



2021-2022 Handbook

Table of Contents:	Page
Purpose	3
Brand Pillars	3
Academic Policies	3
Academic Standing	3
Enrollment Policies and Registration	8
Withdrawal	8
Tuition, Fees and Payment Plan	8
Financial Aid	9
Scholarships	9
Graduation/Commencement	9
Diversity, Equity,	



Purpose

The Otterbein MBA Program is dedicated to educating the whole person. We prepare graduates to lead in their industry, change the status quo, drive real success quotients, think entrepreneurially, engage locally and globally, and advance their professions and communities. An Otterbein MBA is distinguished by a unique approach to integrating a practical and applicab/cu50Ao3 (p)2.32qlobrr unabpsions1#Attached [B4.4 (n)13.2



Suspension

Suspension occurs when a student earns less than a 3.0 term graduate grade point average while on Academic Probation. A student will also be suspended when failing to gain good standing in the prescribed 12 months. A student may apply for readmission after remaining out of school for at least one year. Graduate level credits earned at another school while a student is under academic suspension cannot be applied toward graduation at Otterbein. All readmission applications must be submitted to The Graduate School office and acted upon by Academic Council. Other information or steps may be required prior to consideration for readmission as determined by Academic Council. Readmission is not guaranteed. A student may reapply only once.

Dismissal

Dismissal occurs when a student is suspended for the second time or when Academic Council denies a suspended student's readmission. Dismissal is permanent.

Grading

Graduate school is a process of academic exploration reserved for students who are committed to the high level of work demanded by a master's degree program. Graduate students are, therefore, held to a higher standard of achievement than undergraduate students. In order to reflect the minimum levels of achievement necessary to award a graduate degree, the grading philosophy, and the grade scales reflective of that process, are considerably different from undergraduate grade scales. Specifically, it is assumed that graduate students will pursue their course work at either an "excellent" or A level or at an "above average" or B level.

Grade policies specific to each program are listed in the appropriate program section. Each student can access his/her grades at the end of each quarter on-line via Cardinal Web for Students at www.otterbein.edu. A permanent transcript of all course work attempted and grades earned is maintained in the Office of the Registrar.

Grade Symbols

The following grades are included in the calculation of the grade point average (GPA):

A=931170 Tw 1.054 0 Td7 Tc 0.00i.2 (e) (e)-3 (in)13.1 (c)-EMC /C /P Ꞥc 0.001 Tw 0.10043 0 Td()Tj0.0022 Tc 0.002 Tw -344

B-=80-82 (2.7)

C+=77-79 (2.3)

C=73-76 (2.0)

C-=70-72 (1.7)

D+=67-69 (1.3)

D=60-66 (1.0)

F=59 and below (0.0)

The following grades are not included (DC 1.38 0 Td()Tj-0.0-8 (0)-3 ())JJO Tc 0 Tw /MCID 8 1.04 -0 /P /MCID 15 BDC BT



A student who has been denied registration and is otherwise eligible to enroll must contact the Department's Director of Graduate Programs to request permission to reenroll. The Department may determine specific conditions which must be met in order to continue in the graduate program. Upon receiving written permission, the student may reenroll in the original program.

Plagiarism, Cheating and Dishonesty

Please find the Definition of Academic Misconduct details within the Graduate Handbook. The link to the handbook is located on the following Web page:

<https://www.otterbein.edu/gradschool/graduate-student-resources/>

It is necessary to ascertain with accuracy an individual's strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus, the "high standard of personal integrity" in the classroom means that an individual will not receive credit for work which is not their own.

Dishonesty

In addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

- a. Furnishing false information to any University official, faculty member, or office.
- b. Forgery, alteration or misuse of any University document, record or instrument of identification.
- c. Falsification, distortion, or misrepresentation of information before a judicial body.
- d. If a student provides false information related to his/her housing arrangements, he/she will be expected to pay for housing costs for the entire academic year and will be charged with falsifying records.

Acts of dishonesty as aforementioned constitute a-2.9 (io)-6.6Tal(v).6Tal(v).61.5 (als)-1.3 42.3 (s)-1.4 (in)2r.6 (f)2..2 (e)-3



Enrollment Policies and Registration

Semester Calendar/Credit Hours

Otterbein University is on a semester calendar, which means that there are two semesters during the school year (August-May) plus a summer session. Each course carries credit in “semester hours” which is related to the number of class meetings per week. One class (180 minutes) per week is equivalent to three hours of credit. Each semester of the school year consists of 15 weeks instruction and two to three days of final examinations. Summer session meets less than 15 weeks. The actual dates are announced the preceding February of each year. Students are expected to be present for the entire semester and final examinations.

The requirement for all degrees is based on credit hours. A three-semester-hour course normally meets three hours per week. Throughout this catalog the terms “semester hours”, “credit hours” and “hours” may be used interchangeably when applicable. The Registrar’s Office maintains a website at <https://www.otterbein.edu/registrar/>

Prerequisites

Prerequisites are requirements that are judged by necessary for the successful completion of a course. Students who register for a course without taking the prerequisite are subject to being withdrawn from the course by the instructor or the Registrar. It is the student’s responsibility to assure that a prerequisite has been met.

Registration

Please see the Registrar’s Web page at the following link: <https://www.otterbein.edu/registrar/>

Withdrawal

Withdrawal procedures can be found at the following Web page: <https://www.otterbein.edu/registrar/>

Tuition, Fees and Payment Plan

Schedule of Fees

Tuition Fee Payment Plans

In its mission to be an inclusive community dedicated to educating the whole person in the context of humane values, Otterbein University is committed to the values and practices of diversity and inclusion. The Otterbein Community considers diversity a source of innovation, creativity, and human flourishing. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include but are not limited to race, ethnicity, nationality, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region.

Otterbein considers diversity as an integral part of the University's achievement of excellence. Diversity and inclusion have the ability to broaden and deepen both the educational experience and academic environment. In a diverse campus community that promotes inclusiveness, mutual respect, and open discussion, students, faculty, and staff have the ability to learn from their similarities, differences, and personal experiences. Such conditions foster the development of understanding and recognition, in that all members benefit from the opportunity to hear alternative points of view from diverse social groups, preparing them to participate in an increasingly