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Didactic Program in Nutrition & Dietetics

# Handbook

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Ouachita Baptist University

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## Table of Contents

Statement of Accreditation Status	4
Mission	4
University Mission	4
J.D. Patterson School of Natural Sciences Mission	4
Didactic Program in Nutrition and Dietetics Mission	4
Goals of the Didactic Program in Nutrition and Dietetics	5
Program Outcome Measures	5
Pass Rate	5
Program Completion	5
Performance of Graduates	5
Post Graduate Outcomes	5
Credentialing Process	5
Student Membership in the Academy of Nutrition and Dietetics	6
Ouachita Baptist University Student Dietetics Association	6
Preparation for Application to Supervised Practice	6
Graduation/DPD Completion Requirements	7
Details of General Degree Requirements	7
Graduation Check	7
Guidelines for Issuing Verification Statements	8
Admission to Ouachita Baptist University	8
Requirements for High School Graduates	8
Requirements for Non-Graduates of High School	8
Requirements for Home-Schooled Students	9
Conditional Admission	9
Requirements for Returning Students	9
Requirements for the High School Student Program	9
Requirements for Transfer Students	9
Requirements for International Student Admissions	10
Department of Veterans Affairs	11
Academic Calendar	11
Student Expenses	11
Tuition	11
Additional Fees for DPD Students	11
Financial Aid	11
Refunds	12
Withdrawal Return of Title IV Funds (R2T4)	12
Withdrawal before 60%	13

Withdrawal after 60%	13
Return of Title IV Funds Policy	13
Institutional and Student Responsibility of Title IV Funds Policy	15
Post-Withdrawal Disbursements	15
Protection of Privacy Student Information	16
Complaint Policy	16
Student Appeal to ACEND	18
Student Support Services	18
Health Services	18
Counseling Services	18
Food Services	19
Trio Programs	19
Tutorial Services	19
Academic Skills Development Program	19
Academic Advising	19
Riley-Hickingbotham Library	20
Student Financial Services	20
Assessment of Prior Learning	20
Requirements for Transfer Students	20
Formal Assessment of Student Learning	21
DPD Retention and Remediation Procedures	21
Probation I	21
Probation II	21
Academic Suspension	22
Conditional Admission	21
Regaining Regular Academic Status	22
Academic Appeals	22
Grade Appeals	22
Withdrawal from the University	23
Covenant of Academic Honor	23
Mission	23
Pledge	23
Judicial Council	24
Purpose	24
Composition	24
Faculty Representatives	24
Selection of Student Representatives	24
Removal of Student Representatives	24

Hearings	24
Appeals	25
Insurance Requirements, Including Those for Professional Liability	25
Liability for Safety in Travel to and from Assigned Areas	25
Injury or Illness While in a Facility for Experiential Learning	25
Drug Testing and Criminal Background Checks, if required by the Experiential Learning Sites	25
Requirement that Students doing Experiential Learning, if required, must not be used to replace employees	25
Compensation	25
Distance and/or Online Testing	25
Student Understanding Signature Sheet	26

## Accreditation Status

The Didactic Program in Nutrition and Dietetics at Ouachita Baptist University is accredited by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 606066995, (800) 877-1600, ext. 5400; [www.eatright.org](http://www.eatright.org).

## Mission of the University

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world.

## Mission of the J. D. Patterson School of Natural Sciences

The School consists of the Departments of Biological Sciences, Chemistry and Physics, and Mathematics and Computer Science. The School of Natural Sciences seeks to provide the highest quality educational experience for all students. The School promotes student learning in an atmosphere that nurtures critical and creative thinking, an appreciation of the beauty and complexity of natural systems, the development of ethical codes in striving for moral excellence, the ability to communicate effectively in speaking and writing, and an understanding of the importance of service and leadership. Within the liberal arts tradition, the School emphasizes the methods of science as it prepares all students for informed citizenship and as it prepares natural science students for positions of leadership in the professions. The School places emphasis on the preparation of students for graduate and professional schools.

## Mission of the Didactic Program in Nutrition and Dietetics

The mission of the Ouachita Baptist University DPD program is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become competent registered dietitian Nutritionists, able to practice in clinical, foodservice or community nutrition in the state and nation. The learning environment is structured to promote an appreciation for lifelong learning, effective problem solving and for Christian leadership and service to the community and profession.

## **Goals of the Didactic Program in Nutrition and Dietetics**

Goal #1: Program will be prepared for a supervised practice and master's program leading to eligibility for the CDR credentialing exam to become competent registered dietitian Nutritionists, to meet employment needs for the state and nation.

Goal #2: Program graduates will demonstrate lifelong learning, effective problem solving, teamwork, and a commitment to Christian leadership and service to the community and profession.

## **Program Outcome Measures**

Measures of program success, as determined by the Accreditation Council for Education in Nutrition and Dietetics, and the faculty of the Didactic Program in Nutrition and Dietetics are as follows:

### **Pass Rate**

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%.

### **Program Completion**

At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).

### **Performance of Graduates**

- Fifty percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Fifty percent of program graduates who apply are admitted to a supervised practice program within 12 months of graduation.
- One hundred percent of supervised practice program directors will indicate "3" (average) or higher on a survey assessing their satisfaction with graduate's preparation for supervised practice.
- Fifty percent of graduates obtain employment in a nutrition and dietetics related field.

### **Post Graduate Outcomes**

- Seventy-five percent of graduates of the Nutrition and Dietetics Program at Ouachita Baptist University will respond "Agree" or "Strongly Agree" to questions pertaining to professional service and Christian service preparation listed on the Dietetic Alumni Survey.

Outcome data measuring achievement of the DPD Program objectives is available to students, prospective students and the public upon request.

## **Credentialing Process**

The Didactic Program in Nutrition and Dietetics is the first step in the process of becoming a Registered Dietitian. Upon graduation, the student will receive verification that they have completed the foundation knowledge and skills required by the Accreditation Council for Education in Nutrition and Dietetics.

In order to become a Registered Dietitian, the student will take the next step in the process. This step involves completion of a master's degree and supervised practice program in order to be eligible to take the national Registration Examination for Dietitians administered by the Commission

on Dietetic Registration (CDR). Individuals may then apply for state licensure (process varies by state).

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited DPD program at Ouachita Baptist University are eligible to apply to an ACEND-accredited supervised practice program.

Students who have completed coursework in an ACEND-accredited didactic program in nutrition and dietetics may also choose to become a Dietetic Technician, Registered (DTR). The next step for these individuals would be the national Registration Examination for Dietetic Technicians, Registered, also administered by the Commission on Dietetic Registration (CDR).

### **Student Membership in the Academy of Nutrition and Dietetics**

Students enrolled in an ACEND-accredited nutrition and dietetics education program may join the Academy of Nutrition and Dietetics as student members. Dues are \$58 per year (June-May), and an online application is available at <https://www.eatrightpro.org/student-member-benefit-highlights> .

Benefits of student membership in the Academy include networking with other nutrition and dietetics students and professionals, leadership opportunities, free membership in the state dietetic association, online access to the Journal of the Academy of Nutrition and Dietetics and other publications, and reduced rates to attend professional meetings and conferences.

### **Ouachita Baptist University Student Dietetic Association**

The Ouachita Baptist University Student Dietetic Association is open to any student majoring in nutrition and dietetics. Students may join at any time during the academic year by attending one of the scheduled meetings, or by contacting an officer or sponsor.

The Student Dietetic Association meets monthly. Meetings may include guest speakers of professional interest, planning or participating in campus or community service projects, etc. Faculty sponsor: Mrs. Stacy Freeman, [freemans@obu.edu](mailto:freemans@obu.edu) 870-245-5542 (office)

### **Preparation for Application to Supervised Practice Programs**

Students who are interested in becoming Registered Dietitians should meet with the DPD Director to assess their progress toward meeting their professional goals. Students should maintain a competitive GPA of a 2.7 or higher in all courses, a 3.0 or higher in all nutrition and dietetics courses and a 2.5 or higher in all science courses. Students should complete the GRE scoring 290 or higher. Students are encouraged to seek opportunities to gain work experience, and experience under the direction of a Registered Dietitian, if possible. Sites/locations where students might look for work experience include:

- Hospitals
- Nursing homes
- Health department clinics
- Foodservice operations
- Wellness centers
- Food-related companies

## **Graduation/DPD Completion Requirements**

Students enrolled in the Didactic Program in Nutrition and Dietetics must successfully complete all graduation requirements. Requirements for the B.S. degree with a major in Nutrition and Dietetics meeting the prerequisites to enter a Dietetic Internship accredited by the Academy of Nutrition and Dietetics:

DIET 1001, 2003, 2043, 3053, 3083, 3093, 3103, 3203, 3402, 4013, 4031, 4033, 4041, 4043, 4051, 4053, 4063, 4092 (CW3); BIOL 1014, 2024, 2604; CHEM 1024, 1034, 3203; MATH 1003, 2063; DLIT 1013; ENGL 3013 (CW2); PSYC 1013 or SOCI 1003; as well as the 48-49 hours of CORE Course Requirements listed at <https://obu.edu/core/>. A minor is not required.

### **Details of General Degree Requirements**

1. **Interdisciplinary Studies:** All students must successfully satisfy the general requirements in the School of Interdisciplinary Studies.
2. **Majors and Minors:** A major consists of at least 24 hours, with at least 12 on the Junior-Senior level. A minor consists of at least eighteen hours, with at least six hours on the Junior-Senior level. The minor requirement may also be met with a second major or split minor. The split minor requires a minimum of nine hours in each of two departments with at least three hours from the Junior-Senior level in each department. Split minors must be approved by the student's advisor and the appropriate chairs. The requirement for a minor applies to the B.A. and B.S. degrees, except where otherwise noted. Specific requirements for majors and minors appear in departmental listings.
3. **Grade Point Average:** A student must have 24 hours with grades of C or higher in the major and must achieve a GPA of 2.000 overall and in all Ouachita work, as well as in the major, minor, and both parts of the split minor.
4. **Chapel:** A student must earn a chapel credit for every full-time semester (minimum of 12 semester hours) enrolled at Ouachita, up to a maximum of 7 credits. For additional policies, see Academic Requirements for Chapel.
5. **Hours Requirement:** A minimum of 120 semester hours is required for graduation. A maximum of 4 hours of music ensembles and 2 hours of physical education activities courses may count toward the 120-hour requirement. Also, the number of hours required for graduation is increased by the number of hours taken in Academic Skills (ASKL) courses.
6. **Junior-Senior Hours:** A student must complete a minimum of 39 hours of courses from the 3000/4000 level. At least 12 must be in the major and, if applicable, 6 in the minor.
7. **Residence Requirement:** Only courses for which a student is enrolled through Ouachita count toward the residence requirement. A baccalaureate degree requires 60 resident hours, including 30 of the last 36. At least 12 in the major and 9 in the minor must be taken through Ouachita. A minimum of 12 junior/senior hours in the major and minor must be taken through Ouachita. Of those 12, at least 6 must be in the major and at least 3 in the minor.

### **Graduation Check**

In order to verify that a student has met all requirements for graduation, a Dean's Degree Check and a Graduation Check must be conducted. These checks are to be done in the semester prior to the student's semester of graduation. The following steps must be taken:

1. A Dean's Degree Check must be done by the dean of the student's major. After it is established that the student meets all graduation requirements, the student makes an appointment with the Registrar's Office for a Graduation Check.

2. A final Graduation Check must be conducted by the Registrar's Office. It is the student's responsibility to make appointments for the Degree Plan Check and the Graduation Check. Students will not be considered for graduation until both steps are complete.

### **Guidelines for Issuing Verification Statements from the DPD Program at Ouachita Baptist University**

1. The student must successfully complete the general requirements for graduation in either the catalog in effect at the time of admission or in a subsequent one.
2. The student must successfully satisfy the requirement for a B.S. degree in Nutrition and Dietetics as specified in the current university catalog.
3. The student must have a C or higher in all courses.
4. Verification Statements will be issued on or after the date of graduation by the DPD Director.

### **Admission to Ouachita Baptist University**

Students may apply online at [www.obu.edu/apply](http://www.obu.edu/apply). A certified high school transcript admission. Specific requirements for regular admission are listed below.

Ouachita recommends **but does not require** the following high school course units for success at the college level: four in English; three in social science with American History and World History recommended; two in Natural Science preferably selected from Biology, Chemistry, and/or Physics; two in Mathematics with Algebra I and Geometry recommended; and at least two units in one foreign language.

#### **Requirements for High School and Home School Graduates**

The University will consider for regular admission a student who:

1. Submits a completed application for admission,
2. Submits an official transcript from high school, and
3. Satisfies at least *one* of the following requirements:
  - A minimum high school grade point average (GPA) of 3.2 on a 4.0 scale or
  - A minimum ACT composite score of 20 or SAT score of 1030. Super scores are accepted.

The University may admit students who fall below the above-stated standards and who submit the required letter(s) of recommendation. \* Although standardized test scores are not required for admission, they will be used to help place students into appropriate classes. Students who do not submit standardized test scores will be placed according to their high school GPA, or in some cases, according to a combination of high school GPA and University-administered placement tests. Specific placement requirements are outlined in the [Academic Success Center](#) and [Math](#) sections of the catalog.

\*Students with a high school GPA below 3.2 must have at least a 2.25 high school GPA and 17 ACT equivalent test scores to be considered for admission.

#### **Requirements for Non-Graduates of High School**

The University will consider for regular admission a student who is 17 years or younger who is not a high school graduate who submits:

1. A completed application for admission
2. An official transcript showing at least 16 units in high school work
3. A GPA of 3.2 or higher on a 4.0 scale on high school work
4. A minimum ACT composite score of 20 or SAT score of 1030 or higher
5. A recommendation from one's principal, superintendent, or counselor.

The University will consider for regular admission an applicant who is 18 years or older who is not a high school graduate who submits:

1. A completed application for admission



2. Scores of 150 or higher on each of the four subject areas on the General Education Development test (GED)
3. ACT composite score of 20 or higher OR SAT score of 1030 or higher.

NOTE: Eligibility for federal student aid is only available to students who have a high school diploma or a recognized equivalent such as a *General Education Development* (GED) certificate or students who complete a high school education in a *homeschool* setting approved under state law. Students without a high school diploma may also have limited options for state and private aid awarded to high school graduates. Contact OBU Student Financial Services with any questions related to aid eligibility.

### **Returning Students**

The university will consider re-admission for returning students who submit:

1. A completed application for admission if the student has been away from OBU 2 or more semesters.
2. An official transcript of all universities attended while away from OBU.
3. Returning students must be cleared with the Dean of Students and Student Financial Services.

### **High School Student Program**

Subject to availability, high school students are allowed to take OBU classes for credit as non-degree-seeking students after their 10th grade year. The University will consider for admission the application of a high school student who submits:

1. A completed application for admission as a non-degree-seeking student
2. An official transcript from high school
3. A minimum ACT composite score of 20 or SAT score of 1030.

Students within the High School Student Program are allowed to take one class per semester on the residential campus at a flat rate of \$250 for the course. Students may take additional courses in the same semester but will be charged at the current campus hourly rate.

### **Requirements for Transfer Students**

Those who wish to transfer to Ouachita should apply for admission as transfer students and supply course descriptions for all courses taken. Transfer students may be admitted with at least a 2.000 transfer GPA, if they are eligible to return to the institution from which they came. They must declare all colleges and universities attended in the past and supply official transcripts from each school attended. A final high school transcript must be submitted to receive federal aid. A transfer student who has fewer than twenty-nine hours of acceptable credit must submit ACT or SAT scores for course placement. Arkansas transfer students who wish to receive state aid must submit ACT or SAT scores as required by the Department of Higher Education. Transfer students may use any Ouachita catalog which has been in effect since they entered college, as long as the catalog is not more than 3 years old.

Students from accredited junior or senior colleges will receive full credit for courses taken in such institutions, subject to departmental or other limitations. All grades of all college level courses will be transferred and used in calculating the grade point average except those with D or F grades which cannot be repeated at Ouachita. Courses accepted in transfer must be consistent with the liberal arts character of the Ouachita curriculum. Ouachita will accept academic skills courses from other universities, but the number of hours required for graduation increases by the number of hours of academic skills courses.

Students transferring from educational institutions not accredited by a regional accreditation agency may enroll if they have a 2.000 GPA. Courses taken at such institutions will be evaluated to determine which courses will receive credit, and a maximum of 12 of those hours will apply toward graduation.

Transfer students who have 29 or more hours of credit are required to submit a degree plan during their first semester in residence. To earn a baccalaureate degree, transfer students must meet all requirements outlined in the Academic Information section, as well as those for the degree they seek. Sixty resident hours are required; 30 of the last 36 hours and at least 12 hours (6 junior-senior) in the major and 9 (3 junior-senior) in the minor must be taken in residence at Ouachita.

### International Student Admissions

Qualified students from other countries are eligible for admission as freshmen or transfer students. Students must submit a valid exam score earned within two years of admission. Students who score a 78 or above on the TOEFL (iBT), or 6.5 or above on the IELTS will be admitted to a degree program. All transfer credit must be evaluated by International Education Evaluations, Inc <https://myiee.org/university/ouachita-baptist-university>. the evaluator of choice for our institutional needs. The deadline for submitting an application and all other required admissions documents is July 31 for fall admission and December 20 for spring. Applicants must submit:

1. A completed application for admission.
2. The required SEVIS fee, the enrollment deposit and housing deposit.
3. A completed Ouachita Health form.
4. A completed International Financial Verification form, along with an original bank statement
5. Official transcripts from all secondary or post-secondary schools attended and certified copies of the results of all standardized examinations.
6. Scores from one of the following tests: TOEFL, IELTS, ACT, or SAT.
7. Any additional requirements as published by the international education office.

Applicants whose native language is not English must submit scores earned on the TOEFL exam if the ACT or SAT score cannot be provided or does not meet admission requirements. Students interested in taking the TOEFL should go to [www.ets.org](http://www.ets.org).

For more information, contact the Daniel R. and Betty Jo Grant Center for International Education Office, 410 Ouachita Street, Box 3777, Arkadelphia, AR 71998-0001, USA. Office phone: 870.245.5197 or e-mail [international@obu.edu](mailto:international@obu.edu).

### Department of Veterans Affairs

Ouachita Baptist University is an approved institution for veterans and veterans' beneficiaries training. Veterans of recent military service, widows, or children of military personnel who lost their lives in service or who are totally disabled as a result of service should contact the nearest VA Regional Office as far in advance of enrollment date as possible for assistance in securing veterans benefits. For more information, contact Student Financial Services by email ([obustudentfinancialservices@obu.edu](mailto:obustudentfinancialservices@obu.edu)) or telephone: (870) 245-5570.

### Academic Calendar

The academic calendar is available at <https://obu.edu/calendar/>. The Didactic Program in Nutrition and Dietetics adheres to the Ouachita Baptist University calendar in regard to all course offerings, vacation, and holidays. There are no leaves of absence per University policies.

### Student Expenses

#### Tuition for 2022-23 Academic Year

Tuition	\$16,890.00
Fees*	360.00
Room & Board**	4,860.00
Per semester	22,110.00
Annual	\$44,220.00

\* Fees consist of General Fee and Technology Fee. Other fees may apply for laboratory costs, private music lessons, and other course-related charges. For a list of potential course fees or

other charges, refer to the university catalog, pre-bill available on web portal account, or course schedule.

\*\*Room and Board charges are based on standard room with double occupancy and unlimited use of the Ouachita Commons. Some funds are also provided for use in on-campus retail dining facilities. Wireless computer access, laundry facilities, cable and local phone services are also included as part of the room and board rate.

Ouachita's total federal cost of attendance budget is \$43,950 for 2021-2022, which includes an annual allowance for books, personal and transportation expenses. The annual book estimate is \$1100; transportation \$1600; and personal expenses of up to \$2600.

#### **Additional Fees for DPD Students/ Professional Liability Insurance**

Additional fees incurred by the DPD student include lab coat expense of \$50, membership in the Academy of Nutrition and Dietetics \$58 per year for the junior and senior year.

#### **Financial aid**

Information may be found at <https://obu.edu/finaid/index.php> .

### **Refunds**

Refunds upon withdrawal from the University or withdrawal from a class when special fees are charged are handled as follows:

- Tuition and Fees: If withdrawal occurs within the first two weeks of classes, 20% of tuition and fees will be charged; during the third week, 40% will be charged; during the fourth week, 60% will be charged; during the fifth week, 80% will be charged, and thereafter full charge will be made. During winter or summer mini-terms, one day is considered equal to one week of a regular semester. After 5 days, full tuition charges are applied and no refund is provided. It is the student's responsibility to withdraw from courses following the start of the semester.
- Room and Board: may be refunded on a pro rata basis upon official withdrawal
- The Residence Hall or University Apartment Deposit: may be returned to the student at the end of his or her stay in Ouachita housing provided the residence is in good condition and the student is not indebted to the University. If a student has reserved housing, the deposit will be refunded if that student gives written notice of cancellation before May 1 for the fall semester (December 1 for the spring semester). Housing deposits will not be refunded if a student withdraws from university housing during the semester.
- Meal plan: If a student is absent from school for at least two weeks due to illness, Student Financial Services will refund the meal plan fee on a pro rata basis when notified in writing by the Vice President for Student Services.

### **Withdrawal Return of Title IV Funds (R2T4)**

The return of Title IV funds is administered by Student Financial Services Ouachita Baptist University. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment at Ouachita Baptist University. It is separate and distinct from the Ouachita Baptist University Refund Policy (see Refunds section, above). Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes: Federal Loans (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, SEOG Grants, TEACH and any other Title IV funds.

**Withdrawal before 60%:**

Ouachita Baptist University must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period. Student Financial Services will use the Department of Education's prorata schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

**Withdrawal after 60%:**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Ouachita Baptist University will still determine whether the student is eligible for a post withdrawal disbursement.

Note: Ouachita Baptist University has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

A student's official withdrawal date is determined by using one of the following:

- The date he/she officially withdrew with the Office of the Registrar during the Registrar's withdrawal period.
- The date the student submitted his petition to withdraw to the Office of the Registrar if the Office of the Registrar's withdrawal period has ended and the student successfully petitioned to withdraw.
- The date the student was expelled/dismissed from the university.

In the event that a student does not go through the proper withdrawal procedures as defined in the Academic Information section of the University General Catalog the student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the semester.

- The last date that the student attended class.

The student must inform in a timely fashion, in person or by email if personal appearance is not possible, the Student Financial Services Office at [finaid@obu.edu](mailto:finaid@obu.edu) of any withdrawal occurring during a semester.

Ouachita Baptist University does not allow students to take a Leave of Absence during a semester.

Student Financial Services (SFS) determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program.

**The return of Title IV funds policy follows these steps:**

**Step 1: Student's Title IV information**

SFS will determine:

- a. The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
- b. The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

**Step 2: Percentage of Title IV Aid Earned:**

SFS will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.

Days Attended + Days in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

**Step 3: Amount of Title IV Aid Earned by the Student**

SFS will calculate the amount of Title IV Aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1B).

Total Aid Disbursed x Percentage Completed = Earned Aid

**Step 4: Amount of Title IV Aid to be Disbursed or Returned**

- a. If the aid already disbursed equals the earned aid, no further action is required.
- b. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- c. Total Disbursed Aid — Earned Aid = Unearned Aid to be Returned

d. If the aid already disbursed is less than the earned aid, the SFS will calculate a Post-Withdrawal Disbursement. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Perkins Loans
- Federal Direct PLUS received on behalf of the student
- Pell Grant
- ACC Grant
- SMART Grant
- SEOG Program Aid
- Teach Grants
- Other Title IV Aid

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans will begin on the day of the withdrawal from the University. The student should contact the lender if he/she has question regarding their grace period or repayment status.

**Institutional and student responsibility in regard to the Federal Return of Title IV Funds Policy:**

**SFS's responsibilities in regard to the Return of Title IV funds policy include:**

- a. Providing each student with the information given in this policy;
- b. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
- c. Informing the student of the result of the Return of Title IV Funds calculation and any balance owed to the University as a result of a required return of funds;
- d. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
- e. Notifying student and I or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable;

**Student's responsibilities in regard to the Return of Title IV Funds policy include:**

- a. Becoming familiar with the Return of Title IV Funds policy and how withdrawing from all his courses effects eligibility for Title IV aid;
- b. Resolving any outstanding balance owed to Ouachita Baptist University resulting from a required return of unearned Title IV aid.

**Post-Withdrawal Disbursements**

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by Student Financial Services within one week from the date of R2T4 calculation was performed.

2. Student and parents in most cases verbally notified Student Financial Services within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time for school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post withdrawal disbursement within a reasonable time.
5. Student Financial Services must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

*The procedures and policies listed above are subject to change without advance notice.*

### **Protection of Privacy of Student Information**

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, requires that the student give written permission for the release of "any personally identifiable information" other than general "directory information." Directory information includes the following data: name, local address and phone number, permanent address and phone number, place and date of birth, citizenship status, class schedule, dates of attendance, classification, academic major, full or part time status, academic and non-academic honors, letter of commendation, high school attended, scholarship information, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and height and weight of varsity athletes.

At the time students register for courses, they may notify the Registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects the publication of the Ouachita directory, yearbook, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available at the Office of the Registrar. Additional information on educational records is released only upon written student request except to the following persons:

- Ouachita staff with legitimate educational interest.
- Federal, state, and local officials as specified by law.
- Research and accreditation representatives.
- Officials of other schools in which students intend to enroll.
- Financial aid representatives.
- National Student Clearinghouse.

Individual students may sign a consent granting Ouachita the right to disclose a student's educational record to his or her parents. The Family Educational Rights and Privacy Act (FERPA) also grants students the right to inspect and review their education records. A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Office of the Registrar along with information about types of student records maintained at Ouachita, the procedure for gaining access to records, and procedure for challenging the content of those records.

## **Complaint Policy**

### **Covenant on Academic Honor Full Statement**

As a member of the Ouachita community, I am committed to fostering a culture of honor. I affirm that an academic environment can be enriching only when its members commit to mutual integrity, trust, responsibility, and respect. I will refrain from all forms of academic dishonesty, and I will act responsibly when confronted with the knowledge of such behavior. I recognize that academic excellence is more than the absence of dishonesty; true scholarship entails devotion to my studies and respect for my professors and classmates. With the aim of academic and personal growth I make this pledge to myself and to the women and men of Ouachita Baptist University.

### **Accommodations for Students with Disabilities**

Ouachita Baptist University is committed to extending access and opportunity to those who have disabilities. The University policy concerning ADA 504 Accommodations is available in the Tiger Handbook. To request accommodations (or modifications in rare circumstances) due to a disabling condition, contact Daniel Jarboe, Coordinator of Counseling Services and ADA 504 Accommodations. Appointments may be scheduled with him through Hilda Hughes in the Student Development Office ([hughesh@obu.edu](mailto:hughesh@obu.edu), 870-245-5220), or by visiting our online confidential self-service scheduling system at <https://obu.edu/counseling/>. You can also communicate directly with Mr. Jarboe by email at [jarboed@obu.edu](mailto:jarboed@obu.edu). His office is located on the lower level of the Evans Student Center, in the hallway behind the campus post office (room 137). Additional helpful information can be found at <https://obu.edu/counseling/students-with-disabilities.php>

### **Artificial Intelligence (AI)**

We highly recommend including a statement on AI use (or non-use). Here are two generic examples. Please feel free to use or to adapt to your needs:

No AI Use Sample Statement:

The development of generative AI, e.g., ChatGPT, introduces a powerful technological tool. Like most new technologies, such tools may be used for good or ill. Until we have more opportunity to determine appropriate uses for this tool, I will consider using AI for any element of academic work in this course to be a



violation of the Covenant on Academic Honor. This may be modified as we discuss possible appropriate uses of this tool throughout the semester.

AI Use as Instructed Sample Statement:

Some assignments in this course will include student use of AI tools. Those assignments will explain what is allowed, required, and what is not allowed. All uses of AI NOT specifically assigned will be considered violations of OBU's Covenant on Academic Honor.

**Title IX:**

“Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.” (<https://www.aclu.org/know-your-rights/title-ix-and-sexual-assault>) If you are the victim of Title IX discrimination—including sexual harassment, rape, sexual assault, quid pro quo and hostile environment harassments, sexual exploitation, dating violence, domestic violence, and stalking—you may report this discrimination.

To make a Title IX report, contact Title IX Coordinator Mrs. Christa Neal at [TitleIX@obu.edu](mailto:TitleIX@obu.edu) or [nealc@obu.edu](mailto:nealc@obu.edu), Berry Peoples Bible Building 131, 870-245-4896

For other concerns,

- *Members of Ouachita's campus* may contact Mr. Brandon Tollett, Director of Campus Safety and Emergency Management, 870-245-4000 or 870-245-4258, Evans Student Center 131
- *All Ouachita students* may contact Mr. Tim Harrell, Dean of Students, 870-245-52258, Evans Student Center 220
- *All Ouachita employees* may contact Mrs. Jana Hardage, Human Resources, 870-245-5583, Cone Bottoms 330

Ouachita Baptist University is committed to serving its constituents with integrity and fairness. The university takes complaints seriously, works to resolve them in ways that honor our Christian mission and values, and provides appropriate avenues of appeal for students and constituents who seek redress of grievances. This policy provides a procedure for registering complaints and seeking their resolution. The policy and the formal complaint form may be accessed from the Consumer Information web page. NOTE: This policy does not apply to **sexual-harassment** complaints. Such complaints, whether involving students or employees, should be reported to Ouachita's Title IX Coordinator, [Mrs. Christa Neal](#). The [Faculty Staff Manual](#), [Tiger Handbook](#), and the university catalogs ([General Catalog](#) and Online Catalog <https://obu.edu/academics/onlinecatalogs.php>) include procedures for addressing certain specific complaints and grievances not mentioned below. This policy does not replace those procedures.

### **I. Informal Resolution**

Individuals who have complaints or concerns should first seek to resolve them *informally* by communicating directly with the individual(s) involved or responsible. Anyone who wants to make an informal complaint but is unsure which office or individual to contact may call the university's toll-free number at 1-800-342-5628 or send an email message describing the situation to the following address: [consumerinfo@obu.edu](mailto:consumerinfo@obu.edu).

### **II. Formal Complaints and Appeals**

In the event that a complaint cannot be resolved informally, an individual may file a formal, written complaint or appeal. Such formal complaints fall into two categories: Student Academic Appeals and Constituent Complaints.

#### **A. Student Academic Appeals**

Students who are currently enrolled in Ouachita Baptist University (including courses and programs offered online or off-campus) and those who were enrolled the previous semester or term may file a formal appeal for addressing an academic complaint. These appeals include, but are not limited to, the following. Appeals should be made in writing as indicated below. Do not use the online complaint form for student academic appeals.

- 1) Academic policy appeals: A student who seeks an exception to academic policy or believes a particular application of policy is unfair, arbitrary, or otherwise harmful may appeal in writing to the Academic Deans' Council. Appeal forms are available in the Office of the Registrar and on the Registrar's web page, [here](#).
- 2) Grade appeals: A final grade assigned in a course may be challenged by the student through Monday of the tenth week of classes of the next full semester. A formal grade appeal will not be considered until the student has first informally communicated with the instructor. If informal communication has not resolved the issue, the student may submit in writing an appeal first to the instructor, then, in sequence, to the department chair, dean, and vice president for academic affairs. If the appeal is denied at each level of review, the student may submit a final written appeal to the University Registrar, who will convene a three-person subcommittee of the Curriculum and Academic Standards Committee to consider the appeal. This subcommittee will not include any member previously involved in the appeal. The results of this subcommittee's decision are final.
- 3) Academic integrity appeals: A student charged with violating the Covenant on Academic Honor may appeal the decision of the Judicial Council in writing to the Academic Deans' Council.

#### **B. Constituent Complaints**

Both students and non-students may file constituent complaints, including but not limited to issues regarding facilities, events, programs, services, and campus activities, using the form available [here](#).

### **III. Process**

Formal complaints must be submitted in writing within one year after the alleged grievance occurred. Student academic appeals should be submitted as indicated in II.A. above. Constituent complaints must be submitted using the form available below. Each submitted complaint will receive an email response to verify that the complaint has been received. If there has been no prior attempt by the complainant to resolve the matter informally, the complainant will be advised to follow the informal process first. Policies stated in the *Tiger Handbook, Faculty-Staff Manual, Catalog*, or in other official university publications and websites will apply. Based on the complaint and information obtained through investigation, the responsible individual(s) will decide the facts surrounding the issue, determine the complaint's validity, and attempt to resolve the matter. Complaints deemed frivolous or harassing in nature may be summarily dismissed. For all other complaints, the complainant will receive written notification of the final decision.

### **IV. Records and Confidentiality**

All formal complaints, appeals, and related correspondence shall be kept on file for a minimum of ten years, and will be made available to regional accrediting bodies upon request.

Unless significant risk of harm to the complainant or others is present, student complaints shall be treated as confidential in accordance with Ouachita Baptist University policies regarding the confidentiality of student records.

### **Student Appeal to ACEND**

The student may submit complaints related to program noncompliance with ACEND accreditation standards directly to ACEND only after all other options with the program and the institution have been exhausted.

### **Student Support Services**

#### **Health Services**

First aid, health education, and simple diagnosis and treatments for minor illnesses by a registered nurse on campus are available at little or no cost. Medical services for more serious cases may be received at the Baptist Medical Center Arkadelphia or at the office of local physicians. The costs for medications and supplies used during an illness are not included in university general fees. It is recommended that every student be covered by some form of health insurance. International students are required to enroll in the medical insurance policy before registering.

All students must complete health records consistent with state and university requirements. The student must show proof of two measles, mumps, and rubella vaccinations, usually given in the form of an MMR. A tetanus-diphtheria vaccination is recommended within the last ten years. In addition, a tuberculosis screening is required for any student who has lived outside the United States within the past 12 months. All international students must receive a tuberculosis screening at the University Health Services if they were born in a country where TB is endemic.

Arkansas Act 1233 of 1999 requires all universities to notify both students and parent of an increased risk of meningococcal disease among individuals who live in close quarters such as students in college residence halls. A vaccine is available and should be discussed with your local health provider. The Arkadelphia Clinic for Children and Young Adults provides the services of a physician and other health professionals on campus. The Arkadelphia Clinic for Children and Young Adults is a private clinic, and

the university does not assume responsibility for the actions of the clinic. Students seeking care through this clinic will be billed by the Arkadelphia Clinic for Children and Young Adults for their services.

The Health Service Office is located on the second level of Evans Student Center next to the Office of Student Services. Office hours are 9 a.m. to 3:30 p.m., Monday through Friday. Additional information is available at <https://obu.edu/studentdevelopment/health-services/>.

### **Counseling Services**

The Counseling Services Office is located in Evans Student Center Suite 220. Counseling services are provided by the University Counselor. These services are available to students who are experiencing a broad range of personal or interpersonal difficulties. Typical problems for which students seek assistance include but are not limited to:

- Personal issues — depression, loneliness, anxiety, stress, sexual concerns, eating disorders/preoccupations with weight, grief, adjustment difficulties;
- Interpersonal issues — roommate problems, dating relationship difficulties, friendship/peer disturbances;
- Family issues — conflicts in family relationships, family crises, divorce;
- Other concerns — issues relating to physical or sexual abuse, alcohol or substance abuse. All records are confidential. Information disclosed by students during counseling sessions remains confidential unless the student is thought to be in imminent danger of harming himself/herself or is in danger of harming other persons. Students may also give written authorization if they desire the release of their records to other persons/agencies or if they desire the University Counselor to consult with a family member or other person. Services provided are free of charge to currently enrolled students. Appointments may be scheduled by calling the Counseling office at (870)245-5591. Students who require assistance beyond the scope of the University Counseling Services will be given a referral to a professional agency in the community.

### **Food Services**

The University food service management is contracted to Sodexo Services, Inc., a leading food management company. All students living in university residence halls must buy a meal plan which is included in the total cost of "room and board". To eat in the Ouachita Commons the student must either (1) present his/her programmed ID card or (2) pay cash for the meal. Cutting in line is a violation of the rights of fellow students. All students must be properly attired (including shoes) when they come to the Commons. The I.D. card is not to be used by anyone other than the individual whose name appears on the card. Illegal use of the card will result in a \$20 fine and/or disciplinary action.

Your programmed student ID card can also be used on a limited basis at the Tiger Grrill, Sandella's Flatbread Café, and Chick-fil-A Express located in Evans Student Center. Selections include grilled sandwiches, cheeseburgers, pizza, and Chick-fil-A products. Dr. Jack's Coffeehouse in Evans Student Center allows you to use your programmed ID on a limited basis to get fresh brewed coffee. You may also use your programmed ID card to get a meal to-go from the Tiger Express located down the stairs in the Ouachita Commons entrance area. You may also purchase other snacks and milkshakes on a limited basis. Banquet arrangements can be made with the Director of Campus Activities.

### **TRIO Programs**

TRIO Programs have been a tradition on the Ouachita campus since 1966. Ouachita is currently host to two TRIO Programs: Classic Upward Bound and Educational Talent Search. The Upward Bound Program and Educational Talent Search are outreach programs that seek to assist high school students during

their freshman through senior year in their endeavors to complete requirements for secondary education. Upon completion of the high school requirements, students are encouraged to enroll in a post-secondary institution. The TRIO Programs employ college students during the academic year as mentors and tutors and during the summer as resident life counselors. Location: Lile Hall Suite 140.

### **Tutorial Services**

Tutorial services are available and can be arranged through the Academic Success Center. Location: Lile Hall Suite 122.

### **Academic Skills Development Program**

Certain courses have been designed for students who have demonstrated deficiencies in essential skills. These courses provide assistance for students in the acquisition of college level reading, mathematics, English, and study skills. The number of hours required for graduation is increased by the number of hours taken in this program. Location: Lile Hall, Suite 122.

### **Academic Advising**

Faculty advisers provide guidance for students in selecting courses for each semester, as well as assisting students with other academic needs.

### **The Riley-Hickingbotham Library**

The library offers materials, equipment, special areas and services to serve students. Materials include reference books and e-books for quick answers; general circulation books for more in-depth coverage of topics or leisure reading; and periodicals (journals, magazines, and newspapers) and electronic databases for the current and retrospective information on a wide range of subjects. In addition to these traditional materials, the library also offers select federal and state government documents and manuscript collections of religious and regional interest. The library's holdings total 850,000 items.

Equipment available for student use in the library includes copy machines and computers with printer access. From the library's website, current students may access the library's electronic resources when off campus. Special areas in the library include group study rooms, individual study carrels, and technology enhanced collaborative space. Archival and special collection materials are available for research purposes. Services include reference help for all patrons and interlibrary loans, through which the library offers students access to materials in approximately 21,000 libraries world-wide.

### **Student Financial Services**

The Student Financial Services office, located on the first floor of Cone Bottoms Hall, provides a number of services. They collect monies for all university expenses and maintain records of all scholarship funds. The Student Financial Services office will cash checks for students in amounts up to \$50. The OBU ID card is required for this service. The campus switchboard is located in this office. Any phone difficulty with the on-campus system may be reported to the IT Services Office for immediate attention.

### **Assessment of Prior Learning**

#### **Requirements for Transfer Students**

Those who wish to transfer to Ouachita should apply for admission as transfer students and supply course descriptions for all courses taken. Transfer students may be admitted with at least a 2.000 transfer GPA, if they are eligible to return to the institution from which they came. They must declare all colleges and universities attended in the past and supply official transcripts from each school attended. A transfer student who has fewer than twenty-nine hours of acceptable credit must submit

ACT or SAT scores for course placement. Transfer students may use any Ouachita catalog which has been in effect since they entered college, as long as the catalog is not more than 3 years old.

Students from accredited junior or senior colleges will receive full credit for courses taken in such institutions, subject to departmental or other limitations. All grades of all college level courses will be transferred and used in calculating the grade point average except those with D or F grades which cannot be repeated at Ouachita. Courses accepted in transfer must be consistent with the liberal arts character of the Ouachita curriculum. Ouachita will accept academic skills courses from other universities, but the number of hours required for graduation increases by the number of hours of academic skills courses.

Students transferring from educational institutions not accredited by a regional accreditation agency may enroll if they have a 2.000 GPA. Courses taken at such institutions will be evaluated to determine which courses will receive credit, and a maximum of 12 of those hours will apply toward graduation.

Transfer students who have 29 or more hours of credit are required to submit a degree plan during their first semester in residence. To earn a baccalaureate degree, transfer students must meet all requirements outlined in the Academic Information section, as well as those for the degree they seek. Sixty resident hours are required; 30 of the last 36 hours and at least 12 hours (6 junior-senior) in the major and 9 (3 junior-senior) in the minor must be taken in residence at Ouachita.

### **Formal Assessment of Student Learning**

Formal assessment of student learning is made during each course that is a part of the Didactic Program in Nutrition and Dietetics. Grades on individual assignments, quizzes, or exams, as well as end of course grades provide an assessment of student mastery of the subject matter in each course. Students receive midterm grade reports and final course grades.

### **DPD Retention and Remediation Procedures**

Each student should meet with their advisor prior to each semester for assessment of progress and academic advising. Students pre-register for the next term at this session.

Degree plans must be completed and submitted electronically to the Dean's Office for approval before the completion of 60 hours. Degree plans are completed by the advisor and the student in an academic advising session. The expected outcome is that at least 80% of program students complete program/degree requirements within 6 years (150% of the program length).

A student may repeat a course in which a D or F has been previously recorded. The second and any succeeding grades will be used to calculate the grade point average, though all grades will appear on the transcript. If a student repeats a course in which a C or better has been recorded without prior Deans' Council approval, both grades will be included in the GPA, though credit hours will be recorded only once. Courses being repeated count toward the total load.

Academic Probation is the status of a student whose academic performance is below minimal standards. After grades are posted, the student, advisor, and Registrar will be notified of the student's placement on Probation I, Probation II, or Academic Suspension.

A student will be placed on Probation I when the following requirements are not satisfied:

- Cumulative GPA of 1.700 0 — 28.5 semester hours
- Cumulative GPA of 1.800 29 — 58.5 semester hours
- Cumulative GPA of 1.900 59 — 88.5 semester hours

Cumulative GPA of 2.000 89 — and above semester hours

### **Probation I**

A student who does not meet the above standards will be placed on Probation I. A student on Probation I, as a condition of registration, shall have passed or be enrolled in ASKL 2001 Success Seminar and repeat such courses with D or F grades that will contribute most to the requirements of a degree. A student may repeat a course in which a D or F has been previously recorded. The second and any succeeding grades will be used to calculate the GPA. The academic load of a student on Probation I must not exceed 15 hours, except by permission of the Academic Success Center Director.

### **Probation II**

A student on Probation I status whose semester GPA is less than 2.000 or who does not raise the cumulative GPA to meet the above minimum standards will be placed on Probation II. A student on Probation II, as a condition of registration, shall have passed or be enrolled in ASKL 2001 Success Seminar, repeat such courses with D or F grades that will contribute most to the requirements of a degree, and sign a contract of participation in the Student Retention Program. A student's failure to honor the contract will be grounds for being asked to withdraw from school. The academic load of a student on Probation II must not exceed 15 hours, except by permission of the Academic Success Center Director.

### **Academic Suspension**

A student on Probation II status whose semester GPA is less than 2.000 or who does not raise the cumulative GPA to meet the above minimum standards will be placed on Academic Suspension. While on Academic Suspension, a student may not earn credit to be transferred to Ouachita. After being placed on Academic Suspension status, a student may apply for readmission following a lapse of at least one regular semester. At the Deans' Council's discretion, a student on Probation II whose semester work would result in Academic Suspension may be considered for immediate readmission if the student has attempted 89 or more semester hours and makes a semester GPA of 2.000 or better. In all cases, written application to the Deans' Council for readmission must state reasons for desiring reinstatement and plans for remedying academic deficiencies. A student who has been suspended for academic reasons and readmitted to the University will be placed on Probation II status.

### **Conditional Admission**

A student entering on Conditional Admission I must enroll in ASKL 1011 Transition Seminar. The academic load of a student on Conditional Admission I or Conditional Admission II must not exceed 15 hours, except by permission of the Academic Success Center Director. A student on Conditional Admission II, as a condition of registration, shall have passed or be enrolled in ASKL 2001 Success Seminar, repeat such courses with D or F grades that will contribute most to the requirements of a degree, and sign a contract of participation in the Student Retention Program. A student's failure to honor the contract will be grounds for being asked to withdraw from school.

### **Regaining Regular Academic Status**

A student on Conditional Admission I may attain regular academic status by meeting the minimum cumulative GPA requirements for the number of hours attempted as stated above. A student on Conditional Admission II, Probation I or Probation II may attain regular academic status by meeting the following conditions:

- a. Achieve a semester GPA of 2.000 AND raise the cumulative GPA to meet the minimum standard as stated above. For the purpose of attaining regular academic status, the GPA will be calculated at the end of the fall and spring semesters.
- b. Maintain a minimum course load of 12 semester hours during the fall or spring semester.

### **Academic Appeals**

Any student seeking an exception to academic policy may petition the Deans' Council. Forms are available in the Office of the Registrar and online at <https://www.obu.edu/registrar/>. The Deans' Council will notify the student in writing of its decision. Referrals or appeals from the Deans' Council to the President must be made in writing, with all pertinent records and reports included. No appeal will be considered until all materials are furnished. The President's response to the referral/appeal will be made in writing to the student, with copies to members of the Deans' Council, Registrar, and Vice President for Academic Affairs.

### **Grade Appeals**

A final grade assigned in a course may be challenged by the student through Monday of the tenth week of classes of the next full semester. A formal grade appeal will not be considered until the student has first informally communicated with the instructor. If informal communication has not resolved the issue, the student may submit in writing an appeal first to the instructor, then, in sequence, to the department chair, dean, and Vice President for Academic Affairs. If the appeal is denied at each level of review, the student may submit a final written appeal to the University Registrar, who will convene a three-person subcommittee of the Curriculum and Academic Standards Committee to consider the appeal. This subcommittee will not include any member previously involved in the appeal. The results of this subcommittee's decision are final.

### **Withdrawal from the University**

A student may withdraw voluntarily or at the request of the University. The student may be asked to withdraw if

1. It is determined that the student's actions or attitudes are unworthy of a good campus citizen;
2. His or her scholastic record falls below normal expectations or for failure to regain regular academic status, as explained on page 32 of the University Catalog; or
3. The student's financial record is unsatisfactory to the University

When a student withdraws from the University for any reason, that student must report in person to either the Office of Student Development or the Office of Academic Affairs. From that point, clearance will be obtained from Student Financial Services, Library, and other check points. Withdrawal is complete when the residence hall check-out sheet is forwarded to the Office of Student Development. Failure to complete the process will result in continued charges for food and housing. Any student who withdraws or is suspended must leave campus within 24 hours. Instructors will assign letter grades to any student who withdraws from the University after the last day to withdraw from a course designated in the school calendar.

### **Covenant on Academic Honor**

The Covenant on Academic Honor was developed by a committee of the Student Senate and approved by the Board of Trustees in 2001. All Ouachita students are obligated to uphold the pledge found within the covenant. Upon faculty request, a judicial council considers information when a violation of the covenant is suspected. Procedures for the council follow the covenant below. The procedures are intended to aid the council in its work but do not grant any contractual rights to a suspected violator. Procedures may be modified in a particular case.



**Mission**

We believe that a university under the Lordship of Jesus Christ must involve itself in the pursuit of honor. In all academic endeavors our commitment is to build a community of scholars characterized by the highest standards of integrity consistent with Ouachita's Christian ideals. We hope this pursuit of integrity will extend beyond the classroom and be reflected in every area of our daily lives.

**Pledge**

As a member of the Ouachita community, I am committed to fostering a culture of honor. I affirm that an academic environment can be enriching only when its members commit to mutual integrity, trust, responsibility, and respect. I will refrain from all forms of academic dishonesty, and I will act responsibly when confronted with the knowledge of such behavior. I recognize that academic excellence is more than the absence of dishonesty; true scholarship entails devotion to my studies and respect for my professors and classmates. With the aim of academic and personal growth I make this pledge to myself and to the women and men of Ouachita Baptist University.

**Judicial Council****Purpose**

The purpose of the judicial council is to consider information concerning possible violations of the Covenant on Academic Honor. The council determines if substantial evidence indicates that a violation occurred, and if so, specifies a sanction.

**Composition**

The judicial council is comprised of five faculty representatives and 12 student representatives, one of whom is designated by the council as chair.

**Faculty Representatives**

The faculty representatives to the judicial council are the members of the Student Life Committee.

**Selection of Student Representatives**

Nominations for student representatives to the judicial council are accepted from the university faculty. Student nominated must not currently be on probation. Those nominated appear before a selection committee charged with appointing the student representatives. The selection committee consists of the president of the university, the president of the Student Senate, the chair of the current judicial council, the vice president for academic affairs, the vice president for student development, and the chair of the University Committee, or their designates. The selection committee seeks to maintain broad representation as to class and major among the student representatives. Student representatives serve until they are no longer enrolled as a full-time student at Ouachita, resign, or are removed from the council.

**Removal of Student Representatives**

A student representative may be removed from the judicial council upon a two-thirds vote of the entire council.

**Hearings**

When faculty members suspect a violation of the covenant on academic honor, they retain the right to make independent academic determinations or may initiate hearings before the judicial council. Students may not appeal an individual faculty member's academic decisions to the judicial council. In making a request for a hearing, the initiating faculty member will present a written statement along with any pertinent documentation to the chair of the council.

Two faculty members from the Student Life Committee and three student representatives will be designated to hear the case. Another student representative will be designated as a non-voting recordkeeper.

Students will be given reasonable notice of any hearing, which will generally take place within ten days. The faculty member who initiated the hearing may address the council and may call others with direct knowledge of the suspected violation to address the council. The student will have the opportunity to be heard by the council, may call others with direct knowledge of the suspected violation to address the council, and may question the faculty member and others who have presented information in the hearing. Legal counsel is not permitted in judicial council hearings.

If four of the judicial council representatives hearing the case agree there is substantial evidence a violation of the Covenant on Academic Honor occurred, a sanction will be imposed and provided to the student in writing. Sanctions may include a warning, honor probation with activities designed to foster student development, recording of a test or assignment as a zero, recording a semester grade of "F" for the course, suspension from the university, or other actions at the discretion of the council.

### **Appeals**

An appeal of a decision made by the judicial council must be presented in writing to the Academic Deans' Council within five days of the decision. After a consideration of the records of the judicial council hearing and other pertinent evidence, the Deans' Council will notify the student of its decision in writing. Action by the judicial council does not preclude additional disciplinary action by the university when appropriate.

### **Insurance Requirements, Including Those for Professional Liability**

All DPD students must provide proof of health insurance. Students enrolled in DIET 4031 Medical Nutrition Therapy I Practicum and DIET 4041 Medical Nutrition Therapy II Practicum must purchase professional liability insurance from Mercer LLC.

### **Liability for Safety in Travel to and from Assigned Areas**

Ouachita and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned areas. Each DPD student must provide proof of personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

### **Injury or Illness While in a Facility for Experiential Learning**

If an injury or illness occurs while a student is completing learning experiences, the affiliated entity will provide the same emergency medical care to the student as would be given to employees. Payment for the treatment rendered for the illness or injury will be the responsibility of the student.

### **Drug Testing and Criminal Background Checks, if required by the Experiential Learning Sites**

All students enrolled in DIET 4031 Medical Nutrition Therapy I Practicum and DIET 4041 Medical Nutrition Therapy II Practicum must pass a background check and drug test and provide proof to the instructor.

### **Requirement that Students doing Experiential Learning, if required, must not be used to replace employees**

DPD students doing experiential learning must not be used to replace employees at the facility.

### **Compensation**

DPD students will not be paid compensation for any part of the program.

**Distance and/or Online Testing**

There is no distance and/or online testing as part of the DPD program.

**Student Signature Page**

I have read the Ouachita Baptist University Nutrition and Dietetics Program Handbook and understand all of the information listed in it. I agree to follow all rules and guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date