



Graduate Student Resource Manual

Learning Enhanced Adult Degree (LEAD) Program Ohio Dominican University

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<http://www.ohiodominican.edu/admissions/lead/>

LEAD Students are responsible for knowing the information in this manual as well as information found in the online *Student Handbook and Planner* and the *ODU Course Catalog*. Failure to read these documents does not excuse students from the requirements and regulations described therein.

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Welcome to Ohio Dominican University!

Congratulations! Let me join the staff, faculty, and students who are welcoming you to ODU and to the LEAD Program. We are all here to provide support and encouragement as you pursue an academic journey that you will find demanding, rewarding, thought-provoking, enlightening, and life changing. While your colleagues and faculty will help and challenge you, it is ultimately up to you to decide what you want to gain from this exciting academic and personal pursuit. As many students before you have stated, “You will get out of the program what you are willing to put into the program.”

Do not expect to remain the same. You are making an investment in growth and change. You will be reading things that you have never read before; you will be writing in ways that you have never written before; and you will be analyzing information in new ways you never imagined. Along the way, you will be challenged to think differently, to look at your views from new perspectives, and to assess your strengths and weaknesses. You will receive critical as well as positive feedback. It is the critical feedback, while initially startling, which will make a significant difference in your educational and professional development. Through this journey, you will develop a vision of the things you can accomplish and will acquire many of the skills to make them happen.

You are joining a long tradition of Dominican scholarship. Dating from the founding of the Order of Preachers in 1216, St. Dominic and his followers have been engaged in the Search for Truth. We are but the most recent of Dominican scholars, and our work is summarized by the Dominican motto, inscribed on the front deck of Erskine Hall on Main Campus, “To contemplate truth and to share with others the fruits of this contemplation.”

The University’s Mission Statement welcomes all sincere seekers of truth, and so our LEAD staff welcomes you. The search for truth is a life-long activity, and as working adults, our LEAD students have determined that the time is right to return to the classroom, to re-engage in the world of learning, and to prepare themselves for the challenges of the future. Graduates of Ohio Dominican’s LEAD Program go back into the world and share their learning with those around them. Thus we live the Dominican motto.

This manual and the ODU Course Catalog, published annually, are your guides to University and LEAD policies. These valuable resources are available online; please refer to them whenever questions arise.

I wish you great success in the accomplishment of all your academic goals.

Sincerely,

Deborah A. Serling, Ph.D.
Dean of LEAD

How the LEAD Program Differs from a Traditional Educational Format

Five characteristics distinguish the LEAD Program's approach to education from that of a traditional format:

1. **Acceleration:** The accelerated pace of the program places much of the learning responsibility with the student. Students are expected to spend considerable time each week preparing for each class. Because courses run for usually only six weeks, each class meeting is extremely important.
2. **Cohort Learning and Project Teams:** Students are members of an overall cohort which is broken down into project teams for most courses. Students should learn as much from shared life and work experiences with other students as they do from textbooks and lectures. Project team membership may be changed at any time throughout the program. It is expected that all project teams will work together in a responsible, collaborative manner.
3. **Facilitation:** The role of the LEAD Program staff and instructors is to facilitate the student's exposure to learning experiences, and students are responsible for assimilating the information. The LEAD Program assumes the responsibility for providing appropriate learning opportunities; the student must decide how these opportunities will be used. The role of the instructor is to guide and stimulate the class, and some courses will have little formal lecturing. Students are expected to be well-prepared and actively involved in the classroom learning environment.
4. **Variety of Instructional Formats:** Learning activities and instructional formats in the LEAD Program include seminars, online research, small group discussions, presentations, case studies, brainstorming, and integrative papers.
5. **Adult Learning is Demanding and Rewarding:** College is an exciting yet highly demanding undertaking. Adult students are expected to participate actively in the classroom, to take their homework seriously, and to strive for excellence in completing their academic endeavors. The reward of gaining long-term knowledge, refined critical analysis skills, professional writing and speaking skills, and earning a degree is irreplaceable.

Mission of Ohio Dominican University

As a Catholic liberal arts University with a Dominican tradition, Ohio Dominican University is guided in its educational mission by the Dominican motto: to contemplate truth and to share with others the fruits of this contemplation. Truth is the basis of human freedom and the source of human effectiveness. Truth is dynamic, an infinite realm in which the person grows throughout life to the fullness of his or her humanity through progressive realization of the significance of old truths and progressive attainment of new truths. Truth can be found in all cultures and traditions, in the whole range of the arts and sciences, and, in a special way, in religious faith and theological reflection on faith.

Ohio Dominican welcomes to its student body sincere seekers of truth whatever their age, sex, race, religious background, or ethnic and cultural heritage. All whose aspirations, maturity, and preparation draw them to pursuing a liberating education mutually enrich one another in the quest for truth in this small community of students, faculty, and staff, through curriculum, supporting services and informal learning opportunities carried out in a climate of respect and freedom.

Ohio Dominican's primary mission is to provide undergraduate and continuing education programs for the intellectual development, the growth in truth, of each student. In keeping with the Dominican tradition, educational experiences should be grounded in the liberal arts, foster the development of spiritual, aesthetic, and ethical values, promote physical and mental health, and provide for the development and responsible use of human skills and talents in professional and social service.

Since the quest for truth is a lifelong activity, Ohio Dominican is committed to lifelong learning. Faculty, staff, and students practice this through research, creative activities, community involvement, and professional service. The University also offers non-credit programs and activities on and off campus to further the lifelong education of the Columbus civic and religious communities.

Immersed in the technical progress, new human insights, and searching questions of the twenty-first century, Ohio Dominican University looks forward to helping individuals and society continue the search for truth in the expanding horizons of an unknown future.

Philosophy of the LEAD Program

The LEAD Program is designed to meet the needs of the working adult in a format that allows each student to take advantage of his or her professional background while concentrating on one subject at a time in a setting that demands teamwork. While striving to provide students with the tools necessary to complete their degree successfully, we provide something more: we attempt to instill in each student the belief that “the quest for truth is a lifelong activity.” In addition, we look to provide them with the critical, analytical, and reflective skills necessary to continue that pursuit.

The LEAD Program challenges the adult learner to develop knowledge and awareness of human problems and personal values through a well-planned, sequenced curriculum which integrates advanced cognitive skills, awareness of self and others, values and ethics clarification, and social and interpersonal skills.

Within the business major, certain required courses form the theoretical and practical framework the student needs to succeed in leadership roles within an organization. The following educational goals form the basis of the program and support the mission and philosophy of Ohio Dominican University.

1. **Develop in each person the ability to apply critical thinking and reasoning skills to identify problems and to utilize effective problem solving abilities.**

Ohio Dominican University recognizes education as a lifelong process. It places great emphasis on the student’s ability to acquire, integrate, and apply new knowledge encountered throughout life. The curriculum provides students the opportunity to conduct research, analyze case studies, solve problems, and bring creative thinking to contemporary business problems, while continuously encountering new information and problems related to their personal and professional development.

2. **Develop persons who will be able to enrich their own expertise in a particular field.**

Through the process of critical inquiry and practical application of learning, students gain knowledge and skills which can be used immediately in the workplace. Throughout the curriculum, students must analyze real problems encountered in the workplace using theory gained in the classroom. This combination of theory and application, emphasizing careful analysis, articulate expression, and critical thinking enhances the professional development of the students, preparing them for advancement within their chosen fields.

3. **Develop persons who have a strong sense of mutual responsibility, respect, trust, and fairness.**

The program is structured to enable students from diverse backgrounds and career fields to complete the major curriculum as a learning group or cohort. Each cohort becomes its own community in which students explore social issues, participate in decision-making processes, and assume responsibility and leadership roles. To

further facilitate responsibility and understanding of others, students in the program become members of smaller project teams, which require individuals to work together to accomplish common goals.

4. **Develop written and oral communication skills.** Because effective written and spoken communication skills are essential to success in all academic disciplines, emphasis is placed on fostering these skills in the program. Students develop oral and written communication skills throughout the curriculum, as evidenced by completion of individual and team presentations, written reports and research papers, and participation in classroom discussions.
5. **Develop a solid understanding of the functional components of business – economics, marketing, accounting, management, finance, and the liberal arts – combined with the human aspects of conducting business within physical and social environments.** Through an integrated, sequenced curriculum, the program seeks to provide an overall perspective of business functions and the interrelationship of these functions within an organization, which forms the total business enterprise.
6. **Develop abilities to use the judgment, deliberation, and analysis required to perform basic research, including research evaluation and design, statistical analysis, bibliographic and information search techniques, and report writing.** Ohio Dominican University recognizes that these skills are essential to becoming a lifelong learner. The program requires each student to utilize analytical skills in a variety of experiences related to the business world.
7. **Develop in each person his or her individual qualitative, human relations abilities as well as individual quantitative abilities in preparation for cross-functional roles within an organization.** The program is designed to provide a mastery of skills and knowledge through a carefully designed sequence of learning experiences.

The Ohio Dominican University LEAD Program was created to meet the needs of men and women with full-time work commitments and other demands on their time and energy. Classes are designed to enhance the existing knowledge and experience of each student.

Student Responsibilities

1. **The LEAD Program places the majority of the learning responsibility on the student.** Due to the accelerated pace of the program, students are expected to spend a minimum of **15 to 20** hours weekly on academic outside of the classroom. This time includes reading and study time and assignment completion for individual and project team assignments.

2. **Attendance is crucial.** Due to the accelerated nature of the LEAD Program, every hour of each class session is crucial. There is no way to replace the instructor and classmate interaction that occurs during a class session. Students can expect points to be deducted for any class absence (regardless of reason). A student who misses two classes is in jeopardy of failing the course and must discuss the situation with the instructor immediately.

3. **Students must know ODU and LEAD Program policies and procedures.** Students are held responsible for all of the information in this resource manual *as well as* the information included in the following two University resources:

- a. Student Handbook and Planner:
<http://www.ohiodominican.edu/About-ODU/Offices/Student-Development/Student-Handbook/>
- b. Ohio Dominican University Course Catalog:
<http://www.ohiodominican.edu/Academics/Catalog/Catalog/>

4. **Students are expected to know the curriculum and required courses needed for completion of their degree program.** Students are held responsible for knowing the courses they need to complete in order to meet the graduation requirements for the degree they are pursuing.

5. **Students are expected to know their academic standing, and the meaning of their academic standing, throughout the duration in their program.** Students are to familiarize themselves with the rules related to academic standing which can be found in this resource manual and in the ODU Course Catalog (online). Students are also expected to know the grade point average within their major, as well as the cumulative grade point average required for graduation.

6. **Civility – Inside and Outside the Classroom—is required at all times.** Academic integrity demands that each member of the community treat all others with respect. The pursuit of truth in the Dominican tradition often occurs through disputation, discussion, and debate. During classroom discussions, students may argue points with cautioned to treat each other with respect and courtesy. The Dominican tradition demands that, even in heated debates, group members should treat each other, classmates, and faculty with dignity. Verbal and non-verbal expressions of disrespect have no place in the classroom. Faculty members will take immediate action if disruptive student behavior occurs. Such behavior includes cell phone use

or texting during class, talking simultaneously while others are talking, disrupting presentations, inappropriate language, rudeness, threats, and physical acting out.

Should any of these behaviors occur (or others listed in the ODU Student Handbook and Planner), preliminary steps will include asking the student(s) to cease the inappropriate behavior and/or asking the student(s) to leave the classroom. Significant and/or continuous violations of these behaviors will result in disciplinary action which can lead to suspension or dismissal from the University.

7. Contact Information must be kept current. Students are required to keep their contact information up-to-date. This includes current name, address, and phone number(s). Outdated and/or incorrect information increases the likelihood students will miss crucial academic information for which they will be held responsible.

Academic Policies and Procedures

Academic Course Schedule

Students are required to take all courses as listed on their cohort calendar *in sequence*. The Division of Business has strategically created the course order for maximum student learning. Courses in sequence order must be completed one at a time.

Academic Integrity

As members of the University community, students are expected to uphold the highest standards of academic honesty in all course work. Penalties for plagiarism, cheating, or other acts of academic dishonesty range from various sanctions to dismissal to revocation of a degree. More information can be found in the Ohio Dominican University Student Handbook and Planner: <http://www.ohiodominican.edu/About-ODU/Offices/Student-Development/Student-Handbook/>

Attendance

Class Session Attendance: Attendance is required and instructors must submit attendance records for each class session. Students who miss a class for any reason have missed critical class discussion, activities, and instructional time that cannot be replicated. Students who miss or are planning to miss any class session must contact their instructor immediately.

- Missing one class will adversely affect your grade. *The grade impact will be determined by the faculty member and will be clearly outlined in the course syllabus.*
- Missing two or more classes will likely result in a failing grade. *Students who miss two or more classes must talk to the instructor immediately.*

Program Attendance: Federal regulations and LEAD policies require students to be in attendance based upon a specific formula. Students who are out-of-attendance for more than 29 consecutive days (including holidays and weekends) must have an approved leave of absence (see page 28). Otherwise, your academic advisor is required to withdraw the student, at least temporarily, from the Program. If a withdrawal is required, the student will be notified through ODU email. Tracking of attendance occurs in both the financial aid and academic advising offices. ***If a student knows or suspects he or she may be out of attendance for 29 consecutive days, he or she must contact an academic advisor immediately.***

Closing of the University for Inclement Weather or Other Emergency

When there is a decision to close ODU due to inclement weather or for other emergency reasons, notice is sent to the media, posted on the ODU Web site, and communicated to

the university community via ODU email. This information is also available on the Student Information Hotline (614) 251-4590. ODU's emergency communication system, ODU Alert, will also be engaged in case of a snow emergency or other campus crisis which entails closing a building or the entire campus. ODU Alert will notify you via text messaging or voice recording using your registered phone numbers if an emergency occurs at ODU. All students should register for ODU Alert (go to: <http://helpdesk.ohiodominican.edu/ODUAlert.aspx>). An up-to-date list of class cancellations can be found on myODU online.

Communication

Immediately following their orientation, students are required to activate their ODU email accounts by contacting the ODU Help Desk at 614-253-3633. Students are required to use the ODU email network to communication with university personnel. Faculty members, academic advisors, and LEAD staff members will use only the ODU email network for official communications; students are held responsible for information that is sent to their ODU email account. Be certain to clear out spam mail which can fill your mailbox quickly. Emails returned due to a "full mailbox" do not absolve students from responsibility for the information sent.

Degree Audit

Your degree audit (also called your program evaluation) is an electronic snapshot of the requirements of your degree. The degree audit displays the courses you have completed, where they are applied to your degree requirements, and what requirements you have remaining. It is crucial for students to review their degree audit several times throughout each year since students are responsible for knowing their academic requirements at all times. Students should contact their academic advisor in a timely fashion in order to add any required, non-sequenced courses. Contact your academic advisor with any degree audit questions.

Instructions to View or Print your Student Degree Audit (Program Evaluation)

1. Go to oduonline.ohiodominican.edu.
2. Login.
3. Click on Students.
4. Click on Program Evaluation.
5. Click on the box next to the relevant program (associates, bachelors).
6. Click on Submit.

Dropping a Course

Students may drop a course as long as less than two-thirds (2/3) of the course has occurred. For example, in a 6-week course, a student can drop the course up to the 4th class session. Once the 4th session has occurred, the student can no longer drop the course. *The date is dependent upon the class start and end dates and is unrelated to class attendance.*

There may be several consequences for a student who drops a course including:

- Requirement to change cohort groups;
- Adjustments to financial aid;
- Requirement to take a leave of absence; or
- Requirement to temporarily withdraw from the program.

Students who want to drop a class must contact their advisor immediately. Only your LEAD academic advisor is able to drop a course for a LEAD student. The LEAD academic advisor will help the student determine the consequences of dropping a course and/or will refer the student to other appropriate resources. All students who are considering dropping a course should contact the financial aid and accounting departments immediately.

Family Educational Rights and Privacy Act (FERPA)

Public Law No. 93-380, Family Educational Rights and Privacy Act of 1974, has set down requirements designed to safeguard student privacy both of access to student educational records and to the release of such records. Official educational records are maintained in the Office of the Registrar. Copies of records are provided to the Office of Academic Affairs, academic advisors and other administrative offices on as a need to know basis. Official educational records are released upon the student's written request only or, in the case of students who are defined as dependent according to the Internal Revenue Service, their parents. Ohio Dominican University defines directory information as a student's name, address, telephone number, email address, class, degrees earned, date of degrees, dates of attendance, and honors. Every time students register, they have the opportunity to notify the Office of the Registrar of their requests that this information not be released outside the institution except to individuals, institutions, agencies, and organizations authorized in the Act.

Failing a Course

Students who fail a course should contact their academic advisor immediately. In addition, students must contact the Financial Aid and Accounting offices in order to investigate the financial repercussions of course failure. If financial obligations are not met, a student may be withdrawn until his or her account is paid.

Identification Card

All students, faculty, and staff are provided an ODU Panther Card, the official I.D. card of the university. To obtain a Panther Card, students must be accepted for admission to the LEAD Program; you will be given an I.D. card application at your orientation. The student then must have his or her picture taken in the Business Office, Erskine 133. The Panther Card is required for access to the facilities, learning and information services, entry to campus events, and all transactions in the Business Office. Lost, stolen, or damaged I.D. cards should

be reported to the Public Safety Department (614) 251-4723 immediately. Replacement cards are obtained through the Business Office for a replacement fee of \$15.00.

Repeating a Course

Once a student has completed a course, he or she may repeat that course one time. For repeated courses, the final grade earned will be computed in the grade point average, though all grades will appear on the official transcript. If a student repeats a required course and fails it, he/she will be dismissed from the program.

Smoking

In response to legislation in Ohio which forbids smoking in public locations and in recognition of the community health dangers posed by second hand smoke, Ohio Dominican University is a smoke-free campus. All campuses of the LEAD Program are smoke-free as well and offer designated smoking areas away from the buildings.

Transfer/Transient Credit

The maximum number of transfer credits a graduate student may receive is nine semester hours. Only courses with grades of B or better from regionally accredited graduate institutions will be considered. Transfer credit is awarded by petitioning the Program Director of the student's graduate program at the time of acceptance into the graduate program. Credit is awarded only on the basis of official transcripts from regionally accredited graduate programs.

Withdrawals

Student-Initiated: Students who need to take time away from the LEAD Program may request a program withdrawal. This may be temporary or permanent, depending upon the student's intention. In order to be withdrawn, the student must contact his or her academic advisor and have a brief discussion (through email or phone) regarding the reason for the withdrawal and future academic plans. Students must also contact the financial aid office and/or the accounting office for relevant financial information.

If a withdrawal occurs during the ordinary withdrawal-from-course period, the student's transcript will indicate a grade of W. If a student withdraws from the university after the official drop period has ended, the transcript will indicate WP for the course if the student was passing at the time of withdrawal and WF if the student was failing. Failure to withdraw officially will result in a grade of F on the transcript. Ceasing to attend a course or informing your faculty and advisor does not constitute an official withdrawal. The official date of the withdrawal is the date the student ceased attending class. Students enrolled in the LEAD MBA or MSM Program who wish to withdraw from the university, must submit written notification to the LEAD Office.

Administratively-Initiated: Students will be administratively withdrawn from the LEAD Program for non-attendance, non-payment, or academic dismissal. If a student is withdrawn due to administrative reasons, an email will be sent to the student's ODU email account.

Accounting Office Policies and Procedures

It is a student's responsibility to select the financial option that best supports his or her financial needs. A second plan must be selected if the primary payment option does not meet 100% of the required cost. It is important that you fully understand the requirements of your plan since failure to pay tuition and fees in accordance with your agreement may result in assessment of late fees, a hold on your official transcripts, possible administrative withdrawal, referral to an outside collections agency, and/or an unfavorable credit reference. Repeated violations could jeopardize eligibility for deferment and re-entry into Ohio Dominican University.

Cash Option

The Cash Option requires that tuition be paid one week prior to the first night of each course. You can choose to have your tuition automatically charged to your credit card by completing an authorization form. Automatic payments are charged one week prior to the first night of class (the due date) for each course. Forms required for the Cash Option are: the Student Financial Agreement and the Financial Policies and Procedures. An optional form, Automatic Charge Authorization, may be required.

Some Frequently Asked Questions regarding the Cash Option

When are Cash payments due?

- Payment is due 1 week prior to the start of each course.

Will I automatically receive a bill letting me know when my payment is due?

- The accounting office will send you a pre-bill statement letting you know the balance and amounts due. If you would like an invoice for the course, you may access it online at: www.mystudentaccount.org/ohiodominican.

How can I make my payment?

- Students can make their payment over the phone with an Accountant or in person at the LEAD Building. You can complete an Automatic Charge Authorization form and the payment will be charged automatically one week prior to the course starting or you can mail the payment to the accounting office at the LEAD Building.

What methods of payment are accepted?

- The following methods of payment are accepted: a check or money order, Visa, Master Card, or Discover Card.

Corporate Tuition Deferment Option

Under this option, your company must reimburse you for 100% of your tuition and you **cannot** apply or receive financial aid. Tuition is deferred for 30 days from the last day of a course. Any payment not received by the 31st day after the end date of the course will automatically be charged to the credit card on file. An Automatic Charge Authorization must be on file in order for you to qualify for this option.

The forms required for the Corporate Tuition Deferment Plan are:

- Student Financial Agreement
- Financial Policies and Procedures
- Deferment Form

Some Frequently Asked Questions regarding the Tuition Deferment Option

What is the difference between Corporate Deferment and Direct Bill?

- The difference is that under the Corporate Deferment option, the student is reimbursed for tuition after the course is completed. This is why Ohio Dominican defers the payment for 30 days after the last night of class so the student can pay the tuition. Students will be responsible for turning in the required forms to their company to receive their reimbursement. Students are also required to fill out Ohio Dominican's Deferment Agreement with a valid major credit card.

Does my credit card have to be charged?

- The Deferment Agreement is required to be completed with a major credit card, but you can mail the payment to the accounting office at Easton, call it in over the phone, or drop the payment off at the LEAD Building. Your credit card will only be charged if payment has not been received by the 31st day after your course ends.

What documents do I need to turn into my company for the Deferment Option?

- Please review the tuition reimbursement policy for your employer's requirements for reimbursement.

What does Ohio Dominican require to qualify for the Deferment Option?

- Ohio Dominican requires students to complete the financial options paperwork, including the Deferment Agreement, and provide us with a copy of their employer's tuition reimbursement plan.

Can I apply for financial aid if I choose Corporate Deferment?

- You **cannot** apply for financial aid if you are using the Corporate Deferment Option.

How do I request my invoices for deferment and get a copy of my grades?

- You can request an invoice online at: www.mystudentaccount.org/ohiodominican. Please contact your academic advisor regarding your grades.

Direct Bill Option

The Direct Bill Option is available for you as a primary option if Ohio Dominican has approved your employer for direct billing. A tuition voucher/letter of credit from your employer must be received by the accounting office two weeks prior to the first night of class for each course. It is the student's responsibility to obtain all required vouchers/letters of credit and to assist Ohio Dominican in expediting payment from the employer, if necessary. If your employment ceases with an approved direct bill company or if you do not submit the company voucher on a timely basis, you will automatically be switched to the "Cash Option" until you are able to make other financial arrangements with the accounting office. It is also the student's responsibility to notify the accounting office of any employment changes that impact the Direct Bill Option. All charges or fees not covered by payment from your employer are due in accordance with the Cash Plan Option one week prior to the start of the course.

The forms required for the Direct Bill Option are:

- Student Financial Agreement Form
- Financial Policies and Procedures
- Approved voucher/letter of credit for Direct Billing by Ohio Dominican

Some Frequently Asked Questions regarding the Direct Bill Option

What are some of the companies that participate in the direct bill option?

- Some examples of companies that participate in Direct Bill and the forms that the company requires are:

- The Boeing Company: Voucher	- JP Morgan Chase: Letter of Credit
- DFAS: 1556	- DSCC: Voucher
- Lucent Technologies: Voucher	- Verizon Wireless: Letter of Credit
- Union Education Trust: Voucher	

If your company participates in the Direct Bill Option or it has an approved voucher/letter of credit, please let the accounting office know.

What do I need to get from my company for Direct Bill?

- You need to refer to your company's Tuition Reimbursement policy with the Human Resource Department to get your Direct Bill forms.

How does the direct bill Option work?

- Direct Bill works by the student turning in his or her approved form to the accounting department. We will bill your employer directly and the company

then pays the ODU directly. The voucher/letter of credit, however, is required before we can bill.

What fees am I responsible for with the Direct Bill Option?

- Some companies, such as Verizon Wireless and JP Morgan Chase, do not pay technology fees, so the student is responsible for those fees along with books.

Is there a limit on my Direct Bill tuition?

- Most companies do have a limit on their tuition reimbursement, so please review the tuition reimbursement policy through your employer's Human Resource Department.

When is the Direct Bill voucher/letter of credit due?

- The student's tuition voucher/letter of credit is due two weeks prior to the start of the course.

Can I apply for financial aid if I choose Direct Bill?

- Students can use both financial aid and the Direct Bill Option, if they would like.

What does my company require from me for Direct Bill?

- Please check with your Human Resource Department to see what the requirements are.

Financial Aid Option

You may be eligible for Federal Pell Grants, State Grants and direct loans. To qualify for financial aid, you must submit all required paperwork, have a processed FAFSA on file prior to your first night of class, and be eligible for Title IV Funds. Alternative payment arrangements must be made in advance (as a secondary option) for future balances not fully covered by pending Title IV disbursements. You must reapply for funding every academic year. It is critical that you **reapply** for future loans or grants prior the end of your first academic year to ensure that your educational program is not interrupted. If you do not reapply for financial aid in advance or are deemed ineligible to receive financial aid, you will no longer qualify for the Financial Aid Option and you will be switched to the Cash Option. You may not start a new academic year until payment is received.

The Ohio Dominican forms required for the Financial Aid Plan:

- Student Financial Agreement

- Financial Policies and Procedures
- Attention Financial Aid Recipients
- Completed Financial Aid Application Packet Forms:
 - a. Free Application for Federal Student Aid (FAFSA)
 - b. Master Promissory Note
 - c. Entrance Loan Counseling
- Signed Authorization to Apply Financial Aid Funds

Some Frequently Asked Questions regarding the Financial Aid Option

How does Financial Aid work in the LEAD Program?

- The LEAD Program is non-term, which means that we do not operate on quarters or semesters. Therefore, students are awarded financial aid based on an academic year. Transfer credit hours also affect the amount of eligibility and your Expected Family Contribution from the FAFSA. Financial aid will be disbursed after all financial aid paperwork is complete and attendance has been verified.

How will I know if all my Financial Aid paperwork is complete?

- You will get an Expected Family Contribution Number (EFC) and confirmation for your FAFSA, a confirmation for your Master Promissory Note, and a confirmation of your Entrance Loan Counseling form.

When I complete the Financial Tutorial online to choose my financial option, what do the 3 boxes mean on the Authorization to Apply Federal Student Aid form?

- If you check yes to all three boxes, then you are a financial aid recipient and your intention is to use your financial aid to pay for your tuition first and foremost. The accounting office will apply your financial aid funds to your tuition for you. You will receive a pre-bill statement detailing any excess or amounts due.
- If you check no or leave any of the boxes blank, then you will be considered a cash-paying student after the first class is paid for out of your financial aid funds. The accounting office will cut you a check once your financial aid funds have been disbursed and the first class is paid for within 14 days of the disbursement. You, the student, are then responsible for paying for courses one week prior to the start of each course.

Will I get an estimate on my financial aid before I start?

- If you are interested in knowing what financial aid you are eligible for, please feel free to contact the financial aid and accounting offices. You must have a completed FAFSA on file and be accepted into the program before an estimate can be calculated.

Pre-Bill Statements

All students, no matter what payment option is chosen, will receive a pre-bill statement in the mail during their first course. The pre-bill statement will detail your course charges, due dates, aid received (if you are a financial aid recipient), and will inform you if you have a balance due or a refund available. You will receive a pre-bill statement at the beginning of each year and/or if any changes are made to your schedule.

Re-admittance to the Program

Students must have a zero balance with the university in order to re-admit into the LEAD Program. New tutorial paperwork needs to be completed by re-admitting students; please go to <http://www.ohiodominican.edu/LEAD/Finaid/Tutorial/>. Students must have an updated FAFSA on file if planning to use financial aid as their payment option

Students who withdraw from the LEAD Program will be at the current tuition rate of the program when they re-admit.

Refunds

Some students who receive financial aid funds may be eligible for a refund. A refund is created when there is an overage on your account after all the financial aid funds that are disbursed for the award period have covered the tuition and fees for that period

Some Frequently Asked Questions regarding Refunds

How do I know if I am eligible for a refund?

- You will receive a pre-bill statement detailing if you have a refund of financial aid funds or owe Ohio Dominican money during the first course.

When will I be able to get my refund?

- A student must attend his or her first night of class which financial aid will verify with the instructor. Once attendance is verified, the financial aid office will award your aid and send your financial aid award letter to your Ohio Dominican e-mail address. Once this process is complete, the accounting office will send you a pre-bill statement during the first course. If a refund is available, a check will automatically be generated and sent to you in the mail.

How do I request a refund?

- There is no need to request a refund. Once direct loan funds are posted to your account (if you are a financial aid recipient), an audit of your account will be conducted. If there is an excess of funds after all courses for the disbursement period are paid, you will receive a refund check in the mail. The check will be mailed 14 days from the date you received a letter stating the funds have been posted to your account.

What is the processing time for a refund check?

- Refund checks are processed within 3 days after the funds have been posted to your account. The check will be mailed within 14 days from the date you receive a letter stating the funds have been posted to your account.

Degree Requirements

The graduate degrees of the LEAD Program challenge the adult learner to develop knowledge and awareness of human problems and personal values through a well-planned, sequenced curriculum that integrates advanced cognitive skills, awareness of self and others, values and ethics clarification, and social and interpersonal skills.

The Master of Business Administration (MBA) degree program challenges the adult learner to develop an advanced knowledge and awareness of the business challenges and opportunities within the service driven economy. The structured sequence of courses integrates within the curriculum increasingly advanced knowledge of business functions with sensitivity to the ethical dimension in the business world. A case analysis approach is used throughout the program.

The Master of Science degree in Management (MSM) is designed to serve those students interested in strengthening their capacity to effectively and ethically manage others in an organizational context. It provides students depth in management content areas including strategy, leadership, performance management, creativity and innovation, human resource management, and change management.

The specific requirements for each degree program are listed in the ODU Course Catalog which can be found online at <http://www.ohiodominican.edu/Academics/Catalog/Catalog/>. Each student is subject to the academic curriculum and policies in the catalog in effect when he or she entered the University, as long as the student is continuously enrolled.

Financial Aid Information

Financial aid available to LEAD students includes Federal Direct Stafford Loans. It is the student's responsibility to make sure all financial aid paperwork is completed **prior to orientation** to avoid possible delays in the awarding of financial aid. Delinquent paperwork may result in the student being administratively withdrawn from the LEAD Program. For students who may need additional loan assistance, there are several alternative loan programs for which they may apply.

Students may be eligible for financial aid once each academic year, which is defined as the period of time in which an enrolled student completes at least 24 credit hours in at least 48 weeks of instructional time. Students, therefore, may have their eligibility assessed for grants and/or loans several times during their course of study.

Once all financial aid paperwork has been completed and processed, the student will be awarded **maximum** eligibility loans after attendance has been verified from the first night of class. An award letter will be e-mailed to the student's ODU e-mail account. If the student wants an amount less than what he or she is awarded, the student must notify the LEAD financial aid office within 30 days. Credit balances may be returned to the lender with written notification from a current student within 120 days of the disbursement and from a withdrawn student within 21 days from the date on the refund check. Please note that if a student only attends one night of class when he or she begins the program and then withdraws, the student will not be eligible to receive any loan funds.

All students receiving financial aid must comply with the requirements of Ohio Dominican's Satisfactory Academic Progress Policy for Title IV Funds. Students that do not meet the requirements for satisfactory academic progress may be academically dismissed and/or lose their eligibility to receive financial aid. See Financial Aid Standards of Academic Progress for details.

Alternative Loans

Alternative student loans are available to students who are not eligible for federal loans or who need assistance beyond their financial aid eligibility. These loans are made privately through banks and other financial institutions and are subject to their terms. Alternative loans should only be considered after applying for federal student aid. Find additional information at <http://www.ohiodominican.edu/LEAD/Finaid/Types/>.

A student cannot borrow more than his or her cost of attendance at Ohio Dominican, less any other financial assistance received. Information on current interest rates, loan limits, and guarantee fees can be obtained in the LEAD financial aid office.

Attendance Policy

In accordance with Federal regulations, the allowable time frame that a student is allowed to be out of attendance from the end of one course to the start of the next is 29 days. If a student has a break in attendance that is greater than 29 days, they will have the option of one of the following:

- a. filling the “break” with an elective class;
- b. applying for a Leave of Absence; or
- c. withdrawing from ODU.

Disbursing of Loan Funds

Federal loan disbursements are made in two equal payments. The first is at the beginning of the loan period and the second is at the midpoint of the loan period based on the number of credit hours and weeks completed. If a student withdraws from the program prior to the first loan disbursement, the student will not be eligible to receive any of the loan funds. Likewise, if a student only attends one night of class at the beginning of his or her program, the student will not be eligible to receive any loan funds. The financial aid office will verify student attendance and eligibility prior to disbursing funds.

The student must be making Satisfactory Academic Progress as defined by Federal Regulations. Federal Regulations also require that financial aid students maintain continuous attendance (see Attendance Policy) or the student’s loan may be cancelled. Loan funds are disbursed via electronic funds transfer (EFT) and federal regulations require that all loan funds be credited to a student’s account within three (3) business days. At the end of each academic year, all credit balances must be disbursed to the student in compliance with Title IV regulations.

Entrance and Exit Loan Counseling

Schools participating in the Federal Direct Stafford Loan Program are required by law to provide entrance and exit counseling. All first-time borrowers must comply with federal regulations by completing the entrance counseling requirement. Students who are first time borrowers will NOT be awarded financial aid funds until this requirement is fulfilled. Students may complete entrance counseling online at: www.studentloans.gov. Once students have successfully completed entrance counseling, ODU will be notified electronically.

Federal regulations require student loan borrowers withdrawing or otherwise dropping below half-time enrollment to receive exit counseling. This session will provide the student with important information regarding their outstanding loan(s) and repayment options. Students may complete exit counseling online at: www.studentloans.gov. ODU will be notified electronically once a student has successfully completed the exit counseling session.

Federal PLUS Loans

A Federal PLUS Loan is an unsubsidized loan for parents of dependent undergraduate students and graduate/professional students. The PLUS loan helps pay for education expenses up to the cost of attendance minus all other financial assistance. PLUS loan borrowers cannot have an adverse credit history (a credit check will be done). Interest is charged during all periods.

A student is determined to be dependent or independent based on questions answered on the Free Application for Federal Student Aid (FAFSA).

Federal Direct Stafford Loans – Subsidized and Unsubsidized

Federal Direct *Subsidized* Stafford Loans are low-interest loans for students attending school at least half-time. Subsidized loans are available to students who qualify based on need. “Subsidized” means that the federal government will pay all interest on the loan until a student uses his or her full grace period which begins once a student graduates or attends school less than half time or withdraws from the university.

Federal Direct *Unsubsidized* Stafford Loans are not based on need or income. Students and families of all income levels, therefore, have access to federally-guaranteed funds for college. Unsubsidized loans are available to undergraduate students, graduate and professional students, and in some instances, dependent undergraduate students whose parents do not qualify for a Federal PLUS Loan. For an unsubsidized Federal Stafford Loan, the student has the option to defer interest but is responsible for all interest on the loan from the day the loan is disbursed.

Financial Aid Return of Funds Policy

Any student who withdraws* from ODU prior to completing 60% of the enrollment period or semester will have his or her financial aid eligibility recalculated based on the percentage of the period the student was enrolled. Once a student has completed 60% of the period, all financial aid assistance is considered to be 100% earned. This policy meets federal requirements in which students “earn” financial aid based on the percentage of time completed. Ohio Dominican University maintains one refund policy for all federal, state, and institutional aid funds based on 34 CFR, Section 668.22 of the Title IV Higher Education Act of 1965, as amended.

**To officially withdraw, a student must contact an academic advisor, who will determine the official date of withdrawal and will verify the student’s last date of attendance.*

The LEAD Financial Aid Office is responsible for calculating the percentage of “earned aid” for the enrollment period and for returned the “unearned aid” portion to federal and state programs. The LEAD Financial Aid Office will perform this calculation within 45 days of the student’s official date of withdrawal. This calculation is measured by dividing the number of

days the student attended by the total number of days in the period. The length of the period is based on the student's enrollment period, including weekends and excluding scheduled breaks of 5 days or more. The first day begins with the first day of the course in the enrollment period and ends on the last day of the last course in the enrollment period.

Example: If there are 114 days in the enrollment period and a student withdraws on day 20, financial aid will be pro-rated since the student attended 17.5% of the enrollment period (20/114).

If a student is a recipient of Federal Title IV aid, those funds returned to those programs are required by federal law to be returned first, in the following order: Unsubsidized Federal Direct Stafford Loan, Subsidized Federal Direct Stafford Loan, Federal Perkins Loan, Federal PLUS (Parent) Loan, Federal Pell Grant, and Federal Academic Competitiveness Grant.

In some cases, after the recalculation is complete, a student may be required to repay some of the Title IV aid he or she received. Or, in some cases, a student may be eligible for a late disbursement of awarded aid if the amount of aid is less than the amount of aid earned. In these cases, the student will be notified by the LEAD Financial Aid Office.

After these calculations are completed and if the student is entitled to a refund, the LEAD Accounting Office will refund that amount to the student. If the student owes a balance, the LEAD Accounting Office will bill the student directly.

Note: Provisions explained in this policy are subject to final interpretation of the Return of Title IV Funds regulations governing federal financial aid. Questions on the LEAD Financial Aid Return of Funds Policy should be directed to the LEAD Financial Aid Office in the LEAD Building or at 614-473-9003.

Financial Aid Standards of Academic Progress

Federal regulations require Ohio Dominican University to establish satisfactory academic progress (SAP) standards for student financial aid recipients. Ohio Dominican University's primary measure for graduate programs is a student's grade point average (GPA). The financial aid office is responsible for ensuring that all students who receive federal financial aid are meeting the GPA standard. The Standards of Satisfactory Academic Progress apply for all federal, state, and institutional financial aid programs Federal Family Education Loans (Federal Stafford Subsidized and Unsubsidized Loans).

Cumulative GPA

In order to retain financial aid eligibility, the student must maintain a cumulative GPA of 3.000. This is the minimum standard for all Ohio Dominican University graduate programs.

SAP Review

Academic progress will be reviewed twice a year: once at the end of the spring period and once at the end of the fall period. Students not meeting the requirements above at the end

of each period will be placed on a probation period for one academic year and will receive a letter of probation.

Probation

The student may continue to receive financial aid during the probationary period. At the end of the probationary period the student will:

- Be removed from probationary status because the minimum cumulative GPA has been met; **or**
- Be suspended from receiving federal, state, and institutional aid and receive a Financial Aid suspension letter.

Suspension

If the student does not meet the minimum cumulative GPA requirement, he or she is no longer eligible for financial aid until classes have been taken, using his or her own funds, and have raised his or her cumulative GPA to meet the above standard.

Appeal Procedure

To appeal a financial aid suspension, the student must submit to the financial aid office within 15 calendar days of notification a letter of appeal explaining why he or she should not be suspended. The student may appeal due to special circumstances (e.g., health, family, catastrophe, etc.). Additional documentation may be requested. The Financial Aid Committee will consider the appeal, render a decision, and convey in writing a decision to the student within two weeks of the student's appeal.

Leave of Absence Policy

A leave of absence (LOA) refers to a specific time period when an Ohio Dominican University LEAD student is not in academic attendance. An approved LOA is necessary for unscheduled breaks in attendance of more than 29 days. A student may be approved by ODU for two leaves in a 12-month period. Each leave may not exceed 90 days in length. Students are considered to remain in an in-school status when on an approved LOA. During the LOA, the student is not considered withdrawn, and for those students with Title IV loans, no *Return of Funds Calculation* is required. A leave of absence, however, may impact loan and/or grant disbursement dates and amounts that have been awarded. A student on an approved LOA will not be assessed additional charges.

Required Documentation: A leave of absence may be considered an approved LOA if ODU determines that there is a reasonable expectation that the student will return from the LOA. In addition, the student must follow the university's policy in requesting the LOA. The student must complete a *Leave of Absence Request Form* and submit the form to either the LEAD Financial Aid Office (Title IV aid recipients only) or to an academic advisor on or before his or her last date of class attendance. The request must include the reason for the leave and include a written signature. *Leave of Absence Request Forms* are available from the LEAD Financial Aid Office and from the LEAD Student Services Office.

If unforeseen circumstances prevent a student from providing a written request on or before the last date of class attendance, approval may be granted provided the appropriate documentation explaining the unforeseen circumstances is provided. The student must submit the request within 29 days of his or her last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, business travel, university course cancellation and/or facility closure, and natural disasters.

Once a *Leave of Absence Request Form* has been received by the LEAD Financial Aid Office (Title IV aid recipients) or the Student Services Office, the request will be reviewed and the student will be notified of the acceptance or denial of the request.

Length and Number of Approved Leaves: Students may be approved by ODU for up to two leaves in a 12-month period. Each leave may not exceed 90 days in length. Combined leaves in a 12-month period cannot exceed 180 days.

The LOA start date will always equal the day after the student's last date of class attendance and will be used to count the number of days in the leave. The count is based on the number of days between the last date of attendance and the re-entry date. The start date of the first approved leave of absence is used when determining the start date for the 12-month period.

Failure to Return: A student must return on or before his or her originally approved re-entry date. If the student does not return on or before the originally approved re-entry date, he or she will be withdrawn from the university. The withdrawal date will be the student's last date of class attendance. For Title IV loan borrowers, this date will also be used as the beginning of their grace period for loan repayment purposes. Failure to return will exhaust some of the grace period and a *Return of Funds Calculation* will be required.

Loan Deferment

Students enrolled in the LEAD Program may defer payments on previous student loans. To obtain a deferment request, you will need to contact your lender or guarantee agency for the appropriate paperwork. Once the paperwork has been completed, it may be submitted to the Registrar's office on Main Campus for enrollment verification.

Program Withdrawal

If a student withdraws or is withdrawn from the university, the financial aid office will complete a return of funds calculation to determine what financial aid funds the student is eligible to keep. (See Financial Aid Return of Funds Policy.) Based on the calculation, loan funds may need to be returned. The financial aid office has 45 days to complete a return of funds calculation. Once the calculation is complete, the student will be contacted by accounting in regards to his or her current account status.

Schedule Changes

Any alterations, additions, or deletions to a student's academic schedule will likely affect his or her financial aid eligibility. It is the student's responsibility to check with the LEAD financial aid office prior to making any changes to determine how this change may affect his or her financial aid. Upon notification from a LEAD academic advisor that a student has a Change of Registration, the financial aid office will revise the student's financial aid award and make any necessary adjustments. Students will receive a revised award letter notifying them of the changes via their ODU e-mail account.

Traditional and Weekend Classes

Due to the nature of financial aid that is awarded to LEAD students, traditional courses may or may **NOT** be covered by financial aid. All courses taken outside of the LEAD Program will be charged at the current Ohio Dominican tuition rate. It is the student's responsibility to make arrangements for payment of these courses with the LEAD accounting office.

Tuition Reimbursement

Each student will be asked if he or she is planning to use tuition reimbursement funds to help finance his or her education when the student completes an application for admission. The amount listed on the form will reflect the amount of benefits the student is eligible for annually. The annual tuition reimbursement amount will be used to calculate student need for any student completing a full academic year. If a student is completing less than a full academic year, tuition reimbursement will be calculated as a financial aid resource by dividing the annual amount by 12 and then multiplying by the number of months in the student's academic year. This information will then be used to calculate student need.

Withdrawing or Failing a Course

If a student receives a failing grade or withdraws from a course, he or she will not be earning the needed credit hours toward completion of the academic year. The student, therefore, must complete another course toward his or her academic year before progressing to the next financial aid academic year. Upon notification from a LEAD academic advisor or the Registrar's office that a student has withdrawn from a course or failed a course, the financial aid office will revise the student's financial aid award and make any necessary adjustments. Students will receive a Revised Award Letter notifying them of the changes via their ODU e-mail account.

For additional information regarding financial aid for the LEAD Program, please contact the LEAD Financial Aid Office at 614-473-9003.

Grading Information, Policies, and Procedures

Academic Standing

Graduate students are expected to make appropriate academic progress toward the successful completion of their degree. The primary measure of satisfactory progress is the student's grade point average (GPA), and this tool is used to determine academic standing. The GPA is calculated by dividing the sum of the grade points earned at ODU by the number of credits attempted. The Registrar reviews the academic performance of each student with the Graduate Program Director and the Dean of Adult Programs at the end of each semester. Students receive written notification if they are in other than good standing.

A graduate student is placed on academic probation whenever the cumulative grade point average is below 3.000. A student on probation will be restricted to one course per term until the cumulative GPA reaches 3.000. If a cumulative GPA of 3.000 has not been reached after the completion of nine additional semester hours, the student will be academically dismissed from the university.

Grading System

At the end of each course, LEAD students receive a final grade. Instructors are expected to submit their final grades within 5 days of the last class session. The Registrar's Office must validate the grades. The grades are then posted and can be viewed through ODU Online.

The academic standing of the student is determined by a system in which points are assigned for each course according to the grade earned. The grading and point system at Ohio Dominican University is as follows:

<u>Grade</u>	<u>Number of Points (per 1 credit)</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C Minimal performance allowed	2.00
F (Failure)	0.00
I (Incomplete)	0.00
K (Credit from another institution)	0.00
W (withdrawal)	0.00
WP (Withdrew with passing grade)	0.00
WF (Withdrew with failing grade)	0.00

Incomplete Grades

An incomplete grade (“I”) indicates the student has nearly completed all of the required coursework and is passing, but due to extenuating circumstances, has been unable to finish the course. The Incomplete is only for special and legitimate circumstances for a student who would otherwise be expected to pass the course. Permission to receive a grade of “I” must be determined by the course instructor in consultation with the Dean of Adult Programs. If an Incomplete is granted, the instructor and student must have a specific timeline for coursework completion, which is to be no later than the halfway point of the subsequent LEAD course. Failure to complete the coursework by the deadline results in a grade of “F” for the course. Students may not be able to take the next course in the sequence if the incomplete grade is in a course that is a prerequisite to the next course.

Procedures for Academic Grievances and Grade Disputes

Assessing a student’s performance in a course is the responsibility and the right of the individual faculty member. A challenge to a grade received in a course will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, such as achievement and proficiency in the subject matter as described in the course syllabus.

A student who wishes to challenge a grade should consult with the course instructor first. If the grievance is not resolved, the student may then appeal to the Director of the program in which the course is offered. If reconciliation cannot be reached at this level, the Dean of Adult Programs should be consulted. When all other appeal options have been explored and a satisfactory resolution has not been reached, the Vice President for Academic Affairs is the final appeal. The decision of the Vice President for Academic Affairs is final. Initiation of this grievance procedure must be made by the student within six months of the end of the term in which the course was taken.

Transcripts

Official transcripts must be requested from the Office of the Registrar. This can be done through ODU Online or in person. The Registrar’s Office is located in Room 143 of Erskine Hall. Transcripts cannot be issued for students who have not met their financial obligations to Ohio Dominican University.

Graduation Information

General Degree Requirement Information

After successful completion of all degree and grade point average requirements and payment of all outstanding balances, students are eligible to graduate. Commencement at Ohio Dominican University occurs in May, August, and December. Formal graduation ceremonies take place in May and December only.

Degree Requirements for a Master of Business Administration:

- Students must complete all courses in the prescribed sequence of 40 credit hours;
- Students must have a 3.000 or better grade point average and conform to other criteria as defined by the program; and
- Students must complete the program within seven years.

Degree Requirements for a Master of Science in Management:

- Students must complete all courses in the prescribed sequence of 36 credit hours;
- Students must have a 3.000 or better grade point average and conform to other criteria as defined by the program; and
- Students must complete the program within seven years.

Students may obtain only the MBA or MSM degree from Ohio Dominican University but not both.

All LEAD students must apply for graduation regardless of whether they plan to attend the graduation ceremony. The application process can be completed on ODU Online and should be submitted at least 5 months prior to the expected graduation date.

An application fee is required and will be charged to the student's account. This fee is refundable if the student does not graduate or it can be transferred to the next term that the student plans to graduate. All commencement regalia is available for purchase at the ODU Bookstore. The student must submit an RSVP for Baccalaureate and Commencement attendance by the date on the ODU graduation Web page.

Project Teams

The LEAD Program demands active participation by students in the educational process, placing substantial responsibility on the learner. Ohio Dominican University believes the dynamic process of project team collaboration maximizes the student's understanding and involvement in his or her degree program.

Students learn from one another through participation in the process of inquiry, and by sharing the learning responsibilities, more information can be disseminated among the team members within a limited amount of time. Through cooperative study, a team of students can closely examine and synthesize a great deal of course material. In many cases, the amount of material a learning team can cover in-depth exceeds that of a typical student working individually. Thus, learning teams are essential to accelerated studies.

Project teams are comprised of 3 to 5 members. The team composition is likely to include ongoing cohort members as well as students who join the cohort for one or more courses.

Each instructor has the authority to change the composition of any or all project teams.

While students are often comfortable staying on one project team over multiple classes, the combining and sharing of talents and experience from all group members, as well as the learning of new skills, makes project team changes an essential educational component.

The majority of courses require one or more project team assignments in the form of written and/or oral reports and presentations. To prepare these projects, teams should expect to meet outside of the required class time to discuss the assignments in detail, share learning resources, and effectively collaborate.

Effective project teams depend upon excellent communication among all team members and respect for differing educational goals. It is essential that each project team create an agreed-upon strategy to promote a positive team environment. In addition, strategies for problem-solving should be agreed upon before any issues arise. If difficulties arise and cannot be resolved despite serious group effort, the instructor and the academic advisor for the cohort should be contacted immediately.

Student Resources

Academic Advising Office

614-337-8370, ext. 40

Students should consult with an academic advisor on any and all matters related to academic issues. **Every student in the LEAD program has an assigned academic advisor.** Academic Advisors are available by appointment to discuss concerns and questions about your academic program. While walk-in meetings are certainly welcome, a student cannot be guaranteed a meeting without a pre-planned appointment. The advising staff attempts to respond to student emails as quickly as possible. Due to the staff/student ratio, however, you may need to wait **24-48 hours** for a return call.

Academic Resource Center

614-251-4511

Math Lab: 614-251-6674

Write Place: 615-251-6673

<http://www.ohiodominican.edu/arc/>

The Academic Resource Center, located in the Spangler Learning Center, is dedicated to helping all students succeed and excel in their studies. Student and professional staff provide tutorial assistance in writing (Write Place), math (Math Lab), course-specific content, test preparation, and general study skills. The Center also provides accommodations for students with documented disabilities as well as workshops and study sessions on special topics. A resource area houses books, handouts, and adaptive equipment.

Accounting Office

614-473-9003

www.mystudentaccount.org/ohiodominican

See page 29 for detailed information regarding payment and refund policies and procedures.

Books/ODU Merchandise

Ohio Dominican University Bookstore

Bishop Griffin Student Center

<http://ohiodominican.bncollege.com>

Store telephone: 614-251-4545

Store Manager: Amy Hannahs

The ODU Bookstore sells textbooks, class materials, gift items, greeting cards, apparel, and other supplies. The return policy of the bookstore requires a cash register receipt be presented for any return or exchange. Textbook returns must be made within 48 hours of the purchase for LEAD students. The text must be in new condition and software-

accompanying texts must be unopened for a full refund. Textbooks can be ordered online and either picked up in the store or delivered. **You should order your books 3 weeks before the Meet and Greet of your next course.** To order online, go to “Quick Links” on <http://myodu.ohiodominican.edu> and click on “ODU Bookstore.”

Business Office

Erskine Hall, Room 133
(614) 251-4550

Email: busoffice@ohiodominican.edu

The Bursar/Business Office is responsible for the assessment and collection of certain fees payable to Ohio Dominican University. For LEAD students with questions regarding graduation fees or any ODU fines, contact the Business Office directly.

Career Development Center

Griffin Student Center 228
(614) 251-4733
Fax: (614) 252-0776

Email: careercenter@ohiodominican.edu

The Career Development Center provides individual career guidance and job/internship placement advising and resources. This includes self assessment, career exploration and planning, graduate school information, resume and cover letter critique, interview skill development, advising on job search strategies and employment resources.
<http://www.ohiodominican.edu/Career/>

Computer Resources and Computer Helpdesk

614-253-3633

Email: helpdesk@ohiodominican.edu

Computing resources are available to all students, faculty, and staff. Network and Internet access is available from public computer stations located at each of the LEAD campuses, in computer labs across campus, and in technology classrooms. These stations, as well as network access ports, provide optimum connectivity to learning and technology. Ohio Dominican University uses the Microsoft Professional Office XP Suite of software products (Word, Excel, Access, and PowerPoint).

The Information Services Department provides a Computer Helpdesk to serve as a single point-of-contact for questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics. LEAD Students should contact the Helpdesk to activate their email account. Through the Helpdesk, LEAD Students are encouraged to enroll in ODU Alert which will notify you (via text messaging or voice recording) if the university will be closed. In addition, The Helpdesk Web site provides helpful guides and answers to frequently asked questions. <http://helpdesk.ohiodominican.edu/default.aspx>

Counseling Services

Griffin Student Center, Wellness Center 241,
251-4589 or 251-4446

<http://www.ohiodominican.edu/CounselingServices/>

The Counseling Services Office provides free confidential counseling and consultation to any student who is experiencing personal adjustment, developmental, social, and/or psychological problems or any diagnosed mental illnesses that may impact or interfere with a successful college experience.

Course Catalog

<http://www.ohiodominican.edu/Academics/Catalog/Catalog/>

The Ohio Dominican University Course Catalog provides information regarding the university's mission, important dates, policies and procedures, and academic and degree requirements for undergraduate and graduate students. LEAD students should consult with their academic advisor regarding degree requirements and academic concerns.

Financial Aid

614-473-9003

See page 24 for detailed information regarding payment and refund policies and procedures.

Health Services

Griffin Student Center, Wellness Center 232, 251-4709

<http://www.ohiodominican.edu/HealthServices/>

Health Services is open to all students requiring primary care, assessment evaluation, and treatment options. There is no cost for services, cold care kits, or over-the-counter medications. Health services offers:

- A Registered Nurse, available Monday - Friday, 12:00 p.m. to 5:00 p.m.
- A Nurse Practitioner, available Monday and Wednesday, 1:00 to 4:00 p.m.
- Consultation and referral to health care providers in the community as indicated.

Library

<http://www.ohiodominican.edu/Library/>

The ODU Library, located in Spangler Learning Center, is a valuable resource offering an online catalog with a collection of over 106,000 books, videos, and DVDs, access to over 165 online and full-text research databases, and nearly 600 continuing subscriptions to print journals and magazines. Access to additional books and journals (both print and electronic), videos, and digital media is provided through the library's membership and reciprocal participation in the statewide academic library consortium, OhioLINK. In addition, the Library maintains agreements with other national and international libraries to share

materials across borders. The ODU Library offers in-depth research and reference assistance, course-integrated instruction, instructional collaboration, online research tutorials and documents, workshops, orientations, and other assistance.

Parking Permits

Public Safety Department (see contact information below)

As a matter of policy, Ohio Dominican requires that all vehicles parked on campus and at the LEAD Building must have a visible and valid parking permit. **ALL** motor vehicles, including motorcycles, parked on campus **must be registered** with the Public Safety Department. For your convenience, parking permits can be ordered online. There is no charge to LEAD students for the parking permit and you may either pick-up your permit at the Public Safety Office or have it mailed to you. The Public Safety Office is located on the 1st floor of the Griffin Student Center in Suite 116; hours are Monday through Friday, 8:30 a.m. – 4:30 p.m. To request your permit you must provide your ODU ID number, your home address, and your vehicle license plate number and description. For permit orders, go to: <http://www.ohiodominican.edu/Parking/>

Registrar's Office

Erskine Hall 145

614-251-4650

Email: registrar@ohiodominican.edu

The Registrar's Office provides services in the areas of records, registration, graduation, veteran's benefits, teacher licensure, withdrawals, verifications, changes to personal information, and classroom management. Before contacting the Registrar's Office, LEAD students should contact their academic advisor since many of these functions must be completed with academic advisor assistance.

<http://www.ohiodominican.edu/Academics/Registrar/Registrar/>

Safety and Security

Public Safety Department

1216 Sunbury RD

Columbus OH 43219

(614) 251-4700: Officer on Duty

(614) 251-4723: Public Safety Administration Office

Email: publicsafety@ohiodominican.edu

Ohio Dominican places a high priority on the safety of its students and staff members. As such, Safety Officers patrol the campus 24 hours a day, 7 days a week. The Escort Program, which is available to any student, staff member, or visitor, can be requested for a security escort at any time. This service is encouraged for those walking on campus after dark. By calling extension 4700, you can request an escort anywhere on campus. An officer will meet

you and walk or drive you to your destination. The Escort Program is to be utilized for safety purposes or for those who have temporary or permanent disabilities.

Congratulations on being accepted into the LEAD Program!

In 1995, Ohio Dominican University launched its Learning Enhanced Adult Degree (LEAD) Program. This cohort-based accelerated degree completion program was designed to meet the needs of working adult students, allowing them to take advantage of their professional experience while concentrating on one subject at a time as they pursue a business degree.

For several decades, Ohio Dominican University has welcomed adult students to our community. Our adult programs were developed to provide an environment that supports adults in taking responsibility for their educational goals. ODU's adult programs respect and utilize the experience which an adult brings to the classroom and we understand the needs of the adult who has assumed the responsibilities of self-determination, financial stability, and professional development. The purpose of each adult program is to integrate the Dominican worldview into the curriculum, provide academically qualified faculty, and enable students to maintain employment while gaining preparation academically and spiritually to meet the demands of the workplace.

As Ohio Dominican University embarks on its 100th year, we welcome you to the community and look forward to seeing you at graduation!