

## **A LETTER FROM THE PRESIDENT...**

Greetings and Welcome to the 2013-2014 Academic Year!

For over 100 years, Ohio Dominican University has served students as a private Catholic liberal arts institution, providing the highest quality education in a personal environment, guided by our university's motto, "To contemplate truth and to share with others the fruits of this contemplation."

With over 3,000 students from 19 states and 13 foreign countries, ODU offers a highly personalized student-centered approach. Our average class size is 17, and our student-to-faculty ratio is 14:1. Our faculty members not only excel in their fields and enjoy teaching, but also care about your success. You'll find that our university offers a variety of resources, in a supportive environment, to ensure your success.

Research has shown that students who are involved in co-curricular activities -- joining clubs, campus organizations, providing tutoring, and participating in athletics -- are much more likely to succeed and graduate. There are more than 40 student organizations on campus, so get involved!

This continues to be an exciting time for our athletics program. Ohio Dominican is a member of NCAA Division II and the Great Lakes Intercollegiate Athletic Conference (GLIAC). At an NCAA Division II institution, a student athlete is first a student, then an athlete. Since our move to the NCAA in 2011/2012, student interest in athletics has skyrocketed. Our total number of student athletes has increased from 250 athletes to an anticipated 415 athletes this year. One-third of our 2012-2013 freshman class will be new student athletes. If you've been active in high school athletics, I encourage you to consider trying out for one of our 14 intercollegiate sports teams, or participating in our intramural programs.

Regardless of which of our 40 plus majors you choose, you'll discover plenty of hands-on learning opportunities outside the classroom, through internships, field work, study abroad, community service, and other opportunities enabling you to gain valuable work experience before graduation. As a result of Ohio Dominican's academic reputation, many of our students are placed in jobs prior to graduation.

With the excellent academic foundation provided by their undergraduate course of study, many ODU graduates continue post-graduate studies in our graduate programs. Others go on to pursue graduate programs in law, medicine, dentistry, pharmacy, psychology, veterinary medicine, nursing and allied medicine at many of the nation's most highly regarded colleges and universities.

At Ohio Dominican, we continue to create new and innovative academic programs to meet market demand. In July 2012, we launched our new Master of Science in Physician Assistant Studies program, to help meet the escalating need for well-educated and professionally trained health care professionals. We also have a new Bachelor of Science in Exercise Science major and a new Master of Education in Educational Leadership degree program, designed for principal licensure. And next year we will be launching a program with Ohio University in which freshmen on our campus will already have been admitted to medical school providing they have a successful academic career at ODU.

Our campus landscape continues to change. Battelle Hall, our 25,000-square-foot science building, provides state-of-the-art instructional, research labs, a weather station, and collaborative and informal gathering space for faculty and students. Renovation has been completed on St. Albert Hall, which is the new home of our Master of Science in Physician Assistant Studies program. The 10,000-square-foot facility features state-of-the-art classroom and meeting space, student lounges, examination rooms, and a functional cadaver lab, among other features.

I invite you to become a partner in Ohio Dominican's legacy of success and achievement. When we see each other on campus, please say hello!

*Peter Cimboric, Ph.D.*

President

Ohio Dominican University

## **OHIO DOMINICAN UNIVERSITY STUDENT HANDBOOK 2013-2014**

### **ACCREDITATION**

Ohio Dominican University was chartered in 1911 as the College of St. Mary of the Springs. The name was changed to Ohio Dominican College in 1968. The College became Ohio Dominican University in 2002. The University is accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; 1-800-621-7440; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)) and approved by the Ohio Board of Regents. The education programs are approved for the preparation of teachers, by the State of Ohio Department of Education and have been granted initial candidacy status in the National Council for Accreditation of Teacher Education. ODU's Social Work Program has been granted initial accreditation by the Council on Social Work Education's (CSWE) Commission on Accreditation. The business programs are accredited by the International Assembly for Collegiate Business Education and have candidacy status in the Association of collegiate Business Schools and Programs.

### **OHIO DOMINICAN UNIVERSITY MISSION STATEMENT**

As a Catholic liberal arts University in the 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. Ohio Dominican educates all individuals committed to intellectual, spiritual and professional growth to become lifelong learners, committed to serving others in a global society, as ethical and effective leaders grounded in the pursuit of truth, justice and peace.

### **NON-DISCRIMINATION POLICY AND DIVERSITY STATEMENT**

As stated in the University Mission Statement, Ohio Dominican welcomes to its student body sincere seekers of truth whatever their age, gender, 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.

Consistent with the mission statement, Ohio Dominican University will not tolerate discrimination of any kind based on age, gender, race, religious background, sexual preference, disability or ethnic and cultural heritage.

### **HANDBOOK**

All students of Ohio Dominican University are held responsible for knowledge of the policies, procedures, expectations, and information contained in this Handbook. Students are expected to comply with all University policies and procedures. Students of both The Charles School and Ohio Dominican University are responsible for understanding and following the policies in both the student handbook of the Charles School and Ohio Dominican University. Separate handbooks govern administration, faculty, and staff. The University's academic policies and offerings are found in the University Catalog, published by the Office of Academic Affairs. This Handbook is published by the Office of Student Development. Failure to read this Handbook does not excuse students from the requirements and regulations described herein. This printed edition replaces any previous printed editions. The master and official copy of the Student Handbook is maintained on the University web pages.

## **GENERAL INFORMATION AND SERVICES FOR STUDENTS**

### **ACADEMIC ADVISING CENTER**

Erskine Hall, 214, 251-4232/4234

[http://www.ohiodominican.edu/campus\\_life/student\\_services/advising](http://www.ohiodominican.edu/campus_life/student_services/advising)

The Academic Advising Center is the primary source of academic advising for all first-time freshmen and new transfer students. Center advisors also conduct primary advising services for Undeclared and Cross Disciplinary Studies majors. The Center is open to all students seeking assistance in the following areas:

- Outlining appropriate educational plans
- Clarifying academic and long-term goals
- Improving decision-making skills
- Evaluating degree progression
- Discovering additional resources designed to enhance their collegiate experience

Academic Advising is an essential component of the educational process. As such, students are responsible for utilizing such resources and making informed decisions based on their experience, goals, and the advice of University professionals.

### **ACADEMIC AFFAIRS OFFICE**

Erskine Hall, 240, 251-4730

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

The Academic Affairs Office oversees and facilitates academic programs at both the undergraduate and graduate levels. Matters pertaining to the curriculum, faculty, and student progress are managed in the Academic Affairs Office. This office also has responsibility for the Registrar's Office, Office of P-16 Partnerships, the Library, Academic Resource Center, Academic Advising Center, and the Center for Instructional Technology and eLearning. While managing academic programs of the University, the Academic Affairs Office works closely with Student Development personnel to ensure a holistic education for students. It is important that students develop not only intellectually, but emotionally and spiritually, as well. Working together, these offices provide a well-rounded set of courses (curricular) and activities (co-curricular) designed to education the whole person.

### **ACADEMIC RESOURCE CENTER**

Spangler Learning Center, 304, 251-4511

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

The Academic Resource Center provides a variety of academic support services to ODU students. Services include peer tutoring for most first year courses, group study sessions, individualized academic coaching, online resources, and two drop-in centers: The Math Lab and The Write Place. All students should utilize these resources to improve their study habits.

### **ADDRESS/PHONE NUMBERS**

It is the responsibility of all students to keep current address, phone, and contact information on file with the University. Address and phone number changes must be reported to the Registrar's Office.

### **ALUMNI RELATIONS**

Guzman House, 251-4608

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

The Alumni Relations Office offers alumni the opportunity to stay connected with friends, classmates and the University through events, publications, and social media. This office also offers benefits to alumni such as insurance products at a discount, ODU Library access, social events, travel opportunities and lifetime email forwarding. In addition, this office manages the Senior Class Gift Committee, whose purpose is to educate and raise awareness about the importance of giving back to ODU and promote an increase in overall student participation.

## **ATHLETICS**

Alumni Hall, 251-4537

<http://ohiodominicanpanthers.com>

Regulations affecting student athletes are provided in the Athletic Department Student Handbook. The Athletic Department Academic Handbook includes the scholarly expectations for student athletes. The University seeks to comply with all NCAA (National Collegiate Athletic Association) and GLIAC (Great Lakes Intercollegiate Athletic Conference) bylaws and eligibility standards. The University and its student-athletes comply with the policies and procedures of this organization and the ODU Athletic Department. ODU also participates in the national and campus initiative "NCAA Strategic Platform" program which supports learning, balance, resourcefulness, sportsmanship, passion, and service.

Students can participate in 18 intercollegiate sports including men's baseball, basketball, cross country, football, golf, soccer, tennis, and track & field, women's basketball, cross country, golf, soccer, softball, tennis, track & field, and volleyball. Before deciding to participate in a sport that necessitates absence from class, the student should carefully weigh the consequences of absences upon his or her academic performance. Absences from class for participation in these sports will be considered excused absences provided proper procedures are followed. Although an excused absence will not be counted by the professor as a class cut, it does not relieve the student from the responsibility of learning course material. An excused absence simply means the professor will not count the absence as a class cut.

As soon as a student is placed on the official roster, she/he will inform his or her professor that she/he will be participating in an intercollegiate sport, and will provide a schedule of games which may conflict with class schedules. The student will make provision for make-up exams in advance of the examination date so that she/he is not penalized for the excused absence. This policy includes travel time associated with scheduled games but excludes practice. Special provisions may be made in the event a team competes during the post-season.

Club sports, intramurals, and recreation programs including leagues, tournaments, contests, lessons, classes, and outings are also offered. The gymnasium will be closed during scheduled practice times seven days a week. ODU students, faculty, and staff are permitted to use the intramural floor of the gymnasium when properly staffed and during published hours of operation.

## **BARNES & NOBLE BOOKSTORE**

Griffin Student Center, 1st Floor, 251-4545

[ohiodominican.bncollege.com](http://ohiodominican.bncollege.com)

The bookstore sells and rents 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 of merchandise. The bookstore will issue refunds in the original form of payment for textbooks purchased at the bookstore returned in the original new condition, with any accompanying software package unopened, within the first (one) week of classes for the traditional term and within five days of class start dates for LEAD students. Summer semester text return policy will vary according to the length of the term for each particular class. Textbooks are available for purchase or rent approximately one month prior to the start of the term and for four weeks after the term begins. Upon request, the bookstore will place special orders for books and supplies that are not typically in the store. Panther points are accepted in the bookstore for convenience items only.

## **BUSINESS OFFICE**

Erskine Hall, 133, 251-4550

[http://busoffice@ohiodominican.edu](mailto:busoffice@ohiodominican.edu)

<http://myodu.ohiodominican.edu/ForStudents/BusinessOffice/StudentAccounts.asp>

The Business Office is the primary point of contact for all students' financial transactions with the University. At the Business Office students can pay their bills, buy Commuter Meal Points on their Panther ID card and obtain information about the "Nelnet Monthly Payment Plan". An ODU ID card is required for all transactions. The Business Office also issues replacement ID cards for a fee of \$15. For more information regarding tuition and fees and payment due dates, visit the Student Accounts webpage.

## **CAMPUS INFORMATION SYSTEMS**

Information on campus activities and events is available through the Ohio Dominican University Web pages and campus email. Bulletin boards are available in public areas (See *Posting*). The Campus Calendar (located at <http://myodu.ohiodominican.edu>) lists all events for the campus and can be searched by type of event or date. Class cancellations are communicated online through the myODU calendar and are automatically emailed to students registered in the class.

## **CAMPUS MINISTRY**

Sansbury Hall, 251-4567/251-4568

[http://www.ohiodominican.edu/Campus\\_Ministry](http://www.ohiodominican.edu/Campus_Ministry)

The Office of Campus Ministry welcomes people of all faiths. Campus Ministry is a source of pastoral care and compassion for the Ohio

Dominican Community. All are welcome. The Office strives to provide Catholic, ecumenical, and inter-religious programming. As a Catholic University, the full Catholic experience is provided along with many ecumenical opportunities. In addition, interfaith programs are also included. Spiritual direction, prayer, Mass, Reconciliation, educational programs, community service, bible studies, and discussion groups are some of the opportunities Campus Ministry can provide. Christ the King Chapel in Sansbury Hall is available to the campus community for prayer, meditation, or a quiet time-out. A prayer/meditation space in the Griffin Student Center welcomes people of all faiths.

### **CAREER DEVELOPMENT CENTER**

Erskine Hall, 111, 251-4733

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

The Career Development Center provides assistance with choosing majors and career paths, through counseling, assessments and career exploration. Career staff are available to meet with students to provide support regarding internships, resumes, cover letters, job search methods, interviewing skills, and other related topics. Office and internet resources include internship, part-time and full-time job postings, occupational information resources, and guides on professional development. Students are encouraged to contact the Career Development Center with questions or make appointments for advising.

### **CENTER FOR DOMINICAN STUDIES**

Erskine Hall, 103, 251-4722

<http://www.ohiodominican.edu/about/dominicanstudies>

The Mission of the Center for Dominican Studies is to promote the Dominican charism of preaching; to provide opportunities for members of the University and the community to understand and experience the meaning and value of Dominican education; and to serve as a public voice at the University and in the community regarding issues of importance to church, culture, and society. The Center for Dominican Studies at Ohio Dominican University focuses on the Dominican motto: "to contemplate truth and share with others the fruits of this contemplation" and the four pillars of Dominican life: study, prayer, community, and ministry.

### **CENTER FOR STUDENT INVOLVEMENT**

Griffin Student Center 228, 251-4726

The Center for Student Involvement coordinates a wide range of opportunities for students to be involved outside the classroom – all geared to improving the overall student experience, creating a dynamic campus life, and adding to the spirit and tradition students expect. Staff members lead Summer Orientation Planning and New Student Move-In in the fall and spring as well as initiate programs and services for commuting students. Leadership development is a high priority for the Center, from Emerging Leaders Programs for those just beginning to tap into their leadership potential, to campus-wide, community, and national leadership offerings, to specific programs for organization executives, honors and scholars programs, athletes, Student Senate, and those who are advanced in their leadership skills. This Office also serves as a resource for any student who is trying to become more involved in campus life, from late night programming, to all-campus programs like Homecoming, Little Sibs Weekend, and ODU Day, to involvement in clubs and organizations, to intramurals and club sports, and special interests like the newspaper, radio station, band, or chorus. The University supports and promotes a wide range of organizations. Anyone interested in further information regarding these organizations may contact the Center for Student Involvement or the organization directly.

**Academic:** Delta Sigma Pi, Future Accounting Professionals, Kappa Delta Pi, Ohio Student Education Association, Palette Club, Phi Alpha - Social Work Honor Society, Physician Assistant Students, Psychology Club, Public Relations Student Society of America (PRSSA), Sigma Tau Delta – English Honor Society, Social Work Action Team, Sport Management Society, St. Albert's Society, Student Investment Club, Teaching English to Speakers of Other Languages (TESOL) Graduate Student Organization.

**Media:** RadiODU, *The Tower* student newspaper

**Multicultural:** Black Student Union

**Performance:** Bands, Chorus, Panther Players

**Religious:** Respect For Life, Saint Paul's Outreach

**Service:** EPIC, Green Panthers, Knit and Crochet for the Needy, Panthers for Peace, Rotaract Club

**Social:** ODU Sci-Fi Club, Panther Activities Council

**Sports and Recreation:** Blackfriars Ultimate, ODU Cycling Club/Team, Panther Krazies, Student Athletic Advisory Committee (SAAC)

**Student Representation:** Residence Hall Association, Student Government

**Additional Involvement Opportunities:** Admissions Ambassadors, Orientation Assistants, Peer Advisors, Resident Assistants

### **Closing of University for Inclement Weather or Other Emergency**

When there is a decision to close the University due to inclement weather or for other emergency reasons, notice is sent to the media, posted on the ODU website and communicated to the university community via ODU email. This information is also available on the Student Information Hotline (614) 251-4590. 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. All students should be registered on ODU Alert when they register for classes. An up-to-date list of class cancellations can be found on myODU online.

### **COMPUTER HELPDESK**

Spangler Learning Center, Middle Floor

<http://helodesk.ohiodominican.edu>

The Information Services Department provides a Computer Helpdesk to manage customer service and support for the university's technology resources. The Computer Helpdesk assists students, faculty, and staff with computer hardware and software questions, printing and network connectivity. For questions about services, please visit the Computer Helpdesk on the middle floor of the Spangler Learning Center at our walk-up help window, online at <http://helpdesk.ohiodominican.edu>, by phone (614)253-3633 (Toll Free 1-888-251-0773), or by email at [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu). If you bring your own device to campus you can connect to the "ODU-START\_HERE" wireless network, our online wizard will configure your computer for secure wireless network connectivity. You are then required to complete our network registration process, which will scan your computer and ensure that your computer is up-to-date with all system patches. Your system will automatically be checked to make sure it has current anti-virus software loaded. If you do not have current anti-virus protection, the Computer Helpdesk recommends installing Microsoft Security Essentials: [http://www.microsoft.com/security\\_essentials](http://www.microsoft.com/security_essentials). This will assure that your system is protected, as well as protects the campus network from virus outbreaks. Your personal computer's security is important to us and this system will help protect your computer. It is recommended that you download the latest security updates for your computer (<http://www.update.microsoft.com>) and install virus protection before coming to campus and connecting to the ODU Network. If your computer is heavily infected it may not pass the security check to allow access to the network. For additional assistance, please visit the Computer Helpdesk.

## **COUNSELING SERVICES**

Griffin Student Center, Wellness Center, 251-4570

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

Counseling Services provides individual counseling and consultation to students who are experiencing personal adjustment, developmental, social, and/or psychological problems, or diagnosed mental illnesses that may impact or interfere with a successful college experience. The Counseling Services Office also offers:

- A staff of ~~ten~~ professional counselors licensed by the State of Ohio, with extensive experience in college mental health
- Free, confidential counseling to any student enrolled full or part-time
- Mental health screenings, support groups, and workshops on pertinent topics impacting college students' mental health
- Health prevention and wellness programs in collaboration with Health Services
- Referrals to appropriate community resources, Columbus area psychiatrists, psychologists, or mental health agencies providing specialized services

## **DISABILITY SERVICES OFFICE**

Erskine Hall, 214, 251-4233

[http://www.ohiodominican.edu/Disability\\_Services/](http://www.ohiodominican.edu/Disability_Services/)

No student on the basis of disability will be excluded from participation in, or denied benefits of, or subjected to discrimination in any college class or program at Ohio Dominican University. The University is aware that students with varying types and degrees of disabilities may have special requirements for assistance so that the educational process as well as educational materials shall be effectively communicated. The University is prepared to make reasonable accommodations and adjustments on a case-by-case basis to assure nondiscrimination.

- It is the obligation of the student, not the parents or other external parties, to self identify to the coordinator of Disability Services
- It is the student's responsibility to provide appropriate documentation which substantiates the disability and establishes the need for accommodation(s). The University provides Guidelines for Documentation that can be obtained from the disability coordinator. The coordinator evaluates and determines what additional procedures or aid may be required
- Student will cooperate with the coordinator in scheduling appointments for the purpose of evaluation of the need for aid and the extent of the disability. Ohio Dominican cannot guarantee the availability of appropriate accommodations without adequate notice.

## **FINANCIAL AID**

Erskine Hall, 147, 251-4778

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

The Financial Aid Office offers a variety of financial aid programs to help students with their educational expenses. Scholarships, grants, loans, and work study opportunities are available for those who qualify. Any financial aid recipient who withdraws from the university prior to completing 60% of the current semester will have their financial aid eligibility recalculated based on the percentage of the semester enrolled. ODU maintains one refund policy for all federal, state, and institutional aid funds. Additional information on financial aid, including Satisfactory Academic Progress for Financial Aid eligibility, is available through the Financial Aid website.

## **FOOD SERVICES**

Hamilton Hall, 251-4598

[https://www.ohiodominican.edu/campus\\_life/student\\_services/dining](https://www.ohiodominican.edu/campus_life/student_services/dining)

### **Resident Students**

Students living on campus may select from three different meal plan options. Students are asked to inform the Residence Life Office of the meal plan selection before the start of classes. Panther Points are added to the meal plan on a per-semester basis. Panther Points are stored value (they work like cash) that can be used at all dining venues on campus. Meal plans can be used in Hamilton Hall and in the Student

Center. Only one meal may be used per meal period.

Residents who may miss a mealtime due to their class schedule may contact Dining Services at (614) 251-4627 to make arrangements for a "to go" meal. Students who are ill should contact their RA in advance to arrange for a food tray to be brought back to their room.

Any excess Panther Points at the end of each semester will not roll over to the new semester.

### **Commuter Students**

Commuter students may purchase Panther Points or use cash for meals in any food service venue. Commuters who wish to bring their lunch to campus are welcome to eat in Panther Plaza or The Griffin Student Center.

### **Special Needs**

Students with special dietary needs are encouraged to meet with Dining Services who will seek to address these needs. Dietary information is available to students upon request. Students with a severe medical condition requiring very specific dietary restrictions may appeal to the Dean of Student Life to be released from a required meal plan. A letter from the student's primary physician with accompanying medical documentation must accompany this request.

### **Food Service Venues**

Hamilton Hall – Hamilton Hall is the main dining hall for the entire campus community, located at the south end of Erskine Hall. This facility provides an all-you-can-eat format for breakfast, lunch, and dinner. It features a hot line, grill, salad and soup bar, dessert bar, ice cream, and beverages.

Panther Plaza – Panther Plaza, located on the lower level of Erskine Hall, is a modern convenience store. Students may use cash or Panther Points to purchase choices of food, beverages, or snack items.

The Bishop James A. Griffin Student Center – The Griffin Student Center houses a grill, deli, and coffee shop within a comfortable atmosphere where students may use cash, debit/credit cards, or Panther Points for purchases.

**Hamilton Hall Hours: Visit** [https://www.ohiodominican.edu/campus life/student services/dining](https://www.ohiodominican.edu/campus%20life/student%20services/dining)

### **Food Service Policies**

Resident students must present their Panther ID Card every time they enter Hamilton Hall for dining room access. Food may not be removed from Hamilton Hall cafeteria without the expressed consent of the Food Services. Catering services are available for special occasions. Hours and locations for meals are subject to change and will be posted by the cafeteria entrance. Students are expected to clean up the tables and area in which they dined and place trays on dishwasher conveyor belt located just outside the entrance of the dining hall upon finishing their meal.

## **HEALTH SERVICES**

Griffin Student Center, Wellness Center, 232, 251-4570

[https://www.ohiodominican.edu/campus life/student services/health](https://www.ohiodominican.edu/campus%20life/student%20services/health)

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-Thursday 11am-4pm and Friday 10am-3pm.
- Nurse practitioner/physician assistant available by appointment Monday and Wednesday from 12-4pm
- Athletic physicals, allergy injections, TB screening
- Testing for Group A Streptococcus, Infectious Mononucleosis, Influenza A&B, urinary tract infections, blood glucose levels
- Consultation and referral to health care providers in the community as indicated Please call for an appointment.

## **IDENTIFICATION CARD**

All students, faculty, and staff are provided the Panther Card, the official ID card of the University. To obtain a Panther Card, students must be accepted for admission and registered for classes. The student then must have his/her image captured in the Business Office ER 133. An ID card is required for access to the facilities, food service plans, learning and information services, entry to campus events, and all transactions in the Business Office.

Lost, stolen, or damaged ID 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. The ID must be carried at all times and presented upon request by a University official. Any student using a University ID card improperly or loaning his/her ID to anyone is in violation of University policy and subject to disciplinary action.

## **INSURANCE**

Students are encouraged to carry health insurance coverage. The University assumes no responsibility for meeting the health needs or expenses of students. International students are required to carry health insurance in accordance with Visa requirements. Students participating in intercollegiate sports are included in a sports injury policy provided by the University. This policy provides secondary coverage for University sports related injury only.

## **INTERNATIONAL OFFICE**

Griffin Student Center, 278, 251-4646

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

Ohio Dominican University recognizes that we live in a diverse society, globally and domestically. The International Office serves as a primary resource for achieving global education for current ODU students as well as incoming international students. This includes:

- Support for incoming and current international students including orientation, immigration information and advising services to international students with U.S. student visas; hosting programs for new and current international students.
- The Office manages the University's education abroad programs, including the faculty-led programs and international service immersion programs, and works with faculty to create new study abroad opportunities.
- Advising students seeking international educational experiences and international internships; maintaining contact with students and host country coordinators; and working as a liaison between host institutions, students, and the academic departments at ODU.

### **JAMES A. GRIFFIN STUDENT CENTER**

The Student Center represents the "living room" of the campus and is the focal point for student activities outside the classroom and provides a vibrant community experience for faculty, staff, and students.

The Student Center is the home of several retail shops such as the Cyber Cafe' that sells assorted coffee products, deli, and grab and go items. A Pizza and Grill is positioned close by and serves up a variety of hot sandwiches, pizza's and appetizers.

The Student Center also features five conference rooms, student study and lounge areas, computer lab, a Meditation Room, Wellness Center, Dance and Fitness Studio, Art Gallery, and is the home of The Public Safety Office, many of the Student Development Offices, the Bookstore and the Admission Office.

### **LEAD**

2600 Airport Drive, 614/473-9003

<http://www.ohiodominican.edu/Admissions/LEAD-Accelerated-Admissions/Current-LEAD-Students/Current-LEAD-Students/>

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. 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.

### **LIBRARY**

Spangler Learning Center, 251-4752

<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 130,000 books, videos, and DVDs; access to over 165 online and full-text research databases, and nearly 11,000 continuing subscriptions to print and electronic journal publications. Access to additional material, including digital media, is provided through the library's membership and strong reciprocal participation in the statewide academic library consortium, OhioLINK. In addition, the Library maintains agreements with some national and international libraries to share materials across borders. The library's collections, along with many public-access PC's, data ports, and a wireless network, are available throughout the three floors of Spangler Learning Center 93 ½ hours a week year-round.

The ODU Library offers exceptional services as well. In-depth research and reference assistance, course-integrated instruction, instructional collaboration, online research tutorials and documents, orientations, and other assistance with the selection of new information resources are all available for the ODU community. We strive to help patrons search effectively so that they can find the most relevant information, evaluate what they find, and use that information in socially responsible and ethical ways. Our goal is to help our patrons learn to think critically and innovatively about research.

### **LOCKERS**

A limited number of lockers are available for use on a daily basis in Panther Plaza. Students are encouraged to secure their books, computers, and personal belongings while on campus. The University is not responsible for lost, damaged, or stolen items including those that are stored in provided lockers. Lockers are intended for temporary use only and should be cleared daily. The University reserves the right to open lockers for inspection and cleaning. Possessions left in lockers at the end of the semester will be turned over to Lost and Found. Lockers require a quarter to release the locker key.

### **MAILROOM**

Panther Plaza, 1, 251-4596

Mailboxes for all University faculty and staff are located in the University mailroom in Panther Plaza. Mailboxes are accessible whenever Erskine Hall is open. Stamps may be purchased during regular business hours, 8:00 am – 4:30 pm, Monday through Friday. A fax machine is located in the Mailroom for faculty, staff, and students. Mailroom staff will send faxes upon request during regular business hours. Cost per fax is posted. Copiers for use by students are available in Spangler Learning Center. Cost per copy is posted.

### **MEDICAL/MENTAL HEALTH WITHDRAWAL**

Students who incur class absences due to medical or mental health hospitalization, conditions that require ongoing treatment that may impact academic attendance or studies, or other circumstances that come to the attention of University administrators, may be requested (or request) to take a voluntary medical withdrawal or stop out to pursue treatment. Students should see Dean of Student Life or Registrar to initiate this process.

### **MULTICULTURAL AFFAIRS OFFICE**

Griffin Student Center, 278, 251-4694

[http://www.ohiodominican.edu/campus\\_life/student\\_services/multicultural](http://www.ohiodominican.edu/campus_life/student_services/multicultural)

The Multicultural Affairs Office has been established to provide education-based services that support the academic success and personal development of minority students and promote a sense of community that enhances the well-being of all students.

It serves as a primary point of contact for underrepresented student populations and provides a variety of programs and discussions on the issues facing all people in a diverse community. These objectives are achieved through advising sessions, referrals to appropriate offices and sponsorship of campus programming designed to educate and foster the exchange of dialogue in a setting where civility is observed.

## PHOTOGRAPHY

Ohio Dominican University reserves the right to take and use photographs taken in classrooms, during ODU sponsored activities/events or on the ODU campus(es), of ODU students, faculty, staff, alumni, and community members for the purposes of instruction, advertising and promoting Ohio Dominican University. Persons who do not wish to comply with this policy must notify the Marketing & Communications Office in writing.

## POSTING

The University allows the use of bulletin boards for University recognized student organizations, faculty and University offices. The purpose is to allow the promotion of campus events, activities, and services. Personal postings, commercial services and products, or "off-campus" postings are allowed limited posting sites. Postings are to be placed ONLY on appropriate bulletin boards around campus. No postings are to be placed on car windshields in any parking lot on campus. No postings are to be taped to building entrance/exit doors or walls. Inappropriate postings will not be permitted, as well as postings in unauthorized locations, and will be promptly removed.

## PUBLIC SAFETY DEPARTMENT

Griffin Student Center, 1st Floor 251-4700

[http://www.ohiodominican.edu/University\\_Resources/Public\\_Safety.aspx](http://www.ohiodominican.edu/University_Resources/Public_Safety.aspx)

Ohio Dominican University provides this information in order to comply with federal law 20 U.S.C. 1092(f) the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. These laws require ODU to publish safety and security policies and certain crime statistics. The report is distributed to the campus community on the Public Safety website, [http://www.ohiodominican.edu/University\\_Resources/Public\\_Safety/Ohio\\_Dominican\\_University\\_Cleary\\_Act\\_Policy.aspx](http://www.ohiodominican.edu/University_Resources/Public_Safety/Ohio_Dominican_University_Cleary_Act_Policy.aspx). Copies of the report are also available upon request at the ODU Public Safety Administrative Office during normal business hours. The information is compiled and submitted to the Department of Education by October 1st of each year.

ODU Public Safety Officers may be reached 24 hours a day, 7 days a week by calling (614) 251-4700. All Officers complete a basic training program and periodic in-service training. All officers are certified in CPR, First Aid, and Blood-born Pathogens.

Officers are not police officers and have no police authority. Public Safety Officers enforce University rules and policies and work with local police in criminal matters. Any crime that occurs on campus should be immediately reported to Public Safety. Public Safety Officers are first responders to criminal, fire, and medical emergencies.

The ODU Public Safety Administrative Office is located on the first floor of the Griffin Student Center. The hours are 8:30am-4:30pm, Monday - Friday and can be reached by calling (614) 251-4723.

The ODU campus public crime log is available on the ODU Public Safety website. The ODU Public Safety Activity Logs are also available for review during normal business hours. Security Alerts are made in a timely manner to the campus community about crimes considered to be a threat to students, staff, and faculty.

The following is a list of services provided by Public Safety for the campus community:

**Escort Safety:** Students, faculty, staff, or visitors may request a security escort at any time. This service is encouraged for those walking on campus after dark. An officer will meet you and walk you to or from your vehicle.

**Emergency Phones:** There are emergency phones located throughout campus. These phones are marked with blue and white "Security Phone" signs. Push the button and you will be connected to an officer. Use these phones to request an escort, report suspicious behavior, or other security-related emergencies.

**Lost and Found:** The Public Safety Department maintains a lost and found. Found items can be left at the Public Safety Administrative Office or Business Office.

**Vehicle Assistance:** A Public Safety Officer will help with minor vehicle problems such as jumpstarts. Should you need special parking because of a temporary handicap, notify the Public Safety Administrative Office for parking arrangements. All cars parked on campus must display an official ODU parking tag.

**Safety Services:** Public Safety works closely with the Maintenance Department in maintaining safe facilities. Officers routinely report on the condition of lighting, sidewalks, parking lots, etc. Officers make monthly inspection of fire equipment and emergency lighting in all campus buildings.

**Crime Prevention:** Incoming students are given security and crime prevention information at orientations. Additional Crime Prevention Information may be found on the Public Safety webpage on the main ODU website under Campus Life.

## REGISTRAR (STUDENT RECORDS)

Erskine Hall, 142, 251-4650

The Office of the Registrar provides a variety of services to students, faculty, and staff. Services for students include: interpreting and implementing registration policy and procedure, registering students for Independent Study, Directed Study, and Internship courses, collecting and reporting mid-term and final grades, evaluating and approving student programs for graduation, processing veteran's benefits and teacher licensure applications, approving

petitions for transient credit, evaluating transfer credit, managing waitlists, providing CLEP information and related areas. The office also assists students with ODU Online registration, adding and dropping courses requiring instructor approval, withdrawals from the University, Academic Stop-Out requests, transcript requests, enrollment verifications, classroom reservations, and financial loan deferments. The Office of the Registrar is also a repository for all student academic records. You may contact the Registrar's office at 251-4650 or [registrar@ohiodominican.edu](mailto:registrar@ohiodominican.edu). Policies and procedure for withdrawal and stop out are:

#### **WITHDRAWAL FROM THE UNIVERSITY**

During the course of a semester, it may be necessary for a student to withdraw from the University. To officially withdraw, students must contact the Office of the Registrar. If withdrawal occurs during the normal withdrawal from course period, the student's transcript will indicate grades of W. If a student withdraws after the official period has ended, the transcript will indicate a grade of WP for passing or WF for failing. Failure to officially withdraw from any course will result in a grade of F in the course. Withdrawals are not accepted during final exam week. All students must complete an Exit Interview. Financial Aid is impacted by a withdrawal and students should consult with the Financial Aid Office for details. Students who withdraw from the University will be required to move out of the residence hall. There will be no refund on room charges. The board charges will be pro-rated as follows:

Withdraw during weeks 1 & 2 will receive a refund of 80%.

Withdraw during weeks 3 & 4 will receive a refund of 60%.

Withdraw during weeks 5 & 6 will receive a refund of 40%.

Withdraw during weeks 7 & 8 will receive a refund of 20%.

Withdraw after week 8 will receive a refund of 0%.

#### **ACADEMIC STOP OUT**

This option is available to students in good academic, financial, and conduct standing who wish to take an academic leave of absence from ODU for up to two semesters, excluding summer. Upon return, the student will remain under the academic degree requirements of the catalog at the time of the stop out. Students may **not** take course work at another college or university while on Academic Stop Out. Additional information and forms are available in the Office of the Registrar.

#### **RESIDENCE LIFE**

Erskine Hall, 145, 251-4718

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

Residence Life provides housing, programs, and support services for resident students. The residence halls are a community living environment, where students must not only be concerned about themselves, but also the people living with and around them. Residence halls offer an environment where students can grow socially, emotionally, and intellectually. For many, the residence life program presents an opportunity for meaningful interactions with new people from various backgrounds and cultures, as well as an opportunity to make the most out of campus programs and activities. A complete list of Residence Life Policies is available at the end of this handbook.

#### **RESIDENCY REQUIREMENT**

All full-time students are required to live on campus if:

- a. have earned less than 56 credit hours or have not lived on campus for 4 semesters
- b. are not living with a parent/guardian within a 40 mile radius from campus
- c. are receiving athletic aid

#### **TECHNOLOGY RESOURCES**

Computing resources are available to all students, faculty, and staff. Network and Internet access is available from public computer stations located in the Spangler Learning Center, in computer labs across campus and in technology classrooms. These stations, as well as network access, provide optimum connectivity to learning and technology. There are over 1900 ports on campus for students to use in accessing campus network services. All residence halls are wired and wireless to provide a network access for students. Ohio Dominican University uses the Microsoft Office 2010 Suite of software products (Word, Excel, Access, and PowerPoint) as well as other discipline-specific computer programs. Procedures for establishing your network account, ODU minimum hardware and software configuration, and more information about computing services are posted on the Computer Helpdesk website at <http://helpdesk.ohiodominican.edu>. Students are expected to comply with all posted copyright regulations and network security regulations as well as the policies of the network. Failure to do so will result in disciplinary action. Remember, never leave a computer unattended after logging in and never share your login and password with anyone. If you have forgotten your password, there is an easy to use self-service option for resetting your password available at the Computer Helpdesk website. For more information, contact the Computer Helpdesk, Spangler Learning Center at (614) 253-3633; outside 614 area, 1-888-252-0773) or email at [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu).

#### **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 by the Office of the Registrar. Copies of records are provided to the Office of Academic Affairs, other administrative offices, and academic advisors. 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, e-mail address, class, athletic participation, degrees awarded, dates degrees awarded, dates of attendance, and honors. Each time a

student registers, 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. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational record within 45 days of the day the University receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records can be inspected.
2. The right to request amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including safety and security personnel, health staff, and coaches); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Policy also permits disclosure without consent when the University informs parent(s) of violations of Federal, State, or local law, or any rule or policy of the University governing the use or possession of alcohol or a controlled substance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **STUDENT RESPONSIBILITIES AND BEHAVIOR**

It is expected that students will conduct themselves both on and off campus in a manner consistent with University policies and expectations. University regulations by their nature cover many types of situations and include all behavior during a student's time of enrollment. This includes, but is not limited to, behavior on or off campus, during any University sponsored activities including athletic events, and includes semesters enrolled in a study abroad program. A violation of University policies will subject a student to University discipline with possible sanctions up to and including suspension or dismissal from the University, depending on the severity of the offense and the student's record. Students are expected to conduct themselves in a mature and morally sound manner, showing respect for persons and property. Such behavior must stem from recognition of and a basic concern and respect for the dignity, rights, and sensibilities of self and others. Ohio Dominican anticipates that all students will behave in accordance with this expectation and abide by all laws as well as the policies and regulations of the University. Students of both The Charles School and Ohio Dominican University are held to both the student policies and procedures of The Charles School and the Ohio Dominican Student Code of Conduct.

All University policies and the entire University judicial system, both academic and behavioral, are rooted in the following core values of the University:

1. **Integrity** – All members of the community are expected to exemplify honesty and respect for the truth, and behave in congruence with university standards and expectations in all personal and community interactions.
2. **Responsibility** – Members of the Ohio Dominican Community are expected to take ownership for individual choices and the consequences that occur as a result of these choices.
3. **Respect** – All members of the community are expected to honor the rights and freedoms of each unique individual, and to understand the value and worth of each individual, while demonstrating care for both person and property.
4. **Fairness** – the University is committed to developing consistent, honest, and just systems and requires a good faith commitment from members of the community to justice and equality.
5. **Community** – Learning to live as a member of a community is an important developmental process for all of our students. Each person must learn to respect the needs of others, voice their own expectations, and resolve conflicts and differences peacefully to promote the common good.

Should a student's behavior or safety come into question, the Vice President for Student Development, Dean of Student Life, or a designee will determine the appropriate action. The University reserves the right to notify the parents, as well as the student's athletic coach, as a result of a disciplinary action.