college.

   E. Regulations of external agencies supplying evaluation instruments shall supersede University policies.

3. Graded examinations or other graded materials bearing an instructor's evaluation are to be kept in a secure, controlled-access location until returned directly to the student only, in order to protect the privacy of the student and to maintain a known chronology of possession. Specifically, such graded materials are not to be placed in a public area to be picked up by students. (8/90)

3.21 Class Attendance (9/1/85) (new date)

*Attendance* includes attendance in classrooms, virtual learning, and/or work-study programs.

1. General

   A. The policy of the University is that all students are expected to attend all classes. It is realized, of course, that not all students will or can attend all classes. Absences from class fall into three main categories.

   (1) Absences for field trips or similar activities directly involved in the academic program.

   (2) Absences for official University functions and activities, such as intercollegiate athletic competition or required practice and co-curricular activities of performing groups or individuals.

   (3)Absences for personal reasons, primarily illness.

   B. Regardless of reasons for absence, the student is responsible for contacting the faculty member (preferably before the absence).
C. While it is not mandatory that the faculty member assist the student in making up work missed, it is expected that faculty members will do so for all absences under categories 1 and 2 and for all reasonable absences under category 3.

D. Faculty members are strongly encouraged to develop nonrestrictive policies to allow participation in University-approved activities.

2. Procedure for Notifying Instructors of Official University Activities Concurrent With Class Meetings (cf.1.A. (1) & (2))

A. Prior to the end of the second day of each academic term, the faculty or staff director of the kind of University activities listed above in 1.A.(1)&(2) will be responsible for providing a written schedule for the entire academic term to all student participants with a copy for each instructor whose class is concurrent with any part of the activity. The schedule should include approximate start and end times of participation including travel. The director will also be responsible for informing student participants of their responsibilities under B and C below.

B. Students will be responsible for providing each instructor a written schedule of concurrent activities no later than the next class meeting so that a common understanding between student and instructor can be worked out by the end of the first week.

C. When the participants in these activities are not identified until after the first week of the academic term, the student participants will be responsible for notifying instructors no later than the class meeting following their selection for participation in the activity. If change of class schedule is no longer practicable, a common understanding should be reached between student and instructor on class and examination attendance and how the course grade will be determined in light of any absence agreed upon.

D. Any such activities arranged after the first week of classes must be approved during the planning stage and in advance of any commitment or public announcement of the activity by the academic dean of the college in which the activity is located. Exceptions to dean approval: (1) new or additional season intercollegiate athletic contests will be approved by the Committee on Athletics; (2) rescheduled season and postseason contests will be coordinated by the Director of Athletics who will provide notice promptly to the instructors of student participants. The responsibilities of the activity director with respect to such activities will be those in item 2.A above and the responsibilities of student participants will be those in item 2.C above.

3.22 Ordering of Textbooks

1. Textbooks and other materials required for courses offered during the year are sold to students through the University bookstore, which is located on the first floor of McIntosh Center. The lists of books required by students are compiled by the department chairs. In the Colleges of Arts and Sciences and Pharmacy, the book lists go directly from the department chairs to the Bookstore Office. In the College of Engineering, College of Law, and College of Business Administration, the book lists go through the office of the Dean to the Bookstore Office.

2. To ensure that books and other materials are available when needed, requests should be forwarded to the Bookstore Office at least six weeks prior to the date they will be needed.

3. All educational material (textbooks, school supplies, etc.) are to be sold through the bookstore.

3.23 Audiovisual Services

Requests for audiovisual materials, equipment, and services are submitted to the department chair. If the request cannot be satisfied within the department, the department chair then forwards the request to the academic dean of the college. To avoid disappointment in availability of equipment and materials, request should be made well in advance of the date of intended use.

3.24 Policy Regarding University Budget Support of Student Transportation Expenses (9/1/84)

1. Travel costs for students in University-sponsored activities, such as intercollegiate athletics, music performing
groups, theatre performing groups, forensic groups, and similar activities may be supported by budget items in the annual budgets.

2. Travel or transportation costs for the purposes of accomplishing all, or the major part, of the central objective(s) of the course will be considered for University budget support only when such travel is included in a course syllabus which has been approved by the department chair, the dean of the college, and the Vice President for Academic Affairs.

3. Transportation costs for field trips may be approved by the department chair and the dean of the college for funding through college budgets.

4. For purposes of this section:
   A field trip is off-campus group travel of limited duration (not more than one night) by students and faculty for the purpose of providing observation or instruction that is needed to satisfy the central objective of the course and that cannot be satisfied by an on-campus experience.

Transportation costs are defined as appropriate vehicle charges for mileage to and from destination, toll and parking charges, and bus driver cost.

Travel costs include transportation costs as well as lodging and meals.

3.25 Student Academic Conduct

1. The standard of academic conduct of students is prescribed in the Code of Student Academic Conduct. A complete copy of the Code of Student Academic Conduct may be found in Appendix 3.

2. Ohio Northern University students have an obligation to maintain the highest standards of ethical conduct. The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders.

3. The principal purpose of maintaining minimum standards of academic conduct is to ensure fairness, honesty, and integrity in the evaluation of student performance. Instructors should be confident that their evaluation methods will not be willfully invalidated by students intending or attempting to misrepresent the skill, achievement, or ability either of themselves or of others. Students, on the other hand, should be confident that a fair comparison of their work with that of other students has not been subverted by unethical conduct. Nevertheless, academic offenses may occur in connection with written examinations or other written work submitted for evaluation or in the performance of laboratory work and use of the University computer. A listing of specific offenses covered is provided in Section I of the Code.

4. Handling of alleged breaches of this Code begins in the college, usually with the faculty member in whose course of study the alleged offense occurred. Each college has its own procedures for deciding the validity of an allegation and for appealing a decision in connection with that allegation. The final college decision will be by the dean or a body to which the dean has delegated responsibility and authority.

5. Either the charged student or the complainant may not wish to accept the decision on the validity of the allegation; or the student may accept the decision but not the sanction imposed. In the first instance, an appeal of the decision on the validity of the allegation may be carried to the Committee on Academic Conduct. In the second instance, an appeal of the sanction may be filed with the Vice President for Academic Affairs.

6. The Committee on Academic Conduct will consider appeals in accord with procedures provided in Section II, Part B of the Code. A decision of the Committee on Academic Conduct may be appealed to the Vice President for Academic Affairs. The Vice President for Academic Affairs may sustain the Committee decision, making it final, or may return a recommendation to the Committee. The Committee's subsequent decision is final.

7. Several degrees of sanction may be imposed, ranging from written warning to dismissal from the University. If an offense involves a violation of law, the University may take additional actions as may seem appropriate and reasonable.

8. This Code of Student Academic Conduct sets forth the following: (1) the minimum standards of academic conduct for the various offenses that are expressly prohibited; (2) the procedures for adjudicating any alleged breach of this Code; and (3) both the sanction and the policies relating to those sanctions that may be imposed for any breach of this Code.
3.26 Students Eligibility - Intercollegiate Varsity Sports, Extracurricular and Cocurricular Activities

1. Ohio Northern University is a member of the National Collegiate Athletic Association (N.C.A.A.) and the Ohio Athletic Conference (O.A.C.) and follows the constitutions and by-laws of those organizations in determining eligibility for intercollegiate athletics.

2. Students are in good academic standing for eligibility to participate in extracurricular and cocurricular activities of the University unless restricted from doing so by action of the Dean of the student's college of registration enrollment for academic reasons or by the Dean of Students or the Director of Athletics for disciplinary reasons.

Good academic standing for eligibility denotes that a student is registered for classes and meets the minimum standard accumulative grade point average necessary to be eligible to participate in intercollegiate varsity sports, extracurricular and cocurricular activities where the student represents the University in competitive events.

For students enrolled prior to the Fall of the 2008-09 Academic Year:

The University standard is:

- Freshman year: 1.60
- Sophomore year: 1.80
- Junior year or higher: 2.00

Individual colleges may establish higher standards. The colleges of business administration, engineering, pharmacy and law, by action of their respective faculty, have adopted higher standards. Students in these colleges must meet the 2.00 standard to be considered "in good academic standing".

Students entering or readmitted to Ohio Northern University in the Fall of 2008 or later:

The University standard is:

- Students who have earned fewer than 32 24 credit hours: 1.80
- Students who have earned 32 24 or more credit hours: 2.00

Individual colleges may establish higher standards. The colleges of business administration, engineering, pharmacy and law, by action of their respective faculty, have adopted higher standards. Students in these colleges must meet the 2.00 standard to be considered "in good academic standing".

3.27 Policies of Heterick Memorial Library

In addition to the following general comments, more detailed description of library policies and procedures may be found on the library’s website.

1. Heterick Memorial Library is the University's undergraduate library. Its purpose is to meet the diverse and changing information needs of the faculty, staff and students of the University by collecting, creating, organizing, managing, preserving and providing access to information sources, through library and information literacy instruction, and by fostering an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

2. The undergraduate librarians and faculty are responsible for the development of the collection. Library liaisons are appointed from each department and librarians cooperate with their respective library liaisons to build a collection that supports curricular needs. Requests for print and media library materials should be forwarded to the respective library liaison in the department. The library also maintains periodical collections and electronic resources that support the undergraduate curriculum. Requests for these materials should be forwarded to the library liaison. Please see the “Ordering materials/ liaisons” tab on the Heterick for Faculty and Staff Research Guide for more information.

3. Faculty members will pay for replacement cost for all lost library materials that they have checked out of the library, plus a $10.00 per item processing fee. A lost item is one which has been continuously in a faculty member’s possession and which has not been returned after six renewal periods. If an item has been deemed lost, the library will notify in writing the faculty member who checked out the item, explaining that the Controller will be informed of its replacement cost and processing fee if the charges are not paid directly to the library within two weeks of the written notice. After two weeks, any unpaid charges will then be forwarded to the Controller’s Office, and the amount will be deducted from the
4. Faculty members may have items held on reserve at the library for use by their students on a semester-by-semester basis. Please see the “Course Reserves” tab on the Heterick for Faculty and Staff Research Guide for more information.

5. Heterick Memorial Library’s collection is a resource for faculty research, but the library is unable to build a collection of faculty research materials at the same level as a traditional research library at a larger institution. Faculty are encouraged to utilize the resources available through our academic consortium, OhioLINK, which includes most of the academic colleges and universities in Ohio, as well as the resources available through Interlibrary Loan. All materials acquired through OhioLINK are free and all interlibrary loans to undergraduate faculty are free or subsidized by the library.

6. Librarians provide a range of reference and information literacy services including information literacy instruction. Please see the “Research and Instructional Support” tab on the Heterick for Faculty and Staff Research Guide for more information.

7. Heterick Memorial Library accepts the addition of worthwhile, useful gifts of books and other materials. The policy is that such gifts become the sole property of the library to use or dispose of, as the case may be. All such gifts are acknowledged, but donors who wish tax deductions for their gifts to Heterick Memorial Library must obtain their own evaluation and supply it along with their gift. Guidelines and forms for submitting the evaluations may be obtained from the library's Acquisitions Department or on the Heterick Memorial Library website.

8. The library staff is interested in improving operations whenever possible and therefore conducts periodic surveys soliciting feedback from students and faculty about library services, facilities and resources. Suggestions are always welcomed and may be forwarded to the Library Director or the library liaison for the department. To locate your library liaison, visit the “Ordering materials/liaisons” tab on the Heterick for Faculty and Staff Research Guide locate on the Heterick Memorial Library website.

3.28 Awarding of Degrees (9/1/84) (8/2011) (8/2012) (new date)

1. A student receives the appropriate degree after applying for graduation and completing the required curriculum as outlined by the five colleges of the University.

   A. Graduation requirements, including but not limited to: general education, major(s), minor(s), concentration(s), and option(s), are specified in the university catalog issued in the academic year of the student’s most recent admission or re-admission as a degree seeking student. When a student changes colleges at ONU the new college will determine the catalog to be in effect for the student. Their catalog year for the new college will be the term when the change is made effective.

   B. A student can complete major(s) and/or minor(s) and/or concentrations and/or option(s) added to the university’s curriculum in catalogs subsequent to his/her admission as a degree seeking student.

   C. A student can make an irrevocable request in writing to change the catalog used to determine his/her graduation requirements to a more current catalog. Such a change requires the approval of the student’s academic department and college dean of the student’s college of enrollment.

2. In order to qualify for graduation, an undergraduate student is required to submit a formal application for graduation to the Registrar's Office. Application for graduation should be submitted one semester in advance of the anticipated term of graduation but must be submitted before the completion of the advance registration period for the semester of planned graduation.

3. A student is required to have a minimum of a 2.00 accumulative average in addition to meeting all other requirements before the student qualifies for the appropriate degree.

4. Commencement is held once a year at the conclusion of spring semester. Spring semester graduates must participate in cap and gown. The University confers degrees at the end of the semester that a student completes the graduation requirements.

5. To be eligible for a degree from Ohio Northern University, a student must register for and successfully complete at least 25% of the course requirements for that degree at Ohio Northern University. The last 30 semester hours for the
degree must also be completed at Ohio Northern University. In the College of Law, the student must complete at least four semesters (12 or more hours per semester) at the College of Law.

6. To complete a major, minor, or option for a degree from Ohio Northern University, a student must complete at least 25% of the course requirements for the major, minor, or option at Ohio Northern University.

7. To receive a degree a student must meet all other qualifications which the faculty of a college may determine. Substitution in requirements for graduation must be approved by the college faculty.

8. The University recognizes, confers at graduation, and records on the diploma three classes of distinction: Cum laude, awarded to students with an accumulative grade point average of at least 3.5; Magna cum laude, awarded to students with an accumulative grade point average of at least 3.7; and Summa cum laude, awarded to students with an accumulative grade point average of at least 3.9. A student must complete at least 30 hours of graded courses at Ohio Northern to qualify for graduation with distinction. This policy does not apply to the College of Law.

9. The standard practice for the posthumous granting of any distinction, award, or honor requires that the accomplishments meriting the recognition must have been essentially or totally completed before the death of the recipient. Therefore, in accord with this standard practice, and with the strict standards for graduation applied by institutions of good repute, earned degrees from Ohio Northern University may be awarded posthumously only when degree requirements have been fully completed or, in rare cases, upon the recommendation by the appropriate college faculty and college administration, and the agreement by the University faculty that extraordinary circumstances justify setting aside standard practice.

3.29 Academic Calendar (9/1/87) (9/94)

The Ohio Northern calendar in the undergraduate colleges divides the academic year (nine months) into two semesters of approximately equal length, designated as fall and spring. The University undergraduate calendar is so constructed and course meeting times so scheduled that each semester hour credit is provided at least 750 minutes classroom meeting time or at least 1,500 minutes of laboratory, studio, or other practical experience time. A summer session of approximately 10 weeks is divided into two five-week terms. Fall semester ends before Christmas; spring semester ends before Memorial Day. The College of Law operates on a semester calendar. The fall semester begins in late August and concludes prior to Christmas. There is a three-week term in January. The spring semester begins in late January and concludes prior to Memorial Day. Each semester includes about 12 weeks of classes and two weeks of final examinations.

3.30 Students Drafted or Called into Reserves (9/03) (8/2011)

1. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during an academic semester, the University shall fully refund the tuition and academic fees that the student has paid to the University for that semester. The University shall refund University housing charges and University meal plan charges for that semester on a pro rata basis from the day that the student departs campus for military service or training. The University shall refund any financial aid paid toward the aforementioned expenses to the source of the financial aid. The University shall issue no refunds to a student who has earned academic credit for the semester.

2. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during a future semester in which the student has preregistered, the student must determine whether the anticipated date of service or training will allow the student to attend classes in the subsequent term. If the student chooses to withdraw from the courses in which he or she has preregistered before the semester begins, the University shall refund all charges in accordance with the provisions of paragraph 1. If a student chooses to begin the semester and later must withdraw from classes while the semester is in session to perform military duty or training, the University shall refund all charges in accordance with the provisions of paragraph 1.

3. If the government of the United States or the governor of one of the several states calls a student to military duty in response to a public emergency, natural disaster, or war, and the student is unable to meet with an officer of the University in person before he or she must report for duty, the student may request by postal mail or electronic mail that an officer of the University complete the forms necessary to withdraw the student from classes and perform the financial actions established in paragraph 1.

4. If, after the tenth week of a semester, the government of the United States drafts a student or the government of the
United States or the governor of one of the several states calls a student to military duty or training, the student may, at the discretion of the dean of the college or colleges that offer the courses in which the student is enrolled during that semester, make arrangements to take the final examinations or otherwise complete the requirements of the courses in which the student is enrolled during that semester.

5. The student must provide original military duty or training orders to the Veterans Administration Certifying Official in the Office of Financial Aid for the provisions of Section 3.30 to take effect.

3.31 Student Grade Appeals Procedure (9/1/87) (9/1/05) (new date)

1. A student has the right to appeal a final course grade which the student feels is unfairly or erroneously assigned. The student must first discuss the grade with the faculty member(s) who assigned the grade no later than the fifth (5th)/second (2nd)** class day after the final grade for the course was assigned/posted. If the student is still convinced that the grade is an unfair evaluation of the student's performance in the course, the student may appeal the grade. The appeal must be made in writing within two (2) class days to the department chair or dean of the college offering the course where no departments exist. A response will be provided to the student within two (2) class days. If the matter has not been resolved by the department chair to the student's satisfaction, the student must appeal within two (2) days to the dean of the college in which the course is offered. Upon receipt of the written appeal, the dean will inform the Grade Appeals Committee that a grade appeal procedure has been initiated.

2. The Grade Appeals Committee shall be elected in each college at the beginning of each academic year and shall be composed of the following members: Four faculty members of the College, one Student Senate member of the College, one person selected from the Faculty or student body by the appealing student, and one Faculty member from the department involved or college where no departments exist.

3. Grade appeals shall be handled only by the college in which the course is offered. The committee will review the written statements of the student and information supplied by the faculty member, chair and dean, determine if the grade was assigned unfairly or erroneously and make a recommendations to the faculty member within four (4)/two (2) class** days. All discussions and written statements concerning the circumstances of the grade appeal are to be kept confidential by all of the persons involved in the appeals process. Notice of the appeal and the action taken need not be treated confidentially.

4. The faculty member has the sole responsibility to determine the final grade for the course. The department chair, dean or the Grade Appeals Committee may only make recommendations to the faculty member. The faculty member must inform the student of his/her decision relative to the recommendation of the Grade Appeals Committee within two (2) class days. In the event that the faculty member does not follow the recommendation of the Grade Appeals Committee, the Grade Appeals Committee shall issue a letter to the student giving the findings of the Grade Appeals Committee. The Registrar shall place the letter issued by the Committee in the student’s permanent records file, and make publicly available at the written request of the affected student.

5. The student has the responsibility to promptly initiate the appeals procedure at each step so that any appeal requested be completed within the timeframe set forth above.

6. This procedure does not apply to the College of Law.

**time periods apply to the College of Pharmacy module courses.

3.32 Undergraduate Professional Experience Courses (Including but not limited to: Internships, Practicum, Co-op, Professional Practice, Advanced Practice Rotation, Externship) (9/1/86) (9/1/07) (new date)

1. Professional experience courses, herein called ‘Professional Experiences’, principally involve practical experience under the primary supervision of an experienced full-time practitioner in the profession, usually in an off-campus location. Professional Experience courses may be offered for students with appropriate backgrounds and necessary academic prerequisites. Professional Experience courses are designed to provide an opportunity for study and experience outside the traditional setting of classroom and laboratory.

2. Professional Experience courses have clearly defined learning objectives and are subject to a rigorous program of supervision and evaluation. Departments, or colleges where no departments exist, must have guidelines to achieve these objectives. These guidelines are subject to the same review and approval process as that for initiating courses and must
have provisions designed to ensure high quality of the experience including, but not limited to, the following:

A. Professional Experience sites must receive approval by the department faculty or college faculty where no departments exist, prior to the beginning of the Professional Experience.

B. Student must have a formal Professional Experience plan approved by the department faculty, or college faculty where no departments exist, and the dean of the college offering the course prior to the beginning of the Professional Experience.

C. Specific provisions will be made for monitoring and evaluating student progress and supervision at regular intervals during the Professional Experience.

D. One on-site visit may be made by a representative of the department, or college where no departments exist, during the term of a Professional Experience. The representative may be a faculty member in the department, or college where no departments exist, or a designate approved by the chair and or dean.

E. Reasonable expenses, when documented, may be provided for faculty who supervise Professional Experience students.

3. The following policies will apply to all Professional Experience courses:

A. Normally, only students in good academic standing and with departmental recommendation, or college recommendation where no departments exist, may be permitted to register for Professional Experience credit.

B. A student must be registered for Professional Experience credit during the semester in which the Professional Experience is completed or in the semester immediately following completion between semesters.

C. Normally, a student enrolled in a full time Professional Experience will not register concurrently for other courses unless those courses are required course(s) or seminar(s) associated with the Professional Experience. Exceptions will be considered individually and written permission must be granted by the department chair and the dean of the college offering the course or by the college dean only where no departments exist, prior to such registration.

D. Limitations on enrollment in Professional Experience courses shall be established by the curriculum committee of the college in which the Professional Experience is offered.

E. Students will register and pay for all academic credit received at the same rate as for any other course.

F. Students will pay their own transportation, room, board, and related expenses for their Professional Experience program.

G. Students who perform their Professional Experience in one or more of the offices of Ohio Northern University will not be paid by Ohio Northern University for hours worked during their Professional Experience.

H. Student teachers and pharmacy students on ‘Advanced Practice Rotations’ may not accept any salary.

I. The University will have the right to terminate or modify a Professional Experience when it becomes evident that: the agency is not providing the appropriate experiences; the student is a detriment to the agency's business or profession; or the student is not properly representing the University. Likewise, the agency where the Professional Experience student is placed also has the right to terminate or modify a Professional Experience when it becomes evident that: the student is not responding to the appropriate experiences or the student is a detriment to the agency's business or profession.

J. A student may be required to sign a "liability contract" covering negligence and otherwise protecting the University against liability. A Professional Experience student must satisfy all requirements established by the department or college authorizing the Professional Experience, by the agency providing the Professional Experience, and by law. Faculty supervisor(s) will be responsible for assuring that each Professional Experience student meets all requirements for participating in the program.

3.33 Students with Disabilities (9/91) (9/98) (new date)
1. Federal regulations require ONU to modify its academic requirements to insure those requirements do not discriminate or have the effect of discriminating against qualified disabled students on the basis of disability. At the same time, academic requirements that are demonstrably essential to the program of instruction being pursued or directly relate to a licensing requirement are not regarded as discriminatory. The regulations require faculty members, in their course examinations or other student evaluation procedures, to use evaluation methods that best insure the results of the evaluation will represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure). The following are the procedures to be followed when a student requests accommodation for a disability:

A. Disabled student requests accommodation in writing from dean of student’s college of enrollment to which student is admitted. Request must be accompanied by a written diagnosis from an appropriate professional made within three years prior to the request. The diagnosis must include a clear recommendation describing what services or accommodations are appropriate for the student.

B. Original of written diagnosis kept in the office of the dean of the student’s college of enrollment Registrar’s Office. A copy is kept in a file in college of registration. NOTE: Take this out of student handbook, page 75

C. Dean of the student’s college of registration enrollment reviews written diagnosis and recommendations and establishes accommodations plan for student.

D. Student is informed of accommodation plan. Student who believes plan is inadequate is entitled to appeal (see appeals procedure).

E. Student signs statement prior to each academic term permitting University officials to supply accommodation plan to appropriate faculty members (teachers of student) and staff (deans, advisors).

F. Signed statement is placed in file in the office of the dean of the student’s college of enrollment Registrar’s Office. Copy kept in student file in college of registration. NOTE: Take this out of student handbook, page 75

G. The student’s college of registration enrollment provides appropriate faculty members with accommodation plan before each academic term.

2. A student who has completed the procedures of Faculty Handbook Sec. 3.33.1 (Students with Disabilities) has the right to appeal an accommodations plan established by the office of the dean which the student feels is inadequate for his/her needs. The student should first discuss the accommodations plan with the dean of the student's college of registration enrollment who determined the plan during, or before, the first week of the academic term. If the student still believes the plan is inadequate, the student may appeal the plan. A written appeal must be submitted by the end of the second week of the term to the Accommodations Appeals Committee of the college of the student's registration enrollment established as provided below in paragraph 3.33.4.

3. A student who provides documentation of new or changed circumstances of his/her disabilities which arise after an academic term has begun may request a new or different accommodation plan after the first two weeks of that term. The procedures of this section will then be followed. No appeal can be brought in the final two weeks of the academic term.

4. Accommodations appeals shall be handled only by the college of the student's registration enrollment. The Committee will review the written statements of the student and information supplied by the faculty member(s) and dean. The Committee shall, within five days of receipt of the written appeal, either affirm the accommodation plan provided by the college dean of the student’s college of enrollment or specify in writing to the faculty member(s), student and dean of the student’s college of enrollment, an alternative accommodation plan for the student. All discussions and written statements concerning the circumstances of the accommodations appeal are to be kept confidential by all persons involved in the appeals process.

5. The Accommodations Appeals Committee shall be composed of the following members: (1) one faculty member designated from the student's college of registration enrollment; (2) one faculty member designated from each department/college offering a course for which the student has requested an accommodation plan; and (3) one faculty member or student selected by the appealing student. Each department/college shall elect a faculty member and an alternate at the beginning of each academic year to serve as its department/college representative(s) for accommodations appeals. A faculty member involved in an appeal procedure shall not serve on the Committee. In that event, the faculty member will be replaced on the Committee for this appeal by the alternate faculty member selected by the department/college.
6. The student has the responsibility to initiate the appeals procedure promptly at each step so that any appeal requested can be completed in a timely manner.

### 3.34 Special Student

A special student is either (a) twenty-one years of age or older, or (b) a secondary school student who is enrolled in an advanced placement program at a high school and/or who has the recommendation of the high school principal to enroll for college study. A special student is not at the time of original entry working toward a degree at the University. If a special student decides at a later time to become a degree candidate, the student must take additional steps to change this status at the University.

### 3.35 Transient Student

A transient student is a student admitted for a period of one semester who is regularly enrolled at another institution. The transient student must be in good standing at the parent institution and must have authorization from that institution to enroll for specific course(s) at this University. The transient student may be registered for more than one semester total, but may be admitted for only one semester at a time.

### 3.36 Informing Students of Course Expectations (9/1/87) (new date)

A written copy of the following information shall be distributed to students during the first week of classes or at the time of students' first attendance in class. A copy of this current information shall be maintained in the office of the dean of the college offering the course. Any modifications in these items during the term shall likewise be distributed to students in written form and made available to the dean of the college.

1. Course prerequisites
2. Grading policies
3. Attendance policies
4. Course objectives
5. Course requirements
6. Other operational matters

which bear upon student performance and evaluation

### 3.37 Catalog Material (Combined with 3.38)

### 3.38 Publications of Academic Materials (9/1/86)

1. University Catalog. Personnel in the Office of the Vice President for Academic Affairs edit the General University Catalog. Catalog material on departmental programs, curricula, and courses is recommended by the department to the dean of the college, who in turn recommends the material to the Office of the Vice President for Academic Affairs. In colleges having no departments, the dean recommends catalog material to the Office of the Vice President for Academic Affairs. Each dean is given an opportunity to proofread the material for the college. An electronic version of the Catalog is on the Registrar’s office web page under Academic Information.

2. Other publications. Any department, college or division of the University seeking to publish pamphlets, brochures, and materials dealing with academic matters shall first have clearance with the appropriate dean and with the Academic Vice President.

3. Special topics descriptions. For purposes of informing University students and faculty advisors about the content of special topics or similar courses, the University Registrar will make general distribution of a single notice which contains the listing and description of all such courses for a given semester, with such notice being distributed along with materials circulated prior to advance registration for each semester.

### 3.39 Senior Citizen

Any senior citizen, 62 years or older, may attend classes with the permission of the Registrar's Office at no cost, with no admission requirements and for no credit. Normally, the Registrar will enroll senior citizens in any class which is not filled by tuition-paying students.
3.40 Release of Information About Students  

1. The University recognizes its responsibility to protect students and former students against improper disclosure of information. The University has adopted policies in recognition of this responsibility and to conform to the requirements of the Family Educational Rights and Privacy Act of 1974 (PL 39-380), as amended, and Final Rules on Educational Record Privacy Rights of Parents and Students, as the University understands them. The Act requires that the University maintain the confidentiality of student educational records and provide access of students to their records. Ohio Northern University, therefore, has adopted policies in order to insure student rights of privacy. The complete statement of policy regarding Student Records at Ohio Northern University is contained in Appendix 4.

2. The University has contracted with the National Student Clearinghouse to function as the university’s agent in matters including but not limited to
   A. FELP loan deferment,
   B. Reporting enrollment to the NSLDS,
   C. And other related enrollment verification.
   D. Degree verification by third-parties
   E. Transcript Ordering

3.41 Standards for Satisfactory Progress for Undergraduate Full-Time Students  

1. The following policy shall be used to determine a student's satisfactory progress relating to eligibility for participation in a competitive activity of individuals, teams, or other groups officially designated as representing the University or any of its colleges. Students must meet standards for satisfactory progress to be eligible for participation in such activities. This policy effects a student’s eligibility to receive federal and state finance aid. It does not affect a student’s eligibility to receive institutional or private financial aid.

2. A full-time student is making satisfactory progress in a degree program when the student's credit hours earned are at least 67% of the credit hours attempted. The student must have at least a 2.0 cumulative GPA by the end of the student’s fourth semester and have maintained that 2.0 cumulative GPA for the duration of the student’s degree program. A student may receive financial aid for a maximum of 1.5 times the total credit hours required for the student’s degree program. Any credit hours that a student attempts but does not earn shall count toward the maximum credit hours allowed.

   A. Exception to the above requirement may be granted upon written petition by the student to the Office of Financial Aid. Circumstances must exist that have prevented a student from successfully earning the number of hours required and/or achieving the appropriate GPA required. A plan for coursework through the time of graduation may be required to demonstrate the student is taking appropriate steps to achieve graduation in the maximum timeframe allowed.

   B. Credit hours completed during summer session at the University will be counted in the accumulative total and SAP progress will be reviewed after each of these periods.

   C. Satisfactory progress is determined after each semester the student is enrolled in accordance with the standard established in 3.41.2 above.

3. Completion of credit hours

   A. Credit hours are earned for purposes of determining satisfactory progress if they are graded "A" through "D" or "S" (Satisfactory).

   B. Credit hours are attempted but not earned for purposes of determining satisfactory progress if they are graded F, NR, IP, I, U and W.

   C. Transfer credit hours shall count toward a student’s total attempted and earned credit hours.

4. A college may use satisfactory academic progress as a criterion in determining academic standing.

5. A student who failed to maintain satisfactory academic progress shall receive a warning to demonstrate satisfactory academic progress by the end of the subsequent semester in which the student enrolls. If a student fails to demonstrate satisfactory academic progress within a semester, the student will be denied federal and state financial aid and will be ineligible to compete in student intercollegiate athletics. The student may file an appeal with the Office of Financial Aid.
to receive probationary status for a single semester, during which the student may receive federal and state financial aid and will be eligible to compete in student intercollegiate athletics. If the student fails to demonstrate satisfactory academic progress within one semester, the student may file an appeal with the Office of Financial Aid for additional probationary semesters. The appeal must include a plan of coursework from the student’s department or college of enrollment that demonstrates the student is taking appropriate steps to achieve satisfactory academic progress. The Office of Financial Aid may choose to grant or deny probationary status at its own discretion.

3.42 Faculty Computer Use Policy Statement (9/93) (new date)

The computer and network hardware owned by Ohio Northern University and the software licensed for that hardware are intended for educational use, broadly construed, by members of the University community, that is ONU account holders. Use of these resources, other than those made publicly available, by anyone outside the University requires approval of the Human Resources Vice President for Financial Affairs or the Director of Information Technology Vice President for Academic Affairs, and the sale of such use without such approval is improper.

Security mechanisms in time-sharing or computer and networked systems for the protection of information from unintended access are not by themselves sufficient. All users must assist by using the system in a manner that preserves the security and privacy of others. As well, while there is no general right or authorization for anyone to inspect stored data, users should be aware that data stored on a networked or time sharing system local storage cannot be guaranteed to be secure. As with any storage system, there is always the risk that the security mechanisms can be breached by those who through a misplaced sense of game playing or through malice, and who belong to the rather large community of those who are technically sophisticated, seek to impersonate a legitimate user or to intercept network communications malicious individuals. As well, there may be instances in the management of the system, to insure the continued operation and integrity of the system, when it will be necessary for authorized individuals to intercept electronic communications without time to consult with either the originator or the addressee.

Respect for the intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and expression of others is especially critical in computing environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, must be avoided by members of the academic community.

Users should personally check carefully each piece of software and its accompanying documentation. In general, you do not have the right to receive and use unauthorized copies of software, or make unauthorized copies of software for others.

Further information is available in the "Introductory Guide to Academic Computing Resources" booklet under the sections Computer Use Policy Statement and Responsible Use of Computers.

3.43 Computing Ethics Statement (9/94) (9/98) (new date)

1. Since many students, faculty, and staff share the University computing and network resources it is very important that all users respect the rights of others. Most users of shared and limited resources use them with respect for one another; however those who misuse them have the potential for seriously disrupting the work of others. It is therefore necessary for all users to exercise responsible behavior when using these resources.

Responsible behavior includes, but is not limited to, the following:

Users may only use computer system(s) and account(s) to which they have been granted access. The unauthorized use of any account(s), as well as presenting false or misleading information for the purpose of obtaining access to computing facilities or accounts is prohibited and may be regarded as a criminal act by the University.

Users may not grant to another the use of an account for any reason. Each user is totally and absolutely responsible for anything done by his/her account or any file residing in his/her account.

Users must take all reasonable precautions, including responsible password maintenance and file access protection measures to prevent use by unauthorized persons.

Users must use accounts for only the purposes for which they have been authorized. Commercial use for personal
gain beyond the educational mission of the University and unlawful use including but not limited to installation and use of fraudulently or illegally obtained software will not be tolerated.

Users may not make available copyrighted material without prior written authorization from the owner or owner's designated representative.

Users may not access, copy, or move any proprietary file(s) without prior written authorization from the owner.

Users may not attempt to intercept, alter, or misrepresent their identity in network communications or electronic messages.

Users may not use computing resources irresponsibly or in a manner that needlessly affects others. This includes transmitting or making accessible offensive, annoying, or harassing material; intentionally damaging information not belonging to them; or intentionally misusing computing resources or allowing misuse by others.

Users may not violate the acceptable use policies of the networks and providers accessible from the ONUnet Network. Generally these policies forbid sending large amounts of unsolicited electronic mail and excessive crossposting in USENET groups. Actions such as sending large amounts of SPAM or performing network port scans are examples of potential actions that violate external acceptable use policies.

Users are expected to report any violations of these policies as well as any flaw in, or the potential to bypass computer or network security to the Director of Information Technology.

Failure to comply with the above, or the unauthorized or illegitimate use of the University computing and network resources, shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University.

Questions about this document or about computing services available to the University community should be directed to the Director of Information Technology.

2. Computer Account Agreement Form

This agreement, the Computing Ethics Statement, and Web Policies and Guidelines which can be found in the student, faculty, and administrative handbooks, set forth the conditions of use for all University computing and network resources which include but are not limited to the computing and network hardware, network interconnections, and all software owned and provided by the University.

As a user, I understand that:

- I am the only person authorized to use the account(s) granted to me by the University.
- I am ultimately responsible for all use of the account(s) granted to me.
- I am responsible for selecting passwords known only to me and maintaining access controls to prevent access by unauthorized persons.
- I will abide by copyright and trademark law in regard to intellectual property.
- The computer and network security officer or his designate reserves the right, in order to protect the integrity of the University computing facilities against unauthorized or improper use and to protect users from the effects of unauthorized or improper use, to:
  1) limit or restrict account access with or without prior notice to any user;
  2) inspect, copy, remove, or alter any data, file, or device interfering with service to any other user or University computing and network resource;
  3) periodically check and perform any administrative functions necessary to protect and maintain the integrity and security of the University computing and network resources.
  4) share information where appropriate with other entities being inappropriately accessed from University computing and network resources.
- The University is not responsible for loss of data or interference with files resulting from its efforts to maintain acceptable privacy and security of the computer and network systems.
- Any attempt to intercept, alter, misrepresent ones identity, in network communications or electronic messages will subject the violator to disciplinary or legal action.
- Electronic communications should not be considered private or secure. Therefore, the University can not be held liable for the release of data contained in these communications. The University further reserves the right to access communications if:
  1) resolution of a technical problem requires it;
  2) the user has left the University;
3) the user is irresponsible in his/her use.

Unauthorized or illegitimate use of any University computing and network resource provided to the signer of this agreement shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University including the possible dismissal of students or termination of employees.

3.44 Computer Access After an Employee Death (6/99)

The statement sets forth the response to the death of a university employee in regard to accessing computer(s) used by the employee, computer account(s), and information under that employee's username.

Immediately on notification of the death of an employee, access to the account(s) will be locked by the computer center staff and/or the Information Technology staff. An employee may have two or more accounts, NT server account, e-mail account, and Banner account.

The computer(s) used by the employee should be secured from access by other persons by the employee's immediate supervisor. The supervisor will receive the e-mail notice of death from the President's office. The supervisor should see that a backup of the computer is created immediately. This could be done with the assistance of the Information Technology staff. After the backup is completed, other persons may have access to the files use the computer(s) if deemed necessary by the immediate supervisor. At this time the supervisor should see that any information is transferred to the appropriate colleagues or family members. After transferring the information to the appropriate parties, the backup should be destroyed or given to the family. The computer account will then be removed.

Before the computer is placed back in everyday use, the hard disk should be formatted and a new operating system installed and configured.

3.45 World Wide Web Policy and Guidelines (5/96) (new date)

1. The World Wide Web at Ohio Northern University provides an opportunity for the University to communicate and to share information both internally and externally. Through the campus website, the University is able to project its unique image on the Internet and to convey to outside audiences the University’s mission values, structure, and organization, as well as its commitment to service and to teaching, learning, and the creation of knowledge. The University’s website also reflects the University’s recognition of the dynamic nature of these activities.

Internally, the World Wide Web can promote the efficient and effective operation of the University by providing access to information. Additionally, the World Wide Web has become an integral tool in the teaching and research process of the campus and, as such, can further the University’s education and research missions.

The University’s website is designed to meet the needs of both external and internal constituencies, including students, prospective students, parents, alumni, faculty, staff, and friends. It allows the University to provide accurate, useful, and timely information to these constituencies.

2. Guidelines

- The content of all web pages placed on any University server must comply with all University policies as well as local, state, and federal laws. Each page should identify who is responsible for its maintenance and how to contact the maintainer.
- All official ONU sites shall be hosted on University servers.
- Copyrighted materials may not be used without permission and attribution.
- It is not permitted to run, advertise, or serve content for a private business.
- The name of the University may not be used in ways that suggest the endorsement of other organizations or products.
- Web content shall not defame the name or reputation of the University.
- All web content created (pages, images, sounds,..) is the property of the organization or department it was created for University.
- Written release should be obtained when images of persons are served.

3.46 Guidelines for Learning in a Virtual Environment (9/98) (new date)
1. Definitions  
   a. Distance Learning (DL) at ONU is defined as a formal education process in which the majority of the educational instruction in a course or program occurs when the student and instructor are not in the same place.
   
   b. Learning in a Virtual Environment (LVE) may encompass Distance Learning and incorporates the internet and other telecommunication technologies which can appropriately allow for timely interaction between the student and instructor and interaction between/among students.
   
   c. Virtual Classroom is an environment in which the LVE takes place. The setting will typically, but not exclusively, involve the student accessing instructional resources and materials via the internet, television, recorded audio and video materials, satellite feeds and phone conversations, and other appropriate technologies.

2. Curriculum and Instruction  
   a. A course syllabus will  
      (1) outline the topics to be covered during the course;
      (2) contain a time line of events including, but not limited to materials to be covered;
      (3) identify methods of evaluation;
      (4) provide a time schedule; and
      (5) allow timely and appropriate interaction between students and faculty, and among students.
   
   b. The faculty member shall execute his/her duties in the Virtual Classroom with the same rights, privileges and responsibilities as in the traditional classroom setting. (See Faculty Handbook Sec. 2.2 and 2.3).
   
   c. Course development is initiated at the department/college level with curriculum committees. Proposed courses then must be reviewed and approved by department/college faculty. The Academic Affairs Office provides final approval. (See Faculty Handbook Sec. 2.19)

   Program majors are subject to periodic review by department/college curriculum committees. College and university-wide assessment committees carry out and review assessment plans to ascertain realization of learning outcomes in the Virtual Classroom.

   d. The University provides technology that allows the individual faculty member to develop LVE courses equivalent in rigor to other courses offered by the University. Review by curriculum committees and department/college faculty in the course approval process provides that the technology used is appropriate. The director of Academic Computing, the manager of the World Wide Web, the Academic Computer Users Advisory Committee, and librarians are available to provide technical guidance.

   e. The LVE courses and programs offered are reviewed in the same cycle as traditional courses and programs. Curriculum committees within the departments/colleges review program content and requirements. Assessment committees at the college level as well as the University Assessment Committee examine learning outcomes and performance indicators to monitor currency of courses. The Academic Affairs Office will provide oversight to the LVE program.

   f. Student academic complaints are normally handled, in order, by the faculty member, department chair, dean of the college offering the course, and vice-president for academic affairs.

   g. Academic honesty policies of the colleges apply and grade appeals are handled according to individual college procedures. (See Faculty Handbook App. 3 & Sec. 3.25 and 3.31; Student Handbook Appendices F through J)

   h. The published Computer Ethics Statement and World Wide Web Policy apply to all LVE students. (See Faculty Handbook, Sec. 3.43 & 3.45)

3. Evaluation and Assessment  
   a. The LVE programs are evaluated in the same manner as the traditional courses and programs. These will include outcomes assessment, student satisfaction, etc.

   b. The University will use proctored test sessions, on-campus or off-campus, and/or other appropriate testing/assessment methods of students. Students and will be required the student to provide adequate identification prior to taking the exam. Student academic conduct rules are the same as guidelines outlined in University publications including the Faculty Handbook, Student Handbook, university catalog(s), and any published student honor code(s).
4. Library and Learning Resources
   a. LVE students will be provided with appropriate library services. They will have access to the contents and services of libraries and other information resources, interlibrary loan and document delivery, reference services, and instruction in the use of library resources.

   b. Student use of learning resources will be appropriately monitored by the instructors of the courses.

   c. The University will provide appropriate access to laboratories, facilities, and equipment as required by those courses offered.

   d. The University will provide appropriate assistance to students in using required technology.

5. Student Admissions
   a. The Admissions Office will admit students and the Financial Aid Office will assist these students as appropriate. LVE students will register during announced registration and orientation periods.

   b. Information provided to students regarding the program, admission and costs of the program will accurately represent those requirements, programs and services. Included in the information will be computer hardware and software requirements for participation in the LVE program.

   c. Admission and enrollment is dependent upon the student's ability to meet the minimum technical requirements. Materials required for admission will be similar to those required of traditional students; e.g., SAT/ACT scores, transcripts of course work, letters of recommendation, etc.

3.47 Participation in Student Outcomes Assessment (11/06)

Ohio Northern regularly conducts campus-based studies of student attitudes, student achievement, student satisfaction, and personal, professional and career development. These studies are grouped under the heading of student outcomes assessment and are conducted by the Office of Institutional Research, individual colleges, and academic programs. Data collection and analysis procedures employed ensure the confidentiality and privacy of individual participants and results are only provided in aggregate form. Participation in student outcome assessment assists Ohio Northern University in the continuous improvement of academic programming and student development.

3.48 Guidelines for University Student Travel (8/00) (6/14)

1. Many students, as well as faculty and staff advisors of University organizations, are involved in University group travel. These travel guidelines do not pertain to situations including, but not limited to, internships, rotations/clinicals, study abroad and student teaching. The Dean’s Office will maintain information for these exceptions. These guidelines are provided to ensure that University risk management requirements are fulfilled and that appropriate information is available to those individuals who may need to contact travelers in an emergency.

   A. Any group sponsoring/hosting/co-hosting such an event where alcohol is present must also have a faculty/staff advisory or representative.

   B. Student Onboard
      1. No driving after midnight. Typical driving hours are between 5 am and midnight. If extenuating circumstances occur, approval must be gained by the department chairman or director before proceeding to drive after midnight. Information must also be logged with Campus Security by calling 419-772-222.
      2. Drivers must alternate or take a break after every two hours of driving.
         a. Vehicles traveling more than 100 miles from the University require at least two authorized drivers per vehicle.
         b. Vehicles traveling more than 250 miles from the University require at least two authorized drivers per vehicle and require the completion of a driver log.
         c. When signing out vehicles, the driver and/or advisor must sign a copy of the Vehicle Checklist indicating agreement to comply with the ONU Travel Policies.

   C. Same Day University Travel Guidelines
      1. A same day trip is defined as any travel in which students leave and return to campus on the same day.
      2. A faculty/staff advisor or representative is encouraged to attend all University travel. The advisor must
only attend if the students are travelling via university rented/owned bus.
3. The Travel Itinerary and Roster form must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard. (Switchboard@onu.edu).

D. Overnight University Travel Guidelines – 1-5 Nights
   a. A faculty or staff advisor/representative should attend all University travel on overnight trips.
   b. The Travel Itinerary and Roster must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard. (Switchboard@onu.edu).
      1. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a member of the University community—faculty, staff or student) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip. The form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).

E. Overnight University Travel Guidelines – 6+ Nights
   1. A faculty or staff advisory/representative must attend all University travel for trips of 6 or more nights.
   2. The Travel Itinerary and Roster for the overnight trip must be submitted one day prior to the trip. This form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).
      a. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a faculty or staff member) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip. The form will be sent to the Ohio Northern Switchboard (switchboard@onu.edu).

2. Campus Communications
   A. The Ohio Northern Switchboard in Business Services will maintain the Travel Itinerary and Roster information for all trips.
   B. If notified at least six weeks prior to departure, the Office of University Advancement may be able to assist with the trip by encouraging alumni and/or friends of the University in the vicinity to host or support planned activities.

3. Faculty or Staff Advisor/Representative Responsibilities for University Student Travel (before departure)
   A. Collect complete student and faculty/staff names, addresses, and cell phone numbers in a list format.
   B. Designate separate lists by different group destinations (e.g. Habitat scheduled for two different locations) so information about who is traveling to each location will be available in the event of an emergency.
   C. Complete the Travel Itinerary and Roster. Information will include contact information for the attendees (addresses and cell phone numbers), dates and times of events, travel arrangements and accommodations (including phone numbers). This information must be submitted by the required deadline for the trip.
   D. Determine airline baggage and check-in requirements, if applicable, and disseminate information to all travelers.
   E. Request travel advance, if needed, from the Office of the Controller at least two weeks prior to scheduled departure.
   F. Contact the Office of Student Affairs to arrange for on-campus housing related to a University sponsored travel event when the residence halls are closed. Prior to the trip, the Director of Residence Life should be given students’ names, halls, room numbers and the date and approximate times access will be needed by the students.
   G. Ensure students are aware and agree to the following statement:
      1. As an Ohio Northern University student, I agree to engage in behaviors that are responsible and mature. I will comply with all applicable laws and with the University’s Codes of Conduct during the entire travel event. I will also follow any guidelines/procedures set forth by my student group. Failure to comply may result in my removal from the University student group and the travel event. If I fail to comply, I understand that I may be individually responsible for all costs related to the travel event as well as any additional costs for damages or unanticipated expenses.

3.49 Ohio Northern University Online Privacy Statement (new date)

1. Ohio Northern University has developed this privacy statement in order to explain our privacy practices related to
information we collect on our websites. Ohio Northern University websites are developed in accordance with this privacy statement and adhere to the following sets of privacy principles. This statement applies to all information collected online through Ohio Northern University websites.

2. Information Collected Online
   A. Navigation Information: Ohio Northern University gathers navigational information about where visitors go on our websites. This information allows us to see which areas of our websites are most visited and helps us improve the quality of your online experience by recognizing and delivering more of the most desired features and services. Additional non-personally identifiable information (for example, domain type, browser version, service provider, and IP address) may also be collected, which will provide information regarding the general use of our websites.

   B. Personally Identifiable Information: Personally identifiable information is requested from you when you use the services offered on our websites, such as applying online, joining Polar Bear Nation, scheduling campus visits, requesting information, submitting IT Help and Maintenance requests, updating your alumnus profile, donating online, and when you contact us.

   Categories of information collected online generally include your name, phone number(s), physical address, shipping address (if different), email address, credit and debit card information, and bank account information.

   If you apply to Ohio Northern University, we will collect name, address, phone number(s), email address, gender, marital status, ethnicity, religious affiliation, social security number, date of birth, AIM Screen Name, high school information, GPA, standardized test scores, employment information, parent(s)’ name, and address, email address, phone number(s), employment and education information. Optional information that we may collect is marital status, ethnicity, religious affiliation, social security number, parent(s)’ employment information, phone number, and email address.

   When you provide or update your alumnus information, we will collect your name, address, phone number(s), email address, Ohio Northern University graduation year and degree information, employment information, spouse’s name, social security number, education and employment information, and any other information you choose to provide.

3. Treatment of Your Information
   Your information will be used to execute the immediate transaction and service(s) and for other business needs of Ohio Northern University related to the transaction or service. Ohio Northern University may use third party vendors to help us provide services to you, such as monitoring site activity, hosting the website, maintaining our database, administering and monitoring emails, processing credit card, debit card, and electronic check transactions, and processing employment and admissions applications. Otherwise, Ohio Northern University will not provide any of your personal information to third parties without your permission, and we will not sell any personal information to third parties for purposes of marketing, advertising or promotion.

   Ohio Northern University may release account and other personal information when we believe release is appropriate to comply with law or to protect the rights, property, or safety of Ohio Northern University, our users, the websites, or others.

4. International Visitors
   If you are visiting the Ohio Northern University websites from a location outside of the U.S., your connection will be through and to servers located in the U.S. All information you provide to the Ohio Northern University websites or information you provide in an Ohio Northern University application will be maintained in web servers and/or internal systems located within the U.S.

5. Use of Cookies
   Some Ohio Northern University websites may be designed to follow the progress of your transaction by passing pieces of information to your web browser for storage and subsequent retrieval (‘cookies’). A cookie is a file written to your computer’s hard drive that is often used to remember information about preferences and pages you have visited. Also, if you submit personally identifiable information to our website (such as your name, interests, or preferences), we may use cookies to keep track of such information so that you will not need to reenter this information during subsequent visits.

6. Caution on Links to Other Websites
   Our website may contain links to other websites. Please be aware that Ohio Northern University is not responsible for the privacy practices of such other sites. The user is encouraged to be aware when they leave our website and to read the privacy statements of each and every website that collects information about you. This privacy statement
applies solely to information collected by the Ohio Northern University websites.

7. Consent
By conducting electronic commerce transactions on our website, you consent to Ohio Northern University’s use and collection of the information you provide for the purposes of the transaction and other uses as specified in this statement.

8. Network Security
The information you provide to the website covered by this policy is protected in transit by using a network protocol called Secure Sockets Layer (SSL). Through the use of SSL, information being transmitted is encrypted or scrambled to make it extremely difficult for anyone who intercepts the information to read it. To further protect your personal and financial information, Ohio Northern University has contracted with a certified Internet commerce transaction service provider responsible for managing the interactions between the University and its credit card processors. While we take these security measures on our websites, you should be aware that 100% security is not always possible.

9. Updates to Privacy Statement
If Ohio Northern University’s privacy guidelines change, such changes will be reflected on this page. By continuing to use our websites after a change is posted, you agree to the applicable version of these guidelines. Please refer to this policy before making a transaction or sharing personal information.

10. Questions or Concerns
If you have questions or concerns regarding our privacy practices, please feel free to contact us at:
webmaster@onu.edu

This Privacy Statement effective December 1, 2008

3.50 Email Access Policy (2/14)

1. The Email Access Policy applies to all users with mailboxes in the university email system. Ohio Northern University utilizes tools that permit the university to retain, archive and search user mailboxes within the ONU Email system for e-discovery and recovery purposes. Access to the archive will be restricted to legal reasons, internal investigations and to retrieve lost email. You must be a search administrator to access these tools. Administrator access to these tools must be approved by the Director of Information Technology.

2. Utilization of this tool will only be permitted when requested by the President, Provost or directly requested by the user whose mailbox is being accessed. A formal memo from the individual requesting access to the email must be submitted to the Director of Information Technology. All access to user mailboxes must be approved by the Director of Information Technology prior to the access and logged in the Email Archive Access Log Sheet.

3. The Email Archive Logs and Email Archive Access Log Sheet will be reviewed monthly by the Infrastructure Manager and the Operations Manager and a report will be submitted for review to the Director of Information Technology.