

Franklin University is a student-centered, independent institution of lifelong higher education, working in partnership with central Ohio's business and professional community in a global context. The University provides undergraduate and graduate students, who often work full or part time, both the breadth of knowledge and the career-focused applications required of a balanced education.



Franklin University *Academic Bulletin*  
2009-2010

Name: \_\_\_\_\_

Major: \_\_\_\_\_

SSA: \_\_\_\_\_

Date: \_\_\_\_\_

Please retain this *Academic Bulletin* as part of your official records.

University Offices: 201 S. Grant Ave. • Columbus, Ohio 43215-5399  
614.797.4700 • 1.877.341.6300 • [www.franklin.edu](http://www.franklin.edu)

Editor: Rebecca Olson  
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# FRANKLIN UNIVERSITY

1.877.341.6300  
 email: info@franklin.edu  
 Web sites: www.franklin.edu  
 alliance.franklin.edu

## Franklin University Main Campus Offices: area code is 614

Admission, Undergraduate .....	797.4700	fax 947.6770
Admission, Graduate .....	797.4700	fax 947.6771
Bookstore.....	947.6828	fax 469.9039
Business Office.....	341.6232	fax 947.6018
Community College Alliance .....	797.4700	fax 947.6762
Corporate and Community Relations .....	947.6075	fax 947.6882
Development and Alumni Relations.....	947.6062	fax 947.6822
Disability Services .....	797.4700	fax 947.6770
Financial Aid.....	797.4700	fax 255.9478
International Services and Programs.....	797.4700	fax 255.9515
Leadership Center .....	947.6888	fax 947.6885
Library.....	947.6550	fax 461.0957
Registrar.....	341.6242	fax 947.6729
Student Learning Center .....	947.6800	fax 947.6810
Student Services.....	797.4700	fax 947.6770
Human Resources.....	947.6540	fax 947.6538
Transfer and Articulation.....	947.6851	fax 947.6855
University Marketing/Media Relations ....	947.6588	fax 365.9019
Veterans Office.....	797.4700	fax 255.9478

## Indianapolis Location: 1.317.429.3100

Previously the University published two Academic Bulletins. This year the two publications have been combined into one and the 2009-2010 Academic Bulletin has individual sections for Undergraduate students, Community College Alliance students, and Graduate students.

The Franklin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from August 2009 through August 2010. The University may modify curriculum during the year. Refer to the online Academic Bulletin for the most recent edition.

The provisions of this Academic Bulletin are not to be regarded as an irrevocable contract between the student and Franklin University. Failure to read this Academic Bulletin does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered to be desirable or necessary.

A Course Schedule is available to students at the beginning of each trimester. General registration and enrollment procedures, changes to University policies and procedures, and updated class and tuition fees also are printed in the Course Schedule.

Franklin University does not discriminate based on race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status or any other legally protected class in admission of students, educational programs and policies, employment or other activities.

Franklin University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, 312.263.0456.

## Notice of Privacy Rights (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- the right to inspect and review educational records maintained by the institution that pertain to the student;
- the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- the right to control disclosures from the educational records with certain exceptions.

Franklin University, in accordance with FERPA, has designated the following categories of information about students as public, or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially-recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by indicating so on the admission application or by notifying the Registrar's Office in writing.

A written policy detailing how Franklin University will comply with the provisions of the Act is on file in the Registrar's Office. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

Note: Please refer to the online version for the most up-to-date information.

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# Accreditation and Selected Memberships

## ACCREDITATION

### North Central Association of Colleges and Schools

30 North LaSalle St., Suite 2400

Chicago, IL 60602-2504

Phone: 312.263.0456

Year for Next Comprehensive Evaluation: 2017-2018

- Candidate for accreditation by the International Assembly for Collegiate Business Education (IACBE)

## AUTHORIZATION

### Ohio Board of Regents

30 East Broad St., 36th Floor

Columbus, OH 43215-3414

Phone: 614.466.6000

Dates of Authorization: February 4, 2009 through December 31, 2018

### This institution is regulated by:

#### The Indiana Commission on Proprietary Education

302 W Washington St., Room E201

Indianapolis, IN 46204

Phone: 317.232.1320

Toll Free Number: 1.800.227.5695

### Arkansas Higher Education Coordinating Board Certification\*

#### Arkansas Department of Education

114 East Capitol

Little Rock, AR 72201

Phone: 501.371.2012

## AFFILIATIONS

- Army National Guard (ARNG)
- GoArmyEd
- Ohio Learning Network

## INTERNATIONAL COOPERATION AGREEMENTS

- Mangalore University – Karnataka State, India
- University St. Kliment Ohridski – Bitola, Macedonia
- The Wroclaw School of Banking – Wroclaw, Poland
- Sichuan University - Chengdu, China

## SELECTED MEMBERSHIPS

- American Association of Community Colleges
- American Association of Collegiate Registrars and Admissions Officers
- American Council on Education
- American Library Association
- Association of Independent Colleges and Universities of Ohio
- Association of International Education Administrators
- Council For Adult and Experiential Learning
- Council for Independent Colleges
- Educause
- Higher Learning Commission
- Human Resources Association of Central Ohio
- Institute of International Education
- International Assembly For Collegiate Business Education
- League For Innovation
- National Association for College Admissions Counseling
- National Academic Advising Association
- National Association of College and University Business Officers
- National Association of Independent Colleges and Universities
- Association of International Educators
- National Association of Student Financial Aid Administrators
- Ohio Association for College Admission Counseling
- Ohio Association of Collegiate Registrars and Admissions Officers
- Ohio Association of College and University Business Officers
- Ohio Association of Student Financial Aid Administrators
- Ohio Foundation of Independent Colleges
- Ohio Library Council
- Presidents Forum of Excelsior College
- Sloan Consortium

\* Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

## Academic Calendars

The Franklin University academic calendar is divided into three trimesters: Fall, Winter and Summer. Important dates are noted below (dates are subject to change).

<b>Fall Trimester</b>	<b>2009</b>	<b>2010</b>
Fall Trimester begins	Mon., Aug. 17	Mon., Aug. 16
Labor Day Holiday	Mon., Sept. 7	Mon., Sept. 6
Holiday makeup for BLF classes	Fri., Sept. 11	Fri., Sept. 10
Graduation Application deadline	Tues., Sept. 29	Tues., Sept. 28
Thanksgiving Holiday	Thurs.-Fri., Nov. 26-27	Thurs.-Fri., Nov. 25-26
Fall Trimester ends	Sat., Dec. 19	Sat., Dec. 18
Commencement	Sun., Jan. 3, 2010	Sun., Jan. 2, 2011

<b>Winter Trimester</b>	<b>2010</b>	<b>2011</b>
Winter Trimester begins	Mon., Jan. 4	Mon., Jan. 3
Martin Luther King Jr. Holiday	Mon., Jan. 18	Mon., Jan. 17
Holiday makeup for BLF classes	Fri., Jan. 22	Fri., Jan. 21
Graduation Application deadline	Tues., Jan. 26	Tues., Jan. 25
Winter Trimester ends	Sat., May 8	Sat., May 7
Commencement	Sun., May 9	Sun., May 8

<b>Summer Trimester</b>	<b>2010</b>	<b>2011</b>
Summer Trimester begins	Mon., April 26	Mon., April 25
Graduation Application deadline	Tues., May 18	Tues., May 17
Memorial Day Holiday	Mon., May 31	Mon., May 30
Holiday makeup for BLF classes	Fri., June 4	Fri. June 3
Independence Day Holiday	Sun., July 4	Mon., July 4
Independence Day Holiday Observed	Mon., July 5	Mon., July 4
Holiday makeup for BLF classes	Fri., July 9	Fri., July 8
Summer Trimester ends	Sat., Aug. 7	Sat., Aug. 6
Commencement	Sun., Aug. 15	Sun., Aug. 14

## Quick Reference Guide

### 1.877.341.6300 - One Call Does It All!

Now all you have to do is call one number and let us do the rest!  
(All hours are Eastern Standard Time.)  
(Office hours during exam week and/or break may vary.)

### Bookstore

Paul J. Otte Center for Student Services - lower level  
Bookstore regular hours:  
Mon. - Thurs., 9:30 a.m. - 6 p.m.  
Fri., 9:30 a.m. - 5 p.m.  
Phone: 614.947.6828  
Fax: 614.469.9039  
email: bookstr@franklin.edu  
www.franklin.bkstore.com

- Operated by Barnes & Noble, Inc., part of the largest bookselling enterprise in the world.
- Students can order any textbook that is required or suggested for the courses we offer at <http://franklin.bkstore.com>

### Business Office

Available via phone and email only. See Welcome Center for walk-in options.  
Mon. - Fri., 8:30 a.m. - 5:00 p.m.  
Phone: 614.341.6232  
Fax: 614.947.6018  
email: bizoffc@franklin.edu

- Accepts payment for tuition and fees
- Disperses financial aid refund checks
- Deferred Tuition Reimbursement Plan
- Offers 24-hour-a-day payment by phone at 1.886.654.2433
- Provides account information

### Call Center

Alumni Hall - lower level  
Mon.-Thurs., 7:30 a.m. - 8 p.m.  
Fri., 7:30 a.m. - 5 p.m.  
Sat., 9 a.m. - 1 p.m.  
Phone: 1.877.341.6300  
Fax: 614.947.6041

- Able to assist callers with information about undergraduate and graduate academic programs, admission requirements, course scheduling, textbook information, financial aid, fee payments and much more during a single call

### Community College Alliance

Dublin Location  
495 Metro Place South  
Mon.-Fri., 8:30 a.m. - 5 p.m.  
Phone: 614.744.3039  
Phone: 1.888.341.6237  
Fax: 614.947.6745  
email: alliance@franklin.edu  
alliance.franklin.edu

- Answer students inquiries about the CCA program
- Provide Franklin viewbook information for students
- Be a reference point for students in search of other departments

### Computer Kiosks

Several computer kiosks are available for students wishing to check email or update a homework assignment. These computers provide access to the Internet, Microsoft Office products and USB thumb drive access for homework file access.

Locations of these computer kiosks include:

- Phillips Hall, upper level lobby
- Paul J. Otte Center for Student Services, first floor lobby
- Student Learning Center (Fisher Hall), first floor lobby
- Frasch Hall, lower level lobby
- Delaware location lobby
- Indianapolis location, Learning Resource Center

### Delaware Location

3769 Columbus Pike  
Mon. - Thurs., 4 - 10 p.m.  
During above hours, call 614.797.4700; fax 614.947.6770  
The Delaware location Security number is 614.947.6907

### Department of Safety and Security Services

Main Street - Room 122, downtown Columbus  
Phone: 614.947.6902

- Help ensure a safe and secure environment for all students, faculty, staff and visitors
- Columbus Division of Police, Special Duty officers patrol Main Campus buildings, parking lots, and grounds
- Report life-threatening emergencies by dialing 911 from any university phone
- To obtain security assistance, or to report an incident, crime, or notify campus security of a suspicious person or activity call 614.947.6902 from a university telephone
- Please see the suburban and regional campus' reference information for their security contact telephone numbers. A security officer will be on duty at each suburban location Monday-Thursday from 7:15-10:15 p.m. If there is no security officer on duty, the call will go to the location's front desk. If reporting a life-threatening emergency, first dial 911.
- Monitor the Franklin University Web site (Safety and Security Services Web page) for safety tips and training opportunities.

**Development & Alumni Relations**

Dublin Location

Mon. - Fri., 8:30 a.m. - 5 p.m.

Phone: 614.947.6062

Fax: 614.947.6822

email: alumni@franklin.edu

**Disability Services**

Paul J. Otte Center for Student Services - first floor

Mon. - Thurs., 8 a.m. - 8 p.m.

Fri., 8 a.m. - 5 p.m.

Phone: 614.797.4700

Fax: 614.947.6770

email: access@franklin.edu

- Offers services to meet the needs of students with physical, mental and/or learning disabilities
- Provides guidance, coordinates support services, serves as a resource to faculty and makes individual referrals when appropriate
- Support services available include: special testing arrangements, note taking assistance, interpreting services, and more.

**Dublin Location**

495 Metro Place South

Mon. - Thurs., 2 - 10 p.m.

Fri., 10 a.m. - 2 p.m.

During above hours, call 614.947.6700; fax 614.792.6471

The Dublin location Security number is 614.947.6905

**Faculty Services**

Frasch Hall - first floor

Mon. - Thurs., 8 a.m. - 10 p.m.

Fri., 8 a.m. - 5 p.m.

Saturday & Sunday closed

Phone: 614.947.6137

Fax: 614.947.6166

- Greets visitors to Frasch Hall and provides appropriate information
- Accepts student homework assignments
- Offers computer and printer access
- Distributes projects to students and stores projects or papers that are to be returned to students
- Supplies contact information for full-time and adjunct faculty

Phillips Hall - Room 221

Mon. - Thurs., 2 p.m. - 10 p.m.

Sat., 8 a.m. - 1 p.m.

Closed Friday and Sunday

Phone: 614.947.6131

Fax: 614.947.6164

**Financial Aid**

Paul J. Otte Center for Student Services

Mon. - Thurs., 8 a.m. - 8 p.m.

Fri., 8 a.m. - 5 p.m.

Phone: 614.797.4700

Fax: 614.255.9478

email: finaid@franklin.edu

- Provides students with general information about their financial aid and loan status
- Provides contact information for financial aid related agencies and organizations
- Provides veterans' educational benefits application forms
- Reviews financial aid applications including the Free Application for Federal Student Aid (FAFSA)
- Provides Emergency Loans to financial aid recipients
- Provides estimates for financial aid eligibility
- Advises students regarding special circumstance and Standards of Academic Progress appeal situations
- Provides information regarding scholarships available to students

**Graduate Student Services**

Paul J. Otte Center for Student Services - first floor

Mon. - Thurs., 8 a.m. - 8 p.m.

Fri., 8 a.m. - 5 p.m.

Phone: 614.797.4700

Fax: 614.947.6771

email: gradschl@franklin.edu

- Provides information regarding all graduate programs
- Provides assistance with admissions requirements and processes

**Indianapolis Location**

Lake Pointe Center 5

8415 Allison Pointe Blvd., Suite 400

Mon. - Wed., 10 a.m. - 10 p.m.

Thurs., 10 a.m. - 8 p.m.

Fri., 10 a.m. - 2 p.m.

Phone: 317.429.3100

www.franklin.edu/indy

The Indianapolis location houses classrooms, a Learning Resource Center, computer lab, wireless Internet connectivity, and quick-use student kiosks for your convenience. In addition, Student Services Coordinators (SSCs) are available on-site for admission, registration, academic advising, and financial aid assistance.

**Safety and Security**

To ensure the safety and security of our students, faculty, and staff, Franklin is working with the Indianapolis Metropolitan Police Department to provide Special Duty Officers to patrol the buildings and grounds at the Indianapolis location, Monday–Thursday, 5:15 - 10:15 p.m.

- Dial 911 to report life-threatening emergencies
- Call 317.429.3111 to reach Franklin University Special Duty Officers during hours previously listed
- Call 317.327.3811 to report non life-threatening emergencies to the Indianapolis Metropolitan Police Department
- Monitor the Franklin University Web site for safety tips and training opportunities

### Library

Phillips Hall - first floor  
 Mon. - Thurs., 8 a.m. - 10 p.m.  
 Fri., 8 a.m. - 5 p.m.  
 Sat., 8 a.m. - 4 p.m.  
 Sun., 1 p.m. - 5 p.m.  
 Phone: 614.947.6550  
 Fax: 614.461.0957  
 email: [library@franklin.edu](mailto:library@franklin.edu)  
[www.franklin.edu/go/library](http://www.franklin.edu/go/library)

- Provides live chat service with librarians and circulation staff
- Provides access to books, journals, newspapers, and databases that support University curriculum
- Provides access to holdings of more than 80 universities and colleges throughout Ohio, plus the State Library of Ohio, via OhioLINK
- Offers professional librarians to explain resources and to guide students' searches
- Provides study space for individuals and groups

### Office of International Services and Programs (OISP)

Paul J. Otte Center for Student Services - first floor  
 Mon., Thurs., Fri., 8 a.m. - 5 p.m.  
 Tues., Wed., 8 a.m. - 6 p.m.  
 Phone: 614.947.6752  
 Fax: 614.255.9515

- International Student Services and Programs
- International Scholar, Faculty, and Exchange Visitors Services and Programs

### Phillips Hall Computing Center

Phillips Hall, lower level - Room 009  
 Monday - Thurs., 8:30 a.m. - 9:45 p.m.  
 Fri., 8:30 a.m. - 5:45 p.m.  
 Sat., 10 a.m. - 5:45 p.m.  
 Sun., 1 p.m. - 4:45 p.m.  
 email: [helpdesk@franklin.edu](mailto:helpdesk@franklin.edu)  
[www.franklin.edu/go/helpdesk](http://www.franklin.edu/go/helpdesk)

### Registrar's Office

Paul J. Otte Center for Student Services - lower level  
 Mon. - Thurs., 8 a.m. - 6 p.m.  
 Fri., 8 a.m. - 5 p.m.  
 Phone: 614.341.6242  
 Fax: 614.947.6729  
 email: [register@franklin.edu](mailto:register@franklin.edu)

- Provides transcripts to students
- Processes registrations (add/drop) and keeps all forms on record
- Administers verifications (graduation/enrollment)
- Distributes grade cards
- Administers deferments
- Provides schedule confirmations and drop charges schedule
- Coordinates graduation activities

### Student Learning Center (SLC)

Fisher Hall - first floor  
 Mon. - Thurs., 10 a.m. - 8 p.m.  
 Fri., 10 a.m. - 4 p.m.  
 Sat., 9 a.m. - 5 p.m.  
 Phone: 614.947.6800  
 Fax: 614.947.6810  
[www.franklin.edu/go/slc](http://www.franklin.edu/go/slc)

- Provides testing and alternatives to classroom learning. Testing services include make-up and out-of-class testing and proficiency testing — The College Level Examination Program (CLEP) and Franklin University Proficiency Examination (FUPE)
- Assists students with Portfolio credit for prior learning (including credit for professional and learning experiences)
- Provides academic support including: face-to-face and online tutoring in Writing, Math, Computer Science, Computer Literacy, Accounting, Economics, Finance, and study skills.
- Offers multiple self-guided learning tools via the World Wide Web including: professional development, writing and mathematics

### Dublin Testing Center

Dublin Location  
 Tuesdays and Thursdays 4 p.m. – 8 p.m.  
 Phone: 614.947.6705

### Indianapolis Learning Resource Center

Rm 401, Indianapolis location  
 Mon. - Wed., 10 a.m. - 10 p.m.  
 Thurs., 10 a.m. - 8 p.m.  
 Fri., 10 a.m. - 2 p.m.  
 Phone: 317.429.3115

Provides testing services, computer stations, tutoring, and library services.

**Technology Help Desk**

email: [helpdesk@franklin.edu](mailto:helpdesk@franklin.edu)  
 Mon. - Thurs., 8 a.m. - 10 p.m.  
 Fri., 8 a.m. - 5:30 p.m.  
 Sat., 9 a.m. - 5 p.m.  
 Sun., 1:30 - 10 p.m.  
 Phone: 614.947.6222  
 Toll free: 1.866.435.7006  
[www.franklin.edu/go/helpdesk](http://www.franklin.edu/go/helpdesk)

- Assists with logging into class and/or email
- Assists with forgotten usernames and passwords (Student ID or SSN required)
- Helps students log into Computer Science servers
- Provides basic assistance with software applications used at the University
- Helps with basic computer literacy

**The Office of Transfer and Articulation**

Alumni Hall, second floor  
 Mon. - Thurs., 8 a.m. - 5:30 p.m.  
 Fri., 8 a.m. - 5 p.m.  
 Phone: 614.947.6851  
 Fax: 614.947.6855

- Processes all incoming transcripts (and holds them until evaluated)
- Evaluates courses from other colleges and universities for potential transfer credit
- Mails out all completed official transfer credit evaluations
- Has information regarding other colleges and universities' accreditation
- This office does not provide duplicates of transcripts to students or a third party. All submitted transcripts become the property of Franklin University

**University Marketing**

Bulletin board posting approval  
 Fisher Hall - second floor  
 Mon. - Fri., 8:30 a.m. - 5:00 p.m.  
 Phone: 614.947.6588  
 Fax: 614.365.9019

Connections (Student Newsletter)  
 Contact Jonathan Knight  
 Phone: 614.947.6596  
 Email: [knightj@franklin.edu](mailto:knightj@franklin.edu)

**Veterans Office**

Paul J. Otte Center for Student Services  
 Mon. - Thurs., 8 a.m. - 8 p.m.  
 Fri., 8 a.m. - 5 p.m.  
 Phone: 614.797.4700  
 Fax: 614.255.9478

- Serves as the liaison between the veteran, the University and the Veteran's Administration
- Collects, completes and processes all required substantiating documentation for veterans' educational benefits and Ohio National Guard Scholarship

**Virtual Campus • Online**

[www.franklin.edu/myfranklin](http://www.franklin.edu/myfranklin)  
 Mon. - Thurs., 8 a.m. - 5 p.m.  
 Sat., 9 a.m. - 1 p.m.  
 Phone: 614.797.4700  
 Toll free: 1.877.341.6300

- Provides access to student email
- Allows current students to register for classes, check outstanding account balances and link to their current course Web site
- Offers the ability to make a payment to your account online

**Welcome Center/Student Services**

Paul J. Otte Center for Student Services - first floor  
 Mon. - Thurs., 8:00 a.m. - 8:00 p.m.  
 Fri., 8:00 a.m. - 5:00 p.m.  
 Sat., 9:00 a.m. - 1:00 p.m.  
 Phone: 1.614.797.4700  
 Toll free: 1.877.341.6300  
 Fax: 614.947.6770

General Information email: [info@franklin.edu](mailto:info@franklin.edu)

- Make payments
- Sign in to meet with their Financial Aid or Student Services Associate
- Schedule appointments
- Drop off paperwork
- Check on financial aid status

**Westerville Location**

4140 Executive Parkway  
 Mon. - Thurs., 2 - 10 p.m.  
 Fri., 10 a.m. - 2 p.m.  
 During above hours, call 614.947.6690; fax 614.523.3104  
 The Westerville location Security number is 614.947.6906

# Planning Calendars

## Fall '09 Trimester

Registration begins June 29, 2009

8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28
15-week traditional & 15-week BLF classes, section V																		Trimester Break	
Session I & 7-week BLF classes, section C									Session II & 7-week BLF classes, section D										
12-week traditional & 12-week BLF classes, section R																			
12-week BLF classes, section Q																			
6-week BLF classes, section E						6-week BLF classes, section F						6-week BLF classes, section H							
3-week BLF classes, section 2			3-week BLF classes, section 3			3-week BLF classes, section 4			3-week BLF classes, section 5			3-week BLF classes, section 6			3-week BLF classes, section 7				

**Key**

Trimester Break

Classes not in session for this format

## Winter '10 Trimester

Registration begins October 26, 2009

1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3
15-week traditional & 15-week BLF classes, section V																	
Session I & 7-week BLF classes, section C							Session II & 7-week BLF classes, section D										
12-week traditional & 12-week BLF classes, section R																	
12-week BLF classes, section Q																	
6-week BLF classes, section E						6-week BLF classes, section F						6-week BLF classes, section H					
3-week BLF classes, section 2			3-week BLF classes, section 3			3-week BLF classes, section 4			3-week BLF classes, section 5			3-week BLF classes, section 6			3-week BLF classes, section 7		

## Summer '10 Trimester

Registration begins March 1, 2010

4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26	8/2	8/9			
15-week traditional & 15-week BLF classes, section V															Trimester Break			
Session I & 7-week BLF classes, section C							Session II & 7-week BLF classes, section D											
12-week traditional & 12-week BLF classes, section R																		
12-week BLF classes, section Q																		
6-week BLF classes, section E						6-week BLF classes, section F												
3-week BLF classes, section 2			3-week BLF classes, section 3			3-week BLF classes, section 4			3-week BLF classes, section 5			3-week BLF classes, section 6						

# Step-by-Step Registration Guide

## STUDENT CHECKLIST

This checklist will help you begin your education at Franklin.

- Complete Application for Admission
- Send a request for official transcripts (high school, college, GED)
- Take placement test(s) in math, writing, reading and/or computer literacy (if applicable)
- Schedule an appointment to meet with a Student Services Associate (face-to-face or by telephone through your Enrollment Advisor) to have an unofficial evaluation of your transfer credit and to register for classes
- Complete financial aid forms, or receive an estimate of aid eligibility, online at [www.franklin.edu/finaid](http://www.franklin.edu/finaid)
- Obtain scholarship application(s) online at [www.franklin.edu/finaid](http://www.franklin.edu/finaid)
- Submit deferred payment form (if applicable)
- Obtain parking sticker in Student Services (you will need your license plate number)
- Purchase your textbooks at [www.franklin.bkstore.com](http://www.franklin.bkstore.com)
- Go to [my.franklin.edu](http://my.franklin.edu) to review your personal Web page and prepare for classes
- Other: \_\_\_\_\_

Your SSA: \_\_\_\_\_

## TIPS FOR SUCCESS

The key to successful learning is successful time management. Make choices that balance your personal and professional priorities, and you'll be motivated to succeed in your studies.

### Anticipate the start date

At least 10 days before each class begins, review your course CD or download the class from the course Web site. Purchase any books you need, and make sure you have the first week's assignments ready as required.

### Plan your schedule

Block out consistent times that will enable you to study without distraction. Early in the morning? Every Saturday afternoon? Whatever works for you, make sure you mark your calendar in order to stay organized and on top of your commitments.

### Maximize the minutes

When you encounter little gifts of time (such as in a waiting room), turn them into time-worthy study advantages. Carry your required reading with you and you'll make those minutes count.

### Use our free tutors

Take advantage of our free tutoring services at our Indy location to increase your ability and confidence in writing, math, and reading comprehension.

### Build relationships

Get to know the students and faculty members in your classes. They'll come from many places and professions, and their thoughts will enhance your learning experience and their friendships will improve your social capital.

### Share your goals

Talk about why your education is important. Those who share your life will be more supportive of your goals when they understand what they mean to you.

### Balance your life

As a serious student who juggles many responsibilities, be kind to yourself every now and then. Small rewards along the way can renew your devotion to staying with your studies. And remember, your education should complement your life, not displace it.

# A Profile of Franklin University

## Educational Philosophy

For more than 100 years, Franklin University has been committed to providing high-quality, flexible, innovative, responsive, and affordable education. Founded in 1902 as the Y.M.C.A. School of Commerce, Franklin University has since become central Ohio's leading educator of working adults. As a learner-centered institution, Franklin's educational philosophy cornerstones are:

- Ensuring academic quality
- Providing access to educational opportunities
- Adapting to the needs of students
- Responding to changes in society, professions, and the business community

Combining theory with practice, Franklin's focus on applied learning gives working professionals knowledge that they can immediately apply in the workplace. We provide student-professionals with the convenience of evening classes, a choice of class schedules, and a variety of learning formats to accommodate student's busy schedules and their individual learning styles. In addition, our tuition is among the lowest of any four-year independent college in Ohio, and ranks among the lowest 10% in the U.S.

## Franklin's Students

Since 1902, Franklin University has been a pioneer in meeting the needs of students who have the ambition to continue their education in combination with other responsibilities. The student body is diverse in both background and experience. Most of the students who attend the university work full time, raise families, and remain active in their communities while pursuing their education. While they range in age from 18 to 71 years old, the average age of the institution's undergraduate is 33, and that of the average graduate student is 36. Among the student population are those who transfer from other institutions, students who seek to start a career, change careers, advance in their career, and those who simply want to stay ahead in a changing world.

As career-focused professionals, most Franklin University students desire to gain high-quality, relevant knowledge that will enhance their immediate value on the job. They also seek an education that provides a foundation of broad-based knowledge that will help them move into higher-level positions and experience continual progress throughout their careers. Franklin University strives to be adaptive to the needs of adult learners, the business world in which they work, and societal shifts as a whole.

## Student-Centered Education

As a student-centered institution of higher learning, the University has been nationally recognized for our commitment to services designed to meet student needs.

One of the key features of Franklin's outstanding customer service is the University's Student Services Associates (SSAs). Every Franklin student is assigned an SSA who assists them with establishing educational goals, charting a course toward graduation, and finding answers to any questions that arise during their time at Franklin.

In addition to our robust staff of full-time faculty, our courses are enhanced by the experiences shared by more than 500 adjunct faculty members who are successful professionals

currently working in their fields of expertise. Tapping into the knowledge of proven professionals lets Franklin augment curriculum with current business practices and market trends, and affords students the opportunity to build professional networks in their fields of interest.

## History of the University

Throughout Franklin University's history, the institution has been dedicated to removing the barriers to higher education for working adults, while recognizing and responding to their needs for high-quality, professional-based instruction. Early on, business and professional leaders recognized the need for a low-cost, practical, yet effective way of obtaining higher education. Founded in Columbus in 1902, the Y.M.C.A. School of Commerce started with just a few students studying bookkeeping. In 1913, a two-year college course in accounting was added, and by 1917, more than 40 students were studying accounting. As the need arose, other professional-based courses such as exporting, advertising, and insurance were offered.

In 1917, offering programs which led to degrees became a goal of the Y.M.C.A. school. In 1921, the institution received degree-granting authority from the State of Ohio.

By 1920, attending classes was not only affordable but also convenient. Classes were scheduled primarily in the evening, so they would not interfere with students' jobs. Production engineering, accounting, banking and finance, marketing, and business administration were offered in four-year evening programs leading to a Bachelor of Commercial Science degree. Law courses were organized into a Bachelor of Laws degree, and this evolved into a fully accredited law school in 1954.

Faculty members were professionals who held jobs in Columbus area businesses during the day and taught at night. Curricula were developed with the goal of helping students advance in their professions.

The school's first formal commencement was in 1923 with a total of 24 students in the graduating class. In 1933, the name Franklin University was adopted, chosen to honor the innovative spirit of Benjamin Franklin. At this time, the university was organized as a separate branch of the Columbus Y.M.C.A.

As Franklin University worked toward full regional accreditation, the University made the strategic decision to focus resources on undergraduate programs rather than continue to maintain the law school. In 1965, an affiliation with Capital University was announced, and the law school was moved to Capital's grounds. Franklin University eventually ended its association with the law school altogether.

## A Separate Entity

Franklin University amicably separated from Y.M.C.A. sponsorship in 1964 and became incorporated under Ohio law as a not-for-profit, independent educational institution governed by its own Board of Trustees. In 1974, Franklin University was accepted as a candidate by North Central Association (NCA) and, after two years, full accreditation was granted. In 1977, the main campus expanded significantly to a total area of more than eleven acres downtown and launched its first capital campaign, which provided funding for university buildings and properties.

In 1993, after several years of research and planning, the University expanded its academic offerings to include graduate programs. The Master of Business Administration (MBA) degree was introduced; the first MBA class graduated in 1995. In 1997, two additional master's degree programs were added: the Master of Science in Marketing & Communication, which continues today, and the Master of Science in Human Services, which was offered until 2003. In 2000, the Master of Science in Computer Science was introduced and continues as one of the three graduate programs the university currently offers.

### Franklin Today

Under the leadership direction of Dr. David R. Decker, Franklin University remains firmly grounded in the central Ohio community, where it has been anchored for more than 100 years, providing higher education to working professionals who often balance multiple responsibilities. Additionally, the University serves students around the world through its Community College Alliance, GoArmyEd, and Virtual Campus.

As of Fall 2009, the University:

- Offers four degrees:
  - Associate of Science
  - Bachelor of Science
  - Master of Science
  - Master of Business Administration
- Offers 25 undergraduate majors and three graduate programs
- Offers 24 undergraduate majors and 2 graduate programs entirely online
- Enrolls more than 11,000 students annually
- Is the educational home to students from 48 states and more than 400 international students from over 60 countries
- Confers degrees to approximately 1,800 students annually

### Academic Colleges

Franklin University's Academic Affairs Unit is divided into two colleges, the College of Business and the College of Arts, Sciences, and Technology. Each college is under the leadership of an Academic Dean. The College of Business is comprised of the Division of Accounting and Finance, the Division of Graduate Business Studies, and the Ross School of Management and Leadership. The College of Arts, Sciences, and Technology is comprised of the Division of Arts, Sciences, and General Education, and the Division of Computer and Information Sciences.

### Ross School of Management and Leadership

Named after Stanley M. and Richard M. Ross, the Ross School of Management and Leadership (an academic division in the College of Business) operates on the principles of success that these two community leaders embodied. Richard Ross served on Franklin University's Board of Trustees from 1978 until his death in 1993. His father, Stanley Ross, was a 1903 graduate of Franklin when it was still the Y.M.C.A. School of Commerce. With his partner, Harry C. Moore (also a Franklin graduate), Stanley founded Moores & Ross Milk Co., which eventually became a worldwide corporation.

After Stanley's death, Richard continued the company's success, eventually merging with Abbott Laboratories to become the Ross Division, a global leader in infant care product development.

Through the Ross School of Management and Leadership, Franklin University offers undergraduate majors taught both online and on-campus. It has become widely respected by area employers for shaping innovative, critical-thinking leaders who can nourish positive change.

### Expanding Educational Opportunity

In response to students seeking high-quality, affordable education convenient to home and work, Franklin offers classes and student services not only at the Main Campus in downtown Columbus, but also at Franklin's Delaware, Dublin and Westerville locations. Starting in Fall 2009, courses will be offered at our Indianapolis, Indiana location. Combined, these facilities serve more than 7,500 students each trimester, providing evening classes and complete student services.

In addition, Franklin's Virtual Campus gives students the ultimate flexibility and convenience of online learning, removing educational barriers for students whose schedules or locations would otherwise prevent them from pursuing a degree. Currently, more than 83% of our students have taken at least one online course. With 24 majors from which to choose, our Virtual Campus brings Franklin's quality programs, combined with the convenience of online learning, to students in central Ohio and around the world.

The Franklin University Community College Alliance (CCA) was established in 1998, and today expands educational opportunities for students from more than 250 community colleges in more than 32 states. CCA students take preparatory courses onsite at their community college, and completion courses via Franklin's Virtual Campus to earn a Bachelor of Science from Franklin University. In addition, many of these students have gone on to pursue a graduate degree through Franklin's online MBA Program.

Franklin's distance learning also reaches soldiers around the world through the GoArmyEd Program. In 2001, Franklin was selected as one of the 29 initial institutions to partner with the U.S. Army in providing eligible enlisted soldiers the opportunity to earn a bachelor's degree while serving our country. To date, over 2,800 soldiers have attended Franklin via GoArmyEd.

### Innovation In Education

Franklin University takes an innovative approach to higher education, always seeking new ways to extend educational opportunities to those wishing to pursue a college degree. With our award-winning student services, innovative delivery formats and dedication to quality, Franklin continues to fulfill our mission to provide flexible, affordable, high-quality education for today's working adults, both in central Ohio and around the world.

### Our Mission Statement

Franklin University is a student-centered, independent institution of lifelong higher education, working in partnership with central Ohio's business and professional community in a global context. The University provides undergraduate and graduate students, who often work full or part time, both the breadth of knowledge and the career-focused applications required of a balanced education.

# Campuses, Resources, and Facilities

## MAIN CAMPUS

Franklin University's Main Campus is located on 14 acres in downtown Columbus, along Grant Avenue, and is part of the Discovery District. The University is near the heart of the city and the state capital complex. Commuting students can easily reach the University by car via I-70, I-71 or I-670, or by using public transportation. Disability-accessible buildings house classrooms, faculty and administrative offices, the Nationwide Library, Fisher Hall, Student Learning Center (SLC), and the Paul J. Otte Center for Student Services. The resources of Columbus — libraries, museums, community and professional theatres, amateur and professional sports, churches, shopping and fine restaurants — are convenient to the Main Campus.

## DELAWARE LOCATION

In response to the dramatic growth of northern central Ohio, Franklin opened a fourth location in Delaware in 2007 located at 3769 Columbus Pike at the intersection of State Route 23 and Cheshire Road. The Delaware location offers many of our undergraduate programs in a professional and convenient setting which includes a computer lab, computer kiosk and wireless connectivity.

## DUBLIN LOCATION

Students living and working in Dublin and the surrounding areas have been choosing our Dublin location since 1995. Conveniently situated at 495 Metro Place South (just off Frantz Road near I-270), the Dublin location provides our MBA and several undergraduate programs to more than 1,300 students annually. Students enjoy the professional environment and friendly, quality services which feature a computer lab, student advisors, testing center, library materials pick-up and drop-off, a full range of business office functions, and free parking.

## INDIANAPOLIS LOCATION

The Indianapolis location is conveniently located off of Exit 35 on Interstate 465 at Allison Pointe Blvd. The location is in close proximity to north suburban Indianapolis, Carmel, Fishers, and Geist Reservoir. The MBA Program is offered at this location as well as many undergraduate programs. The Indianapolis location houses classrooms, a Learning Resource Center, computer lab, wireless Internet connectivity, and quick-use student kiosks for your convenience. In addition, Student Services Coordinators (SSCs) are available on-site for admission, registration, academic advising, and financial aid assistance.

## WESTERVILLE LOCATION

Franklin has been making the pursuit of an affordable, quality education more convenient for the citizens of Westerville and the surrounding areas since 1999. Our Westerville location is established at 4140 Executive Parkway, just off of Sunbury Road

near Rt. 161 and I-270. The location offers Franklin's MBA as well as many undergraduate programs, and provides quality services such as student advising, computer lab, business office and library functions, free parking, and a café – all in a professional setting.

## VIRTUAL CAMPUS

The Virtual Campus houses all online courses. Distance education is an option for any Franklin University student. Completing some or all coursework through an online delivery is available to any student, whether he or she is living outside of central Ohio, a campus-based student, a Community College Alliance (CCA) student or a GoArmyEd student. In addition to individual courses, the MBA and MCM programs and 24 undergraduate majors can be completed through the Virtual Campus. For more information, visit [www.franklin.edu](http://www.franklin.edu) or call Student Services at 614.797.4700 or toll free at 1.888.882.2777.

## COMMUNITY COLLEGE ALLIANCE

Through the Community College Alliance Program, students remain active in their community while completing their bachelor's degree through a combination of on-campus or online courses at their local community college and online courses from Franklin. All major programs are designed to address the needs of adult learners with the appropriate educational background (i.e., an associate's degree or equivalent coursework) who wish to expand or enhance their educational knowledge through distance education. For more information concerning this program, contact the Community College Alliance Office at [alliance.franklin.edu](http://alliance.franklin.edu) or toll free at 1.888.341.6237.

## GOARMYED

American soldiers in the U.S. Army also have the opportunity to earn a Franklin education through the GoArmyEd Program. Franklin University was 1 of 29 original education partners when the Army introduced the Program in 2001. In 2007, Franklin University was selected to continue as one of 33 eArmyU designated institutions. The University requires the soldier to have a high school diploma or GED. Contact your ACES Counselor, the Franklin University Military Admissions & Services Office toll free at 1.877.341.6300 or visit [www.eArmyU.com](http://www.eArmyU.com) for more information.

## ARMY NATIONAL GUARD PARTNERSHIP

Franklin University partnered with the Army National Guard (ARNG) beginning in January 2005. The partnership allows ARNG soldiers to attend Franklin University to obtain an Associate of Science, Bachelor of Science, and/or Master of Business Administration degree. Soldiers in this Program benefit from SOC residency guidelines as outlined in the SOCNG Handbook. In addition, soldiers may request additional program and benefit support from the Education Support Center (ESC). For more information, please contact the Franklin University Military Admissions & Services Office at 1.877.341.6300.

## FACULTY

Franklin University's academic programs offer up-to-date, professional education through faculty who embody the integration of theory and practice. The faculty possess a combination of advanced education and social, cultural and community responsibilities. They enrich the students' experience with special talents and abilities drawn from successful careers in business, industry, government and social service. Franklin University faculty seek to design and imbue the learning environment with content and methods designed to graduate intelligent and reflective practitioners.

## CENTER FOR PROFESSIONAL TRAINING & DEVELOPMENT

Franklin University's Center for Professional Training & Development delivers a wide variety of credit and non-credit educational programs to career-minded professionals, businesses, government, and not-for-profit organizations interested in improving their ability to succeed in today's dynamic and competitive work environment. These programs include professionally recognized and accredited certificate programs, job-specific training, and workshops. Our services and programs can be offered in a variety of formats to allow busy professionals to pursue their personal development while juggling their work and personal lives.

The Center for Professional Training & Development faculty and staff can develop customized training programs, seminars, or workshops that address the problems, challenges, and opportunities your industry faces. For more information, please contact the Center for Professional Training & Development at 614.947.6173 or [prodev@franklin.edu](mailto:prodev@franklin.edu).

## TECHNOLOGY

Franklin University encourages the use of electronic communication, technology, and computing for the purpose of instruction, administration, advancement, research, and study. Franklin's campus network and Internet resources were designed and implemented to support and enhance the education of Franklin University students. Students are provided with technology resources in classrooms, kiosks, laboratories, and via the Internet. A wide variety of applications are available, including online courseware, scientific simulations, business applications, desktop publishing software, and a variety of programming environments.

The following hardware and software requirements are applicable for all registered students:

### General Technology Requirements

#### Minimum Hardware Requirements:

- Desktop or Laptop with 1GHz CPU
- Monitor, 800 X 600 resolution (1024 X 768 required for Office 2007)
- 2 GB RAM (4 GB recommended)
- 64 MB Video RAM

- 8 GB or higher of available hard drive space at the beginning of each term
- DVD optical drive recommended
- Sound card and speakers
- Internet connectivity (Broadband required for an optimal experience)
- Printer
- Headset with Microphone
- USB (thumb) drive port and drive (required for transferring data from Franklin University machines)

#### Operating System and Software Requirements:

- Windows XP with Service Pack 2
- Microsoft Office 2003 required, Office 2007 recommended (includes Word, Excel, PowerPoint, and Access)
- Internet browser is required – the latest Microsoft Internet Explorer recommended
- Virus protection – updated regularly with scans performed regularly
- Familiarity with firewall, pop-up blocker, and anti-spam software (if these applications are used)
- Email is provided by Franklin University

#### Internet Browser Plug-Ins (Latest Version)

- RealPlayer
- QuickTime Player
- Adobe Flash Player
- Windows Media Player
- Adobe Reader
- Shockwave
- Java-JS2E version (Java Runtime Environment)

Students who choose to use applications other than those listed do so knowing that faculty will be using the software listed above. It is the student's responsibility to create and distribute correspondence and shared files in a format that can be read by faculty and fellow classmates.

In order to use all of the Franklin supplied technology resources, students must be able to load software on the computers they will be using. Some courses may require additional software. Technology changes rapidly – as a result, these requirements are subject to change.

### Special Technology Requirements

Computer and Information Sciences and Healthcare Information Systems Management majors (COMP, MIS, DCOM, HISM, ITEC, and WEBD) are expected to exceed the General Technology Requirements. To maximize the educational experience, Computer and Information Sciences students as well as Healthcare Information Systems Management students must have:

- a current model computer (less than 2 years of age)
- DVD optical drive

- 2 GB RAM minimum (4 GB or more recommended)
- Broadband access
- 40 GB or higher of available hard drive space at the beginning of each term

Computer and Information Sciences students, in addition to Healthcare Information Systems Management students, must be prepared to invest in additional software when necessary and be able to install and uninstall this software without assistance.

Master of Science in Marketing & Communication students must also have the following in addition to the General Technology Requirements:

- Broadband access
- Web Cam

### Technology Resources

Franklin University students have access to extensive technology resources including:

- Student Web portal
- Computer laboratories
- Quick-use student kiosks
- Campus-wide Internet access
- Computerized library access
- Computerized classrooms
- Wireless connectivity

The student Web portal, myFranklin, provides University announcements, access to courses, course history, student email, financial aid information, and the ability to manage personal student account information. Upon authentication, the course Web page includes specialized technology resources to enhance the learning experience, and includes: Franklin*Live!* for collaboration, drop box, chat rooms, whiteboard, and bulletin board.

Computer laboratories are located at our Main Campus, Delaware, Dublin, Westerville, and Indianapolis locations.

Student kiosks have been designed for convenient access and are located in the lobby of Frasch Hall, the second-floor lobby of Phillips Hall, and in the lobby of the Paul J. Otte Center for Student Services. The computers in these kiosks provide access to the Internet and Microsoft Office applications.

The library provides technology resources for individual student use, or collaborative use in Student Meeting Rooms (SMRs), which may be reserved.

Wireless Internet connectivity is provided in many areas (authentication required) including Phillips Hall (Nationwide Library, computer labs, and kiosk), Frasch Hall, the Student Services Center, Fisher Hall, Alumni Hall, and the campus green (Main Campus). Wireless connectivity is also available in select locations at the Delaware, Dublin, Westerville, and Indianapolis locations.

### Support Resources

While pursuing an education at Franklin University, students will be using some of the latest technology available. To help students maximize the benefits of this technology, we offer the support of the Technology Help Desk. Available by telephone or email, the Technology Help Desk staff is here to assist with the following:

- Logging into a class
- Logging into email
- Retrieving username and password (verification required)
- Logging into Computer Science servers
- Assisting with basic software applications used at the University
- Helping with basic computer literacy

The Franklin University Technology Help Desk requires a few identifying pieces of information when a student calls or emails. The student's first and last name are required. The student will also need to be as specific as possible when describing problems. For example:

- If experiencing problems accessing a course, the student must provide the course name as well as the section number
- If experiencing errors within an application, Web browser, or the operating system, the student must provide the exact error message, the task being performed when the error occurred, the frequency the problem has occurred, and whether the computer has been rebooted

This information will provide the technician an effective starting point within the troubleshooting process. Tutorials, Frequently Asked Questions, the Student Account Policy, and other resources can be found by visiting [www.franklin.edu/helpdesk](http://www.franklin.edu/helpdesk).

To receive technical assistance:

- Call - Local 614.947.6222
- Call - Toll Free 1.866.435.7006
- Email - [helpdesk@franklin.edu](mailto:helpdesk@franklin.edu)

## LIBRARY

The Nationwide Insurance Library of Franklin University is located in Phillips Hall, at the southwest corner of Main Street and Grant Avenue. From this location, students, faculty and staff can enjoy a newly renovated library. The library joined the OhioLINK consortium of Ohio Colleges and Universities in 2002. Franklin students, staff and faculty can access the wealth of locally provided and OhioLINK services and resources via the Franklin Library Web page on campus or remotely. To begin exploring these resources immediately, go to [www.franklin.edu/go/library](http://www.franklin.edu/go/library). Librarians and circulation staff are available to provide assistance with library resources and services via chat, telephone (614.947.6550 or toll free at 1.866.341.6252), email ([library@franklin.edu](mailto:library@franklin.edu)), or in person during library hours, which are posted on the Web site at [www.franklin.edu/library](http://www.franklin.edu/library).

## Library Fine(s)

The Franklin University Nationwide Library assesses and collects overdue fines and replacement fees for items owned by Franklin University. The Library also assesses and collects overdue fines and replacement fees for items checked out from other OhioLINK libraries or Interlibrary Loan (ILL). By assessing and collecting fines for these items, it is hoped that customers using Franklin Library and OhioLINK resources will return them in a timely manner, making the items available for use by other Franklin University and OhioLINK customers. For more information about this policy, please visit the “Hours, Borrowing and Policies” section under the “About the Library” tab on the Library homepage ([www.franklin.edu/library](http://www.franklin.edu/library)).

## STUDENT INFORMATION

Information for current and prospective students is available in the lobby of the Paul J. Otte Center for Student Services, 331 East Rich Street. There, students can find pamphlets, brochures, newsletters, maps, Academic Bulletin, Course Schedules, and parking permits. This information also is available on our Web site at [www.franklin.edu](http://www.franklin.edu).

## STUDENT LEARNING CENTER (SLC)

The Student Learning Center (SLC) provides tutoring services, academic resources, testing and alternatives to classroom learning designed to empower Franklin University students to become independent lifelong learners.

Online and face-to-face tutoring support focuses on the core introductory level courses taken by undergraduate students across disciplines. Writing support is provided at both the undergraduate and graduate levels. Our emphasis on specific courses and concepts is designed to provide the educational foundation necessary to ensure student success at Franklin and beyond. Tutoring services are available for both central Ohio campus students and Virtual Campus students. Tutoring is provided free of charge to currently enrolled students.

For the complete tutoring schedule go to the SLC in Fisher Hall, Main Campus or on the Web at: [www.franklin.edu/slc](http://www.franklin.edu/slc).

For those students just beginning at Franklin, the SLC offers a variety of placement testing. Franklin also recognizes that many entering students already have significant professional or educational experience for which they may deserve college credit. For those students, the SLC offers CLEP (College Level Examination Program), FUPE (Franklin University Proficiency Exams) and the Portfolio Credit Program. In addition, many professors send make-up exams to the SLC, and all online course exams can be administered through the SLC. See Student Services “Academic Support” and “Alternatives to Classroom Learning” for more information.

The SLC is located on the first floor of Fisher Hall or online at [www.franklin.edu/slc](http://www.franklin.edu/slc) and can be reached at 614.947.6800, 1.866.341.6206 (toll free) or [slc@franklin.edu](mailto:slc@franklin.edu). The Indianapolis location has a Learning Resource Center to provide similar services to central Indiana students.

## PROCTORED TESTING

Several courses at Franklin University require students to take their examinations outside of the classroom. Central Ohio students should arrange to take their exams at the Student Learning Center (SLC) on Main Campus or at the Dublin location. Community College Alliance (CCA) students should use any proctoring services available through their community college. Central Indiana students should arrange to take their exams at the Indianapolis location. All other students are required to locate an appropriate proctor and are responsible for any/all associated fees. For additional guidance, go to the following Web site: [www.franklin.edu/franklin/files/slc/Proctor\\_guidelines.pdf](http://www.franklin.edu/franklin/files/slc/Proctor_guidelines.pdf).

## BUNTE GALLERY

The Bunte Gallery was named in honor of the University’s second president, Dr. Frederick J. Bunte. Located in Alumni Hall, the Gallery is a unique showcase for local and regional artists and provides an aesthetic experience for Franklin University students and the community.

## BOOKSTORE

The Franklin University Bookstore is operated by Barnes & Noble, Inc. at our Main Campus downtown. The Bookstore stocks course textbooks and supplies for University classes, and offers a diverse selection of general interest books, gift items and miscellaneous goods. Computerized book ordering facilitates special orders for books not currently in stock. Students have several options for ordering books to be delivered by mail:

- Internet: [www.franklin.bkstore.com](http://www.franklin.bkstore.com)
- telephone: 1.888.341.6237, ext. 6828
- fax: 614.469.9039
- email: [bksfranklin@bncollege.com](mailto:bksfranklin@bncollege.com)

When placing an order by any method, students must include their name, Franklin University and complete course information (name and number).

To uphold the company’s commitment to quality merchandise and customer service, Barnes & Noble, Inc. agrees to refund or exchange, without penalty, any textbook within one week from the start of classes, provided the book is still in original condition and accompanied by the original sales receipt. Instructions for the Barnes & Noble refund policy will accompany all orders shipped by mail.

## LOST AND FOUND POLICY

Members of the University community who find property on campus are expected to contact the special duty officer at your campus. If you are on campus when a security officer is not available, please contact the Director of Security Services. Recovered property will be stored in a secure location at the campus on which it is found for 60 days.

If a found item is determined to be contraband (including illegal drugs and weapons, products of a criminal act, or property otherwise prohibited by law from possession by an individual or Franklin University), the local police department having jurisdiction over the location will be contacted and requested to handle the incident and associated property.

If you have lost property at Franklin, please call 614.947.6083 or email [lostandfound@franklin.edu](mailto:lostandfound@franklin.edu) to see if it has been recovered.

## STUDENT PARKING POLICY

Franklin University provides free parking on University lots for students when they are engaging in University business. Parking lots are conveniently located on the campus near all University buildings. Speed limit in University parking lots is 5 mph.

- Students using parking lots must register their vehicle(s) and obtain a parking permit sticker for the academic year. Students can pick up a new sticker at the Main Campus (downtown) in Student Services or Faculty Services. Stickers are also available at the Dublin or Westerville locations; however, they are only needed for parking downtown.
- Parking permits must be displayed on the lower corner of the vehicle's driver side rear window. Permits are nonpermanent static cling and may be moved from vehicle to vehicle as necessary. Students should notify Student Services to register a different vehicle or new license plate number. Damaged non-sticking permits should be replaced.
- Reserved parking spaces are reserved for University employees only. The University allows students to park in any available reserved parking space, but only after 6 p.m., Monday through Thursday, when classes are in session.
- Lot "C" near the Paul J. Otte Center for Student Services is for student use. Employee parking is prohibited there Monday through Friday when classes are in session.
- Lot D, to the south of Phillips Hall, has two rows of the parking lot reserved for faculty and staff parking.
- Main Lot near Frasch Hall is reserved for staff and faculty parking. Student parking is not permitted in this lot except for handicap-eligible students.
- Handicapped parking, denoted by the wheelchair symbol, is available throughout the campus. These specifically-designated spots include the striped areas on either side of the parking space. These assigned areas are intended for use only by those specified individuals who are registered with the Ohio Department of Motor Vehicles as handicapped, and who need assistance and close proximity to the building. Vehicles must display a current Franklin University permit and handicap decal. University permits for temporary disabilities may be obtained from the Facilities Department, ext. 6083.
- Visitor parking is available on all campus lots. Students are not permitted to park in areas designated for visitors.
- Motorcycle parking is available in the Frasch Hall and Phillips Hall parking lots.
- Violation of parking policies may result in a City of Columbus citation, the vehicle being towed at the owner's expense, and/or the loss of parking privileges. The City of Columbus can issue parking citations on private property to include handicap parking violations and fire lane violations.
- Franklin University assumes no responsibility for any damage, theft or personal injury involving vehicles parked on the University lots.
- In cooperation with Grant Medical Center, their parking lot at the Southeast corner of Grant Ave. and Rich St. is available for Franklin student parking after 5:00 p.m.

## SAFETY AND SECURITY SERVICES

### MySafeCampus

Franklin uses a confidential and anonymous 24-hour incident reporting system called MySafeCampus. The system supplements Franklin's internal reporting policies and procedures by providing an additional tool aimed at creating an atmosphere that discourages inappropriate or illegal conduct at the University.

MySafeCampus is open to all faculty and staff members, students, or those coming into contact with the University or its representatives, and it is easy to use and allows for the reporting of concerns related to academics, safety and well being, and security – either anonymously or by providing contact information. An access code and personal password are provided to check the status of submitter's report, which when submitted will be distributed immediately to a designated senior administrator.

To submit a report, visit [www.mysafecampus.com](http://www.mysafecampus.com) or call 1.800.716.9007 (answered by a live agent with assistance available in more than 160 languages).

### Franklin University Alerts

In an effort to improve communication in the event of a campus emergency or closure, Franklin initiated "Franklin University Alerts," a notification system that will allow urgent news to be sent via text or email directly to registered users. The voluntary service is available to all current Franklin students, faculty, and staff.

To register, simply login to myFranklin and follow the registration instructions on the front page, or go to [www.e2campus.com/my/franklin](http://www.e2campus.com/my/franklin). Please note: Registration information will not be shared with outside sources and will only be used to send emergency messages.

### Emergency Management Guides/Telephones

An Emergency Management Guide is installed in every classroom and public area of each building on Franklin's Main Campus as well as the suburban locations. Each guide is posted on the wall near the room's main door. The guides contain emergency phone numbers, instructions on what to do in case of a specific emergency such as severe weather, a bomb threat, or a medical emergency.

Telephones are also installed in all Main Campus and suburban location classrooms. The phones can be used to dial 911 or any Franklin four-digit extension.

# Academic Information

## BALANCED LEARNING FORMAT

### BLF Definition

Franklin University offers courses in the Balanced Learning Format (BLF). This format provides the knowledge students seek, as well as a consistent quality and delivery of the classes they choose. The BLF curriculum design process, which includes a team of faculty who serve as designers, developers and content experts for each course, ensures consistent, high quality learning outcomes for all students. Features of BLF courses include a balanced workload for each week, courses designed around major topic areas, course materials available for download from the course Web page, a faculty manual, a companion Web site, and the Flex-a-Class™ option for making up missed classes (Flex-a-Class™ information is available on each course Web site).

### BLF Format and Hours

This innovative course-design process and delivery format provides students with a wide range of offerings to meet their learning needs and busy schedules. Also, students may start classes at multiple points throughout the year. The courses are delivered in different formats depending on a variety of functions. These formats include an accelerated 6- or 7-week format or traditional 12- or 15-week formats and online. Students in the 6- or 7-week format will spend eight to 12 hours per week completing coursework out-of-class. Classes delivered over 12-weeks require four to six hours of coursework out-of-class. Classes delivered over 15 weeks require a minimum of four hours of coursework out of class plus project time if applicable. Face-to-face classes meet only once a week. Online classes require an additional two to four hours per week to do class activities. Graduate classes will require an additional two to four hours per week for the out-of-class work.

### Student Requirements (PF 321)

All students begin the BLF curriculum by taking PF 321, Learning Strategies. This course prepares students to be successful lifelong learners both academically and in their chosen careers. Franklin courses require a high level of self-directed learning and focus on skills required in the workplace and the classroom that are easily transferable between the two environments. The course includes strategies for advancing communication skills, including the use of electronic tools to participate in virtual environments. The assignments and activities in the course are created to closely simulate teamwork found in the workplace.

### Student Resources

The downloadable course materials assist students in completing the course by providing faculty notes, assignments, Web site information and enrichment materials. These tools are designed to help students master the course content and the designed course ensures that all students enrolled in a particular BLF course meet the same course outcomes, receive the same content and participate in the same learning activities creating greater consistency in all cases.

### Student Enrollment Load

Because of the level of self-directed learning required outside of class (approximately 8 to 12 hours each week for a 6-week BLF course), students may not take more than 18 semester credits in any 15-week trimester or 18 workload hours within any 6-week period without the approval of the appropriate

Program Chair. (To calculate workload hours see the “Academic Credit and Courseload” section.) It is recommended students take only one 6-week course during any 6-week period.

### Student Registration

Students must register for BLF courses (both face-to-face and online). Graduate Student Services Associates register graduate students for classes each trimester. Students are responsible for logging on to the course Web site before the start of the course in order to receive updated assignments and communication.

## ACCELERATED LEARNING PROGRAM (ALP)

Accelerated Learning Program (ALP) courses can be completed in 7-weeks by attending class once per week. Similar to the BLF courses, students considering the ALP courses should realize that much of the learning will be self-directed and independently achieved. Students must be prepared to dedicate more hours to learning outside the classroom to successfully complete an ALP course.

Eligibility requirements include the completion of (or the acceptance of transfer credit for) at least 30 credit hours of coursework and a minimum cumulative GPA of 2.5. Students must register for ALP classes at least one week prior to the start of the period in which the class is offered.

## ASSESSMENT

To assure Franklin's commitment to providing students with a quality education, the University assesses student learning on an ongoing basis. Academic programs and general education assess student learning and use the results to make changes, as part of the University's goal of continuous quality improvement.

The University measures outcomes specified within each program, as well as University-wide general education outcomes. Methods include direct and indirect measures. This involves assessment of student assignments and projects by internal and external evaluators, surveys of graduating students and alumni, and student evaluations of courses.

## EVALUATION OF INSTRUCTION AND SERVICES

Students are given an opportunity to anonymously evaluate their courses, instructors, SSAs and services for students near the end of each course. Completed student evaluation forms are forwarded to faculty only after final grades have been submitted to the Registrar's Office.

## WRITING GUIDELINES

At a minimum, all courses at Franklin University will follow these writing guidelines. Program Chairs or Lead Faculty of General Education courses do have the option of creating specific guidelines for their program or course that strengthen these minimum guidelines.

- Adherence to APA Documentation Style (To include in-text citations and reference list)
- Adherence to APA Paper Format (To include double-spacing, 1 inch margins, 12 point serif font [e.g., Times New Roman, Courier], and page numbers in top right corner)
- Adherence to APA Writing Skills (To include proper grammar and correct spelling and punctuation)

## TURNITIN.COM

Turnitin.com is used by Franklin University to assist students and faculty in detecting plagiarism. In many assignments, the student will be required to submit a paper to turnitin.com. By submitting the paper ahead of the assignment deadline, the student will have time to take corrective action if feedback from turnitin.com indicates a plagiarism match. A plagiarism match occurs when turnitin.com sees a word-for-word match between the work submitted and a part of another paper, Web site, or article in its database.

Faculty are encouraged to use turnitin.com as a learning tool for students. All material submitted to the Web site is encrypted. The student's paper is seen only by the student and the instructor. Any copyrights or intellectual capital that is associated with the paper remains with the student.

# Tuition and Fees: Academic Year 2009-2010

Franklin University recognizes that educational expenses can be a significant factor in the decision to attend college. Franklin's affordable tuition is among the lowest of all independent baccalaureate colleges and universities in Ohio and remains among the lowest 10% in the nation. In addition, many support services are available at no cost to students.

The tuition and fees charged by the University are kept as low as possible for the benefit of students. The University offers students maximum flexibility in paying their educational expenses. Efforts are continually made to provide quality education at an affordable cost to students.

The University accepts all tuition and fees with the understanding that the student, in paying such tuition and fees, agrees to abide by all University policies and regulations, whether or not printed in this Academic Bulletin, and by any decisions of the administration and faculty regarding the student's status at the University. Although every effort is made to provide accurate and up-to-date information on educational costs and fees, the University reserves the right to change its tuition, fees and charges as economic conditions warrant. Those who fail to pay accounts when due are delinquent and may be dropped from classes. Students with delinquent financial obligations will not be permitted to enroll for subsequent trimesters. Past-due balances must be paid by, cashier's check (money order), MasterCard®, VISA® or Discover®. Personal checks will not be accepted for past-due balances.

## UNDERGRADUATE EDUCATIONAL COSTS

Initial Processing Fee (non-refundable).....	\$25
Standard tuition per credit hour.....	\$298
Tuition per credit hour for Computer Science, Graphics, Web Development, Information Technology & MIS courses.....	\$354
College Level Examination Program (CLEP).....	\$92 (CLEP examination fee: \$72; administration fee: \$20)
Franklin University Proficiency Examination (FUPE) per credit hour attempted.....	\$40
Prior Learning Portfolio evaluation per credit hour requested.....	\$50
Deferred tuition application fee (non-refundable).....	\$50
Late payment fee for deferred tuition reimbursement plan.....	\$100
Graduation application fee* (non-refundable).....	\$55
Returned check processing fee.....	\$25
Cost of collection of past due balances – actual costs incurred	

\*Penalties apply for late submissions

## GRADUATE EDUCATIONAL COSTS

Application Fee (non-refundable).....	\$30
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Tuition per credit hour .....	\$490 (First credit hour cost is considered a non-refundable deposit applied to the initial trimester of enrollment.)
Tuition per credit hour for M.S. Computer Science .....	\$545
Deferred Tuition application fee (non-refundable) .....	\$50
Late payment fee for deferred tuition reimbursement plan.....	\$100
Graduation application fee* (non-refundable).....	\$75
Returned check processing fee .....	\$25
Cost of collection of past due balances – actual costs incurred	

\*Penalties apply for late submissions

## INTERNATIONAL STUDENT EDUCATIONAL FEES

New International Students

Application Fee (non-refundable).....	\$40 (A one-time non-refundable fee to process the application)
Initial processing fee (non-refundable).....	\$50

## TUITION CHARGES ON COURSE WITHDRAWALS

All students who wish to withdraw from a course for which they have registered must submit an Add/Drop Form to the University, complete the drop online via myFranklin, or contact their SSA. When current students withdraw from one or more courses, they are charged a percentage of the tuition according to the following table. The following table applies to students residing in locations other than Indiana and Wisconsin:

### 12- or 15-week Classes

Week*	Percentage Charged**/†
1 .....	No Charge
2 .....	40%
3 .....	55%
4 .....	70%
5 .....	85%
6 .....	100%

### 6- or 7-week Classes

Week*	Percentage Charged**/†
1 .....	No Charge
2 .....	50%
3 .....	100%

### 3-week Classes

Week*	Percentage Charged**/†
1 .....	No Charge
2 .....	100%

For face-to-face on campus classes dropped in the SECOND WEEK only, the percentage charge will not be assessed if the Add/Drop Form is processed before the first class meeting of the second week. For online classes, the drop must be submitted by midnight EST the Sunday before the second week of the class.

\*IMPORTANT NOTE: “Week” refers to the date the Add/Drop Form is submitted by a student to the University. Tuition charges are calculated based on the date that the form is submitted, NOT the last day of class attendance. After the Add/Drop Form is processed, an updated Schedule/Invoice will be mailed to students within one business day.

\*\* The \$25 initial undergraduate fee is non-refundable.

† Some states have regulations that may require Franklin University to apply a separate refund policy for their residents. In such cases Franklin University will apply a refund schedule that meets or exceeds the state requirements. Specific states refund policies are listed below:

**Indiana Residents Refund Policy**

(a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission.

The institution must make the proper refund no later than thirty-one (31) days of the student’s request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of the Indiana State Code:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (A) The student cancels their registration within six (6) business days after signing.
  - (B) The student does not meet the postsecondary proprietary educational institution’s minimum admission requirements.
  - (C) The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a full refund of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

- (3) A student completing between 10% and 25% of the duration of the instructional program, or attending between five and ten days of the duration of the instructional program is entitled to a refund of 75% of the cost of the financial obligation.
- (4) A student completing between 25% and 50% of the duration of the instructional program, or attending between 11 and 21 days of the duration of the instructional program is entitled to a refund of 50% of the cost of the financial obligation.
- (5) A student completing between 50% and 75% of the duration of the instructional program, or between 22 and 31 days of the duration of the instructional program is entitled to a refund of 25% of the cost of the financial obligation.
- (6) A student withdrawing from an institutional program, after attending more than seventy-five percent (75%) of the duration of the instructional program, is not entitled to a refund.

**Wisconsin Residents Refund Policy**

Wisconsin regulations require Franklin University to apply a separate refund policy to Wisconsin students. Wisconsin students will receive a full refund of all tuition money paid if they withdraw from a course within a three-business-day cancellation period from the course start withdraw or are administratively withdrawn after the start date of a course but before 60% of the course term has passed are entitled to date. Students who a pro rata refund as indicated in the following table.

Length of course completed	Percentage Refunded
Day 1 - Day 7.....	100% Refund
Day 8 - 19% .....	80% Refund
20% - 29% .....	70% Refund
30% - 39% .....	60% Refund
40% - 49% .....	50% Refund
50% - 59% .....	40% Refund
60%+ .....	No Refund

Franklin University may retain a one-time administrative fee of no more than \$100. Students will receive the tuition credit within 40 days of the withdrawal date. Students must notify the institution of their intention to withdraw from courses either by phone, email or in writing. The effective date of the withdrawal will be the date the institution receives notification.

**Refund Policy**

In compliance with Section 668.22 of the Code of Federal Regulation, current students who prepay all tuition and fees and subsequently withdraw will receive a refund percentage of their tuition based on the date that the Add/Drop Form is submitted.

Students who receive Federal Title IV funds are subject to the refund and repayment policies as outlined in the Financial Aid section of this Academic Bulletin.

**Time Period for Refund to be Processed**

Students who submit an Add/Drop Form will receive a refund no later than 30 calendar days after submission of the written withdrawal notice.

# Paying for Your Education

The University's financial services, which include the Business Office and the Financial Aid Office, offer a variety of payment options: deferred tuition reimbursement, direct company billing, veterans benefits and need or merit based financial aid. Financial aid includes grants, loans, scholarships and employment opportunities.

## PAYMENT OPTIONS

When students register for classes, they receive a statement of tuition and fees. Tuition and fees for all students are due by the first day of the trimester unless the deferred tuition reimbursement plan is selected. The University accepts MasterCard, VISA and Discover. Students whose tuition and fees are not paid in full and who are not enrolled in the deferred tuition reimbursement plan are assessed a 1.5% interest charge to tuition and fee account balances older than 30 days. Interest charges will continue to accrue monthly until all balances are paid in full. Students receiving interest charges will receive a monthly statement showing items posted to their account. Students with past-due balances are not permitted to enroll for subsequent trimesters.

**NOTICE OF INTEREST DISCLOSURE:** Upon enrollment, the student agrees to all terms and conditions of Franklin University's policies of tuition payment. Tuition and fees for all students are due by the first day of the trimester unless the deferred tuition reimbursement plan is selected. Students whose tuition and fees are not paid in full within 30 days of the start of the trimester in which a student has enrolled, and who are not enrolled in the deferred reimbursement plan, will begin to receive finance charges at a rate of 1.5% per month, or 18% per annum.

## DEFERRED TUITION REIMBURSEMENT PLAN

Students receiving employer tuition reimbursement are encouraged to participate in Franklin University's deferred tuition reimbursement plan, which defers tuition payment until after trimester final grades are processed. To take advantage of this plan, students should request an application from the Business Office and obtain the proper authorization from their employer. The application and employer authorization, along with a \$50 deferment fee, must be submitted each trimester. Applications are accepted throughout the trimester, however, interest charges (18% APR) will be posted on outstanding tuition balances if the application is submitted more than 30 days after the start of the trimester. These interest charges are the responsibility of the student. Deferred tuition applications postmarked or submitted after the due date will not be accepted.

## DIRECT COMPANY BILLING

Many students attending Franklin University participate in tuition reimbursement plans sponsored by their employers. Some students are reimbursed by their employers upon receipt of each trimester's grades (see "Deferred Tuition Reimbursement Plan"), while other employers pay the University directly for student tuition. Employers interested in participating in direct payment plans should contact the University Business Office for further information.

## TUITION APPEAL PROCESS

The university understands unexpected events may occur that prevent a student from completing academic course work. In recognition of this, the university may consider appeals for reductions of tuition charges.

Appeals are only considered for situations in which events affecting enrollment are non-recurring, catastrophic or life-threatening in nature, and beyond the student's control. Students should contact their Student Services Associate (SSA) to discuss their particular circumstances.

Appeals will be considered up to 30 days following the first day of the next trimester. Appeals received after this will not be given consideration. An approved appeal serves as a one-time exception. Appropriate documentation will be required for committee review. Examples of appropriate documentation may include insurance claims, medical records, military orders, or obituaries. The university reserves the right to deny an appeal.

Students may be required to meet with their SSA prior to re-enrolling following an approved appeal.

# Financial Aid

The purpose of financial aid and scholarships is to supplement you and your family's contributions toward the cost of education. Franklin University's Financial Aid Office administers a variety of grants, loans, scholarships and part-time employment to assist you in financing your education. This office also administers Ohio National Guard Scholarship and Veteran's Educational benefits.

All information in this section is subject to change because of congressional action, changes in federal regulations and/or Department of Education guidance or changes to institutional policies and procedures.

## Financial Aid Office

201 S. Grant Ave.

Columbus, OH 43215-5399

Telephone: 614.797.4700, Toll-free: 1.877.341.6300

Fax: 614.255.9478

email: [finaid@franklin.edu](mailto:finaid@franklin.edu)

Web site: [www.franklin.edu/finaid](http://www.franklin.edu/finaid)

Hours: Mon. – Thurs.: 8 a.m. – 8 p.m., Fri.: 8 a.m. – 5 p.m.

## STUDENT ELIGIBILITY

In general, to receive aid from the student aid programs, students must:

- have financial need (except for some loan programs);
- be enrolled or accepted for enrollment as a regular student working toward a degree in an eligible program;
- be a U.S. citizen or eligible non-citizen;
- have a valid Social Security number;
- make satisfactory academic progress;
- register with the Selective Service, if required; and
- complete the Free Application for Federal Student Aid (FAFSA).

Eligibility for assistance is assessed and a financial aid “package” is prepared. Financial aid award packages may consist of only one type of aid or a combination from two or more sources. These packages are tailored to meet the student's potential eligibility for all financial assistance for all trimesters of enrollment.

Academic progress and class attendance are monitored and impact financial aid eligibility. **Adjustments to financial aid may be necessary for students who never attend, stop attending, withdraw from, or fail one or more courses.** Students are strongly encouraged to contact a Financial Aid Associate prior to any change in enrollment. For more information please see “Financial Aid Standards of Academic Progress” under Applying for Financial Assistance.

## TYPES OF ASSISTANCE

There are four types of assistance:

- Grants and Scholarships – awards based on a variety of factors that do not require repayment.

- Loans – awards that require repayment.
- Employment – bi-monthly paycheck for part-time work.

Financial aid packages are a combination of these types of assistance designed to help students meet educational costs. The type of assistance available depends on each student's individual financial situation and enrollment pattern. Federal financial aid based on financial need is determined by a standard formula of methodology which is used to ensure equitable distribution of available funds. Merit-based aid is determined by a variety of factors including academic achievement and personal achievement. To be considered for all types of financial assistance, students must complete the financial aid application process by the preference deadlines (see “Applying for Financial Assistance”).

The types of financial aid available to graduate students include loans and student employment.

## FEDERAL AND STATE GRANT PROGRAMS

Generally, students receive grant funds in combination with loans. Some of the award programs listed here is based on the financial circumstances of the student/family.

### Federal Pell Grant

The Pell Grant is a need-based federal program available to undergraduate students seeking their first degree. Eligibility is determined by a standard formula known as federal methodology. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and list Franklin University as the school to receive the results [known as the Student Aid Report (SAR)]. These results will be electronically transmitted by the federal processor to the Financial Aid office. To be considered for eligibility, a valid Institutional Student Information Record (ISIR) must be on file with the Financial Aid office by the student's last day of enrollment of the year under consideration.

Pell Grant eligibility is determined based on a student's enrollment in the trimester(s) for which funds are awarded. Changes to enrollment may affect award amounts.

The maximum Pell Grant is \$5,350 for a full-time student for the 2009-2010 award year. Funding is available to students enrolled less than full-time, but at a reduced amount. This grant may be awarded or a maximum of 18 semesters and can be used for education-related expenses.

### Federal Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal grant awarded to undergraduate students who demonstrate the greatest financial need. Award amounts vary based on federal funding. To be considered, students must apply for aid and meet the preference deadline (see “Applying for Financial Assistance”). This grant may be used for any education-related expenses.

SEOG eligibility is determined based on a student's enrollment in the trimester(s) for which funds are awarded. Changes to enrollment may affect award amount. The grant is awarded to eligible students until funds are depleted.

### Federal Academic Competitiveness Grant (ACG)

The ACG is a need-based federal program available to first and second year undergraduate students seeking their first degree. First year students can receive up to \$750, and second year students can receive up to \$1,300 for the 2009-2010 award year. Applicants must complete the Free Application for Federal Student Aid (FAFSA), and self-identify as a probable candidate. The school will determine eligibility of the student. ACG eligibility is determined based on the following criteria:

- Must be a U.S. Citizen or eligible non-citizen
- Must be enrolled at least half-time
- Must be enrolled in a degree-seeking program
- Must be eligible for the Pell Grant
- First year students must have completed high school after 1/1/06
- Second year students must have completed high school after 1/1/05
- Requires completion of a rigorous secondary school program
  - State defined – Ohio is “Honors Diploma”
  - Alternatives to state defined, include:
    - Advanced Placement courses and test scores
    - State Scholars initiative
  - A set of courses similar to those required under the State Scholars initiative

### Federal National Science and Mathematics Access to Retain Talent (SMART) Grant

The SMART Grant is a need-based federal program available to third and fourth year undergraduate students seeking their first bachelor degree. Students can receive up to \$4,000 for the 2009-2010 award year. Applicants must complete the Free Application for Federal Student Aid (FAFSA) to be considered. The school will determine eligibility of the student. SMART eligibility is determined based on the following criteria:

- Must be a U.S. Citizen or eligible non-citizen
- Must be enrolled at least half-time
- Must be enrolled in a bachelor degree-seeking program with an eligible major. Acceptable Franklin University majors are:
  - Computer Science
  - Information Technology
  - Digital Communication
  - Web Development
- Must be eligible for the Pell Grant
- Cumulative 3.0 GPA on a 4.0 scale
- Must enroll in at least one Major Area course during each term awarded

### Ohio College Opportunity Grant (OCOG)

The Ohio College Opportunity Grant (OCOG) is a grant awarded by the Ohio Board of Regents. It is a need-based grant available to undergraduate degree-seeking students. To apply, students must complete the FAFSA. Eligibility requirements for OCOG include one year Ohio residency and no prior bachelor's degree. This grant is available to part-time and full-time students. The maximum annual award is currently \$2256. The award is for tuition only and can be received during all trimesters of enrollment. Changes to enrollment may affect award amounts.

*Note: This information is subject to change based on the final approval of the State of Ohio Budget*

## SCHOLARSHIP PROGRAMS

Franklin University offers a wide range of scholarship opportunities to new and continuing undergraduate students. Scholarships are awarded based on merit, financial need or a combination of both. They can be a one-time award or renewable. In most cases scholarships are restricted to tuition only. To apply for Franklin Scholarships, applications are available online at [www.franklin.edu/go/finaid](http://www.franklin.edu/go/finaid). Scholarship awards range from \$200 - \$3,000.

The **Undergraduate Scholars Program (USA)** is a competitive scholarship program offered each term for Franklin undergraduate students. Scholarship recipients are selected based on prior academic achievement and quality of essay.

Deadlines:

Summer.....March 1  
 Fall ..... July 1  
 Winter .....November 1

The **Board Chair Scholarship Program (BCS)** is a competitive scholarship program for Franklin undergraduate and graduate students. Up to eight scholarships are awarded each year and are based on academic achievement and quality of essay. Each Board Chair Scholarship has separate criteria. In general, the criteria include all majors, require at least half-time enrollment, and can be used for tuition, books or fees.

The **Computer Science STEM Scholarship (CSS)** is a competitive scholarship program for Franklin undergraduate students majoring in Computer Science. The award is to be applied toward tuition for specific courses required in the Computer Science major.

Franklin University publicizes all scholarships administered through the University and makes every effort to publicize external scholarship opportunities. Students should consider using external resources (e.g., Internet, libraries) to learn more about available opportunities. A number of civic groups, community organizations, employers, churches and professional associations offer scholarships to qualified candidates.

## LOAN PROGRAMS

Loans make it possible for a student and/or family to defer educational costs by borrowing now and repaying later. Loans are available to most students. The rate of interest varies according to the type of loan eligibility, which is based on individual financial circumstances. Repayment may be deferred until a student drops below half-time enrollment and some loans do not begin to accrue interest until six months after the student drops below half-time. Borrowing is a personal choice that should only be made after careful consideration and review of the terms of the loans, especially repayment. Refer to The Student Guide, available on the Financial Aid Office Web site at [www.franklin.edu/finaid](http://www.franklin.edu/finaid) under Other Resources.

### Federal Direct Stafford Loan (Subsidized and Unsubsidized)

The low interest Subsidized Federal Stafford Loan is available to students who demonstrate financial need. Students not eligible for the Subsidized Federal Stafford Loan may be eligible for the Unsubsidized Federal Stafford Loan regardless of financial need or income.

To request a Federal Stafford Student Loan, complete a FAFSA form (see “Applying for Financial Assistance” for additional requirements). The Financial Aid Office will calculate eligibility, certify the loan and initiate a promissory note.

Annual loan limits for a combined Subsidized and Unsubsidized Federal Stafford Loan for a student:

	All Eligible Students	Add'l Unsubsidized Loan for Dependent Students Only	Add'l Unsubsidized Loan for Independent Students Only
First Year	\$3,500	\$2,000	\$6,000
Second Year	\$4,500	\$2,000	\$6,000
Third year	\$5,500	\$2,000	\$7,000
Fourth year	\$5,500	\$2,000	\$7,000
Graduate	\$8,500		\$12,000

Aggregate loan limits for a combined Subsidized and Unsubsidized Federal Stafford Loan for a student:

Undergraduate Dependent Student - \$31,000

Undergraduate Independent Student - \$57,500

Graduate Student - \$138,500 (including any Stafford Loan funds borrowed as an undergraduate)

The general terms of Stafford Loans are as follows:

- Interest and payments on the subsidized portion of the loan are deferred up to six months after the borrower ceases to be enrolled at least half-time.
- Interest for the unsubsidized portion of the loan accrues while a student is enrolled; however, repayment may be deferred up to six months after the borrower ceases to be enrolled at least half-time.

- The fixed interest rate for subsidized loans is 5.6% for loans first disbursed on or after July 1, 2009.
- The fixed interest rate for unsubsidized Stafford loans is 6.8% for loans first disbursed on or after July 1, 2006.
- Repayment of loans may be extended from 10 to 30 years after the end of the grace period. There are a variety of repayment options/consolidations available to all students.
- Students may be eligible for a variety of deferments or forbearances under certain circumstances.

### Federal Direct Parent PLUS Loans

The Parent PLUS loan program offers assistance to dependent students' parents to assist with educational expenses. Parents may borrow on behalf of their dependent undergraduate student.

In addition to the application procedures for financial aid listed under “Applying for Financial Assistance,” a PLUS loan application must be submitted directly to Franklin University or parents may apply online for a PLUS loan at [www.franklin.edu/finaid](http://www.franklin.edu/finaid) under Loan Process. The Financial Aid office will calculate eligibility, certify the loan and send it to the lender for processing.

Under the PLUS loan program, parents may borrow the full cost of education less other financial aid. The terms of the PLUS loan are as follows:

- Repayment of principal and interest of the PLUS loan begins immediately after disbursement of the loan, unless other terms are given by lender.
- The fixed interest rate for PLUS loans is 7.9% for loans first disbursed on or after July 1, 2006.

### Federal Direct Graduate PLUS Loans

The Graduate PLUS loan program offers assistance to graduate students to assist with education expenses. In addition to the application procedures for financial aid listed under “Applying for Financial Assistance,” a Graduate PLUS loan application must be submitted directly to Franklin University. Or, students may apply online for a Graduate PLUS loan at [www.franklin.edu/finaid](http://www.franklin.edu/finaid) under Loan Process. The Financial Aid office will calculate eligibility, certify the loan and send it to the lender for processing.

Under the Graduate PLUS loan program students may borrow the full cost of education less other financial aid. The terms of the Graduate PLUS loan are as follows:

- Repayment of principal and interest of the Graduate PLUS loan begins immediately after disbursement of the loan, unless other terms are given by lender. Students are eligible for an in-school deferment.
- The fixed interest rate for Graduate PLUS loans is 7.9% for loans first disbursed on or after July 1, 2006.

### Emergency Loans

Franklin University has an emergency loan fund available for students with documented financial crises. Emergency loans can only be provided for one term per award year. Students should contact the Financial Aid Office for details.

## EMPLOYMENT PROGRAMS

### Federal Work-Study Program (FWS)

This financial need-based campus employment program is available to students enrolled at least half-time at the Columbus campuses. Students hired as a FWS employee work in a variety of positions in both administrative and academic offices and tutoring. Wages are based on the amount of funds allocated to Franklin University by the federal government but must be at least minimum wage. Earnings from the program may be used to pay education-related expenses. To apply for FWS employment the student must complete the Free Application for Federal Student Aid (FAFSA) to determine need, and complete a FWS application. The application is available online at [www.franklin.edu/finaid](http://www.franklin.edu/finaid) under Financial Aid Programs. For additional information, contact Human Resources at 614.947.6540.

## VETERANS EDUCATIONAL BENEFITS

Franklin University is approved for the education of eligible veterans, widows and children of veterans, and reservists. Eligibility and equivalent educational benefits are determined by the Department of Veterans Affairs (VA). Franklin University's Veterans Specialist serves as the liaison between the veteran, the University and the VA. The Specialist collects, completes and processes all required substantiating documentation.

Students planning to attend under a VA Program must complete the following procedures:

- Complete and submit all required forms
- Submit a Plan of Attendance (POA) each financial award year in which benefits are requested. The POA is available online at [www.franklin.edu/finaid](http://www.franklin.edu/finaid).
- Veterans/reservists who have used VA benefits previously and have since changed schools or major programs must complete a Request for Change of Program or Place of Training (VAF 22-1995).

Upon receipt of all required documentation, the Veterans Specialist will forward an Enrollment Certification to the VA regional office. The amount of educational assistance is determined by the number of credit hours and training time in which the veteran enrolls.

**IMPORTANT NOTICE:** Situations that may affect payment of VA benefits include the following: repeated or audited courses; change or addition of major program; add or drop in credit hours; developmental education courses not applicable to degree; and developmental education courses in which a grade of "Z", "NZ" or "W" is earned.

Regulations require that all such items be reported to the VA so that adjustments can be made accordingly. Failure to notify the Veterans Specialist may result in overpayments or withholding of benefits.

### Veterans Payment Policies

It may take up to 90 days or more after the start of classes for the first monthly payment to arrive. Funds will be sent directly from the VA to the student. After the initial claim is processed, a monthly payment will be sent for as long as the student remains enrolled and eligible for benefits.

### Advance Payment

It is possible to request advance payment if the veteran/ reservist is just beginning a college education or has not taken any classes for 30 days. Advance payment checks are sent directly to Franklin University's Business Office. To be eligible, students must be:

- Enrolled half-time or more; and
- Request advance payment at least 60 days before the first day of the trimester.

## APPLYING FOR FINANCIAL ASSISTANCE

All students must apply each year for financial aid by:

- Completing and submitting a Free Application for Federal Student Aid (FAFSA), listing Franklin University as the college you plan to attend (**school code 003046**).

Applications for financial aid are processed in the order received. Financial aid applications are available online via our Web site. To be considered for the maximum need-based funding (including Federal SEOG), a FAFSA must be received by the federal processor by the following preference deadlines:

Summer Trimester*	.....	March 15
Fall Trimester*	.....	June 15
Winter Trimester*	.....	October 15

\*Deadline applies to first trimester of attendance for the award year.

The University financial aid award cycle begins Summer Trimester and ends Winter Trimester.

The Financial Aid Office defines an academic year as any two consecutive trimesters within the financial aid award year.

### Consortium Agreements

The Financial Aid Office will only process a Consortium Agreement for students enrolled in the Community College Alliance Program.

For Community College Alliance students taking bridge classes at the community college, aid can be processed by Franklin University for those classes via a Consortium Agreement. This Agreement enables Franklin to process and distribute aid for enrollment at the community college. In addition to a standard Blanket Consortium Agreement (which will typically already be in place) between the community college and Franklin University, the student must complete a Student Contract. A separate contract must be completed for each award year. Student Contracts are available online at [alliance.franklin.edu/go/ccafinaid](http://alliance.franklin.edu/go/ccafinaid).

In addition to completing the Student Contract, students must complete the financial aid application process. Steps to apply are at [alliance.franklin.edu/go/ccafinaid](http://alliance.franklin.edu/go/ccafinaid).

### Financial Aid Package

The Financial Aid office assesses aid eligibility for all trimesters of enrollment for the award year and prepares a financial aid “package.” Financial aid packages may consist of one or more awards. The type of assistance available depends on each student’s individual financial situation and enrollment pattern.

### Notification of Awards

Annual award letters are sent to all applicants who are eligible for aid. Applicants will be notified as the Financial Aid office completes their financial aid package. Awards are based on hours reported on the FAFSA. The student must maintain the hours of enrollment indicated on the award Letter to receive the award(s) indicated.

### Timing of Disbursements

Financial aid is awarded and distributed according to the student’s credit hours and trimesters of enrollment. No financial aid award will be disbursed prior to the second week of a trimester.

For more information go to [www.franklin.edu/finaid](http://www.franklin.edu/finaid), click on “Financial Aid” then click on “Disbursing Aid”.

Credit balances that result from the disbursement of aid are refunded within 10 to 14 business days from the date the credit balance occurs.

### Direct Deposit

Direct deposit is available for student refunds. Students can sign up for direct deposit on [my.franklin.edu](http://my.franklin.edu) to receive their refunds electronically into their savings or checking account. Students who do not use direct deposit will have their refund checks mailed to their residence. Refund checks are not available for pick up.

### Award Revisions

Requests for award letter revisions must be in writing and state the reason for the request.

## FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS (SAP) FOR UNDERGRADUATE PROGRAMS

Franklin University’s Financial Aid office reviews academic progress for students receiving Federal Title IV Aid. Progress is reviewed at the end of each trimester, using three components:

1) Grade Point Average, 2) hours attempted versus hours successfully completed, and 3) maximum time allowed to complete a program. Quantitative and qualitative standards are used to judge academic progress. These standards are cumulative and include all periods of enrollment, even periods in which the student did not receive financial aid funds. Transfer credit hours may be counted in the quantitative measure.

A student must meet the minimum requirements in each of the three components to maintain financial aid satisfactory academic progress.

### 1) Grade Point Average (GPA), a qualitative measure

GPA is reviewed each trimester after grades are posted. A minimum cumulative GPA must be maintained for each grade level, based on the following chart.

### Minimum Cumulative GPA Required

Freshman .....	1.6
Sophomore .....	1.8
Junior.....	2.0
Senior .....	2.0

A student with a cumulative GPA below the minimum will be placed on probation for three (3) consecutive trimesters. If by the end of this time the cumulative average is still below the minimum, eligibility for Title IV Aid is withdrawn. Also, during this time, the student must make trimester GPA progression.

### 2) Hours Attempted, a quantitative measure.

Successful completion of hours attempted is the second component used to measure progress. Any course for which a charge is incurred or any grade is assigned is considered attempted. Successful grades: A, B, C, D or P. Unsuccessful completion is any course which was assigned a grade of E, F, I, NC, NZ, W, Z or IE. FUPE, CLEP, ACT-PEP and transfer credit will not be considered when determining successfully completed hours. A student is permitted, during a trimester, to have up to four (4) unsuccessful hours and maintain satisfactory progress status for hours. A probationary status is assigned for five (5) or more unsuccessful hours.

### 3) Maximum Time Frame, a quantitative measure

The third component used to measure progress is the maximum time a student may take to complete a program. Students must successfully complete a percentage of the total hours attempted, according to the following chart.

#### Required Completion

0-29 hours.....	50%
30-59 hours.....	60%
60-89 hours.....	70%
90-192 hours.....	80%

A student who does not complete the required percentage of hours will be on probation for the next three (3) consecutive trimesters. Under no circumstances may a student exceed 150 percent of the hours required to complete a program.

Note: The hours attempted and completed include hours transferred from other colleges and/or universities which apply toward the student’s degree at Franklin University.

### Probation Status Requirements

Progress is reviewed every trimester when a student is on probation. Those students on probation (including probation by appeal) are required to:

- 1) Successfully complete all hours attempted; or successfully complete at least 12 hours for the trimester.
- 2) Make GPA progression. Students must be at the required minimum cumulative GPA for their grade level by the end of the probation period.
- 3) Meet all other Standards of Academic Progress requirements.

- 4) Other requirements as specified in the terms of probation letter.

Students on financial aid probation, who do not meet these standards, will be withdrawn from Title IV aid at the end of the trimester.

### Regaining Eligibility

Regaining eligibility for Title IV Aid may occur in one of two ways:

- 1) An appeal is approved based on documented extenuating circumstances.
- 2) Appeal after student makes up any deficiencies without Title IV Aid (may not apply if the student is withdrawn for Maximum Time Frame).

### To Appeal

If documentable extenuating circumstances significantly contributed to a student's inability to meet the standards, then a student may appeal the withdrawn status. Appeals are reviewed on a case-by-case basis. To appeal, students should go to [www.franklin.edu/go/finaid](http://www.franklin.edu/go/finaid).

Note: Extenuating circumstances, in general, were unknown or nonexistent at the beginning of a trimester, and were not predictable.

## FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS (SAP) FOR GRADUATE PROGRAMS

Franklin University's Financial Aid Office reviews Standards of Academic Progress for students receiving Federal Title IV Aid. Progress is reviewed each trimester using three components: 1) Grade Point Average, 2) hours attempted versus hours successfully completed, and 3) maximum time allowed to complete a program.

Students must meet the minimum requirements in each of the three components to maintain satisfactory academic progress.

### 1) Grade Point Average (GPA), a qualitative measure

GPA is reviewed each trimester after grades are posted. A minimum cumulative GPA of 3.0 must be maintained at the end of each trimester.

A student with a cumulative GPA below the minimum will be placed on probation for three consecutive trimesters. If by the end of this time the cumulative GPA is still below the minimum, eligibility for Title IV aid is withdrawn. Also during this time, the student must make trimester GPA progression.

### 2) Hours Attempted, a quantitative measure

Successful completion of hours attempted is the second component used to measure SAP. Any course for which a charge is incurred is considered attempted. Successful completion is defined as a course with one of the following grades: A+, A, A-, B+, B, B-. Unsuccessful completion is any course which was assigned a grade of C+, C, C-, E, F, I, NC, NZ, W, Z or IE. Transfer credit will not be considered when determining successfully completed hours.

A student is allowed, during a term, to have up to one (1) unsuccessful course and maintain satisfactory progress status. A probationary status is assigned for two (2) or more unsuccessful courses.

### 3) Maximum Time Frame, a quantitative measure

The third component used to measure SAP is the maximum time a student may take to complete a program. To measure this, a student must successfully complete the Graduate Program within five (5) years of the start date of the program.

A student who does not complete the program within the required time frame will be withdrawn from Title IV aid.

### Probation Status Requirements

Progress is reviewed every trimester when a student is on probation. Those students on SAP probation (including probation by appeal) are required to:

1. Successfully complete all hours attempted in any course for which tuition charges are assessed.
2. Make GPA progression. Students must be at the required minimum cumulative GPA by the end of the probation period.
3. Meet all other SAP requirements.
4. Other requirements as specified in the terms of probation letter.

Students on financial aid probation, who do not meet these standards, will be withdrawn from Title IV aid at the end of the trimester.

### Regaining Eligibility

Regaining eligibility for Title IV aid may occur in one of two ways:

- 1) An appeal is approved based on documented extenuating circumstances. Extenuating circumstances, in general, were unknown or nonexistent at the beginning of the trimester, and were not predictable.
- 2) Make up any deficiencies without Title IV Aid. It is the student's responsibility to request consideration for a SAP review when all deficiencies have been eliminated. (May not apply if the student is withdrawn for Maximum Time Frame.)

### To Appeal

If documentable extenuating circumstances significantly contributed to a student's ability to meet the SAP, then a student may appeal the withdrawn status. Each appeal is reviewed on a case by case basis. To appeal, students should go to [www.franklin.edu/go/finaid](http://www.franklin.edu/go/finaid).

## FEDERAL TITLE IV AID RECIPIENT WITHDRAWALS

Federal regulations require that Franklin University have a written policy for the return of Federal Title IV Aid received by students during a trimester in which the student completely withdraws. This policy is effective only if the student received Title IV Aid and completely terminates enrollment (i.e., cancels registration, withdraws, is academically dismissed or stops attending).

1. Title IV Aid refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs administered by Franklin University: Direct loans (subsidized, unsubsidized, Parent PLUS, and Graduate PLUS), Pell Grants, Academic Competitiveness Grants (ACG), National Science and Mathematics Access to Retain Talent Grants (SMART), and Supplemental Educational Opportunity Grants (SEOG). Federal Work-Study Program funds are excluded from this policy.
2. Institutional charges, including tuition and fees, will be calculated using Franklin University’s institutional policy as published in the Academic Bulletin and the Course Schedule.
3. Students who withdraw or otherwise terminate all enrollment prior to completing 60% of a period of enrollment will have their eligibility for Title IV Aid recalculated based on the percent of the trimester completed. A student’s withdraw date is:
  - a) The date the student began the institution’s withdrawal process (as described in the Academic Bulletin and Course Schedule) or officially notified the institution of intent to withdrawal; or
  - b) The midpoint of the period of enrollment for a student who stops attending or otherwise fails to notify the University; or
  - c) The student’s last date of attendance at a documented academically related activity.
4. Title IV Aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the trimester. Title IV Aid is viewed as 100% earned after that point in time.
  - a) The percentage of Title IV Aid earned is calculated as follows: number of days completed up to the withdrawal date, and/or last date of attendance, divided by the total number of days in the enrollment period\* equals the percent of the enrollment period completed. The percent of the period completed is the percentage of Title IV Aid earned by the student for the trimester.  
\*The total number of calendar days in a period of enrollment will exclude any vacation days of five days or more.
  - b) Funds are returned to the appropriate Federal program(s) based on the percentage of unearned aid (100% minus the percentage of earned aid).
  - c) Unearned aid is returned first by Franklin University from the student’s account calculated as follows: the lesser of institutional charges or disbursed Title IV aid is multiplied by the percent of unearned aid. This amount is then returned to the appropriate Title IV program(s) by Franklin University.
  - d) Unearned Title IV Aid will be returned to the programs in the following order:
    1. Unsubsidized Stafford Loan\*
    2. Subsidized Stafford Loan\*
    3. PLUS Loan (parent/graduate)\*
    4. Pell\*\*
    5. ACG\*\*
    6. SMART\*\*
    7. SEOG\*\*

8. Other Title IV Grants\*\*

\*Loan amounts returned by the University are returned under the terms of the promissory note.

\*\*Grant amounts returned by students are discounted 50%.

5. In some cases, students will owe a balance to Franklin University as a result of the Title IV calculation. In these cases, the student is obligated to pay their Franklin University balance in full.
6. If the student withdraws from all classes and the student received less financial aid than the amount earned, the student may be eligible for a Post Withdrawal Disbursement (PWD) of Title IV Federal Aid. In order to be considered for a PWD, the student must have a valid Student Aid Report (SAR) and all verifiable documents on file at Franklin. If eligible, grant funds will automatically be applied to the student’s account, and students will receive notification from the school giving the student the opportunity to accept partial or full loan PWD. In order for Franklin to review loan eligibility, the loan must have been certified and guaranteed at the time of withdrawal. The student must respond within 14 days from the date of the notification.
7. The above written policies and procedures supersede those published previously and are subject to change at any time.
8. Any notification of a withdrawal from classes should be made in writing, by fax or by telephone through the Student Services Office or the Registrar’s Office.

To obtain examples of the refund policy, please go to [www.franklin.edu/finaid](http://www.franklin.edu/finaid).

**STUDENT BUDGET MODEL**

The following models of the cost of education are provided for consumer information. These models assist with the determination of financial aid eligibility and lists estimated costs of all expenses associated with attending Franklin University, as of Summer 2009. These costs are above and beyond the direct costs of tuition, fees and books. A cost for transportation, food, housing, health insurance and personal miscellaneous items are also included.

These are models. The actual cost for any one student will likely be different.

**UNDERGRADUATE**

(18 week budget - Fall or Winter)

Full Time, One Trimester, Not Living With Relatives

Room and Board.....	\$6,275
Transportation .....	\$750
Personal Miscellaneous.....	\$1,375
Tuition and Fees.....	\$3,480
Books.....	\$480
<b>Total.....</b>	<b>\$12,360</b>

**COMMUNITY COLLEGE ALLIANCE UNDERGRADUATE**

Combination of Franklin University/Community College Hours  
(18 week budget - Fall or Winter)

Full Time, One Trimester, Not Living With Relatives

Room and board.....	\$5,441
Transportation .....	\$908
Books and Supplies.....	\$480
Personal Miscellaneous.....	\$1,305
Tuition and Fees.....	\$2,592
<b>Total.....</b>	<b>\$10,726</b>

**GRADUATE (MBA/Marketing)**

(18 week budget - Fall or Winter)

Full Time, One Trimester, Not Living With Relatives

Room and Board.....	\$6,275
Transportation .....	\$750
Personal/ Miscellaneous .....	\$1,375
Tuition and Fees.....	\$2,820
Books.....	\$380
<b>Total.....</b>	<b>\$11,600</b>

**GRADUATE (Computer Science)**

(12 week budget)

Full Time, One Trimester, Not Living with Relatives

Room and board.....	\$4,200
Transportation .....	\$500
Personal/ Miscellaneous .....	\$925
Tuition and Fees.....	\$2,820
Books.....	\$380
<b>Total.....</b>	<b>\$8,825</b>

## Student Services

In Franklin University's student-centered approach, each student is matched with a Student Services Associate (SSA) or Student Services Coordinator (SSC) as the primary contact person at the University. The SSA or SSC serves as an initial and long-term resource for the student from application to the University until the student's academic goals are achieved.

Central Ohio students are matched with an SSA based upon their primary academic major. Students who have not declared a major are assigned to an SSA who is familiar with student issues. Students taking courses at the Indianapolis location will be matched with an SSC in Indianapolis. GoArmyEd students are matched with an SSA based upon the student's last name. Community College Alliance students are matched with an SSA based upon their partner community college.

Some of the services provided by an SSA are:

- clarification of educational and career goals
- periodic review of academic progress
- assistance in preparing a chronological degree plan
- degree audits to specify remaining academic requirements for degree completion and expected graduation date
- assistance in scheduling for classes
- liaison services with other University departments

### INTERNATIONAL STUDENT SERVICES & PROGRAMS

Each international student is assigned to an International Student Advisor as the primary contact person at the University. The International Student Advisor provides the same services as listed above, as well as the following additional services:

- Assists international students from the application process and registration throughout their entire academic experience at Franklin University
- Conducts initial and ongoing international student orientation for all new and current international students
- Academic advisement of F-1, J-1 and H1B students throughout their studies at the University
- Advises F-1 and J-1 students on immigration issues, including work authorization
- Helps international students acclimate to life in the United States by advising on social, cultural, financial, and personal concerns

### ACADEMIC SUPPORT

Students at the University are encouraged to take charge of their own learning, collaborating with faculty and peers in the process. To support students' efforts, the University offers a variety of services designed to help them achieve their educational goals and maximize their success.

The Student Learning Center (SLC) at the Main Campus in downtown Columbus and the Learning Resource Center in

Indianapolis provide tutoring services, academic resources, testing, and alternatives to classroom learning designed to empower our students to become independent lifelong learners.

The tutoring services and resources focus on strengthening students' understanding of the key principles found in undergraduate courses and writing at all levels. Our emphasis on specific courses and concepts is designed to provide the educational foundation necessary to ensure student success at Franklin and beyond. Tutoring services are available for students, in-person and at a distance. Tutoring is provided free of charge to currently enrolled students.

For the complete tutoring schedule go to the SLC in Fisher Hall, Main Campus or on the Web at: [www.franklin.edu/slc](http://www.franklin.edu/slc).

For those students just beginning at Franklin, the SLC offers a variety of placement testing. Franklin also recognizes that many entering students already have significant professional or educational experience for which they may deserve college credit. For those students, the SLC offers CLEP (College Level Examination Program), FUPE (Franklin University Proficiency Exams) and the Portfolio Credit Program. In addition, many professors send make-up exams to the SLC, and all online course exams can be administered through the SLC. See Student Services "Academic Support" and "Alternatives to Classroom Learning" for more information.

The Student Learning Center on the Main Campus, downtown Columbus, is located on the first floor of Fisher Hall and can be reached at 614.947.6800, 1.866.341.6206 (toll free) or [slc@franklin.edu](mailto:slc@franklin.edu).

### HEALTH INSURANCE

Franklin University does not endorse any health insurance company over another for our domestic students. Those students who desire to locate health insurance should perform an Internet search under "student health insurance" on any Internet search engine to locate a plan that meets their individual needs.

### PERSONAL COUNSELING

The main objective of personal counseling services at Franklin University is to provide referral (FirstLink) for a broad range of issues and problems. The office serves as a link between the person seeking assistance and an appropriate off-campus resource. This service is free, and information revealed by a person seeking assistance is strictly confidential. FirstLink can be contacted 24 hours a day by calling 211 or 614.221.2255.

### DISABILITY SERVICES

Franklin University recognizes the needs of students with disabilities and is committed to the provision of services that ensure equal educational opportunities and access.

All University buildings are handicap accessible. Handicap parking also is available throughout the campus and provides access to all University facilities.

The Office of Disability Services offers services to meet the needs of students with physical, mental and/or learning disabilities. The Student Services Associate for Disability Services provides guidance, coordinates support services, serves as a resource to faculty and makes individual referrals when appropriate.

Some of the support services available include special test arrangements, note taking assistance, readers for class material and interpreting services.

Medical, psychological and/or educational documentation is required for review prior to the use of these services. All records on file are strictly confidential. It is the responsibility of the students to contact the Office of Disability Services to discuss the types of assistance that will best meet their individual needs. Specific programs or courses may have particular policies that may be obtained from your Student Services Associate.

## MATH POLICY FOR STUDENTS WITH PHYSICAL OR LEARNING DISABILITIES

Students with properly documented disabilities will be identified through the Office of Disability Services. The Student Services Associate responsible for Disability Services will meet with the student and provide an overview of the available services. The student will take the Franklin mathematics placement test with accommodations to fit the student's disability, as determined by the Office of Disability Services in cooperation with the mathematics department. The student will then be placed into a class, preferably with an instructor who has had training in dealing with students with learning and physical disabilities, and will receive appropriate accommodations for the disability. Accommodation may include one or more of the following: testing in the Student Learning Center, extended time for testing, a test reader, or modification of the requirements of the course by the instructor with the approval of the Mathematics Lead Faculty.

If the student fails the math course one time, he or she will meet with the Mathematics Lead Faculty to discuss alternatives such as repeating the course or taking an alternative course. Substitutions for course requirements in the major will have to be approved by the appropriate Program Chair.

## PROCESS FOR STUDENT CONCERNS

Students are encouraged to act on problems, complaints and grievances in a constructive manner. In general, matters dealing with classes, instructors, administrators, parking, food services and policies and procedures should be discussed directly with the persons involved or with the person in charge of that area. Students seeking assistance in identifying the appropriate channel are encouraged to consult with their Student Services Associate (SSA) and, if appropriate, to complete the "Student Record of Complaint" form. Complaints may also be submitted to the [conduct@franklin.edu](mailto:conduct@franklin.edu) mailbox.

For concerns of an academic nature, refer to the "Academic Standards" section. For concerns of a non-academic nature, refer to the Student Code of Conduct.

## STUDENT ORGANIZATIONS

Student organizations at Franklin University are an excellent way to extend learning beyond the classroom, meet students, and make valuable career contacts. Franklin University recognizes organizations that are professionally based and have direct linkages to majors offered. Leadership, planning evaluation, and parliamentary procedure are skills that students can learn and practice through these organizations' activities. Student organizations are funded through their own fund-raising efforts and general student fees. For a list of current student organizations at Franklin, visit [www.franklin.edu](http://www.franklin.edu) under Current Students.

## COLLEGE CREDIT ALTERNATIVES

Franklin University recognizes that significant college-level learning can take place outside the classroom. Independent studies and internships are learning experiences structured under supervision of the faculty. Students are made aware of these opportunities by faculty in their academic major. However, interested students also may consult with their Student Services Associate.

Proficiency exams and portfolios are ways to demonstrate college level learning gained from experiences such as on-the-job training, reading or other activities. Proficiency examinations cover a greater breadth of topics in an area more than portfolios, whereas portfolios cover topics in greater depth.

Portfolio credit should be considered when students think that they have college level learning in an area for which there is no proficiency examination available. Preparation of a portfolio requires writing skills equivalent to COMM 120 (College Writing). Neither proficiency examination credit nor portfolio credit can be used to fulfill the residency requirement for graduation.

Franklin University offers two types of proficiency examinations:

- The College Level Examination Program (CLEP)
- Franklin University Proficiency Examination (FUPE)

Regents College also offers a group of exams approved by Franklin University.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP examinations measure achievement in one course at a time; therefore, students can study for them while taking other courses or between academic trimesters. They are computerized, 90-minute, multiple-choice exams. Study guides for each exam are available at the Franklin University Library and most major bookstores.

## FRANKLIN UNIVERSITY PROFICIENCY EXAMINATION (FUPE)

Franklin University continually develops proficiency examinations. FUPE examinations are available to students whose learning from experience, training or independent

reading is equivalent to that gained in the classroom. The FUPEs listed in the Alternatives to Classroom Course Credit guide may not be the only ones available, so students should consult the Student Learning Center (SLC) Web site ([www.franklin.edu/slc](http://www.franklin.edu/slc)) for current information on available examinations. Generally, if a CLEP examination is available for a subject, there will be no FUPE for the subject. A study guide for each FUPe is available via the SLC Web site at: [www.franklin.edu/slc](http://www.franklin.edu/slc).

## PRIOR LEARNING PORTFOLIO

Students who feel they have already gained learning equivalent to one or more courses in their degree program may request credit by composing prior learning portfolios. Because the portfolio must be prepared under specific format requirements, interested students must develop it with the guidance of their SSA, appropriate faculty and the SLC staff. The portfolio should be completed well in advance of the trimester of graduation. In portfolios, students explain what they know relative to course outcomes and how they gained the knowledge. In addition, they include proof of their learning such as work samples, certificates and other items of documentation. Once the portfolio is completed, the material is submitted to a faculty evaluator. If the knowledge explained and documented is judged to be equivalent to that of students achieving a “C” or better in the course for which credit is requested, credit is awarded. If the student does not demonstrate equivalent knowledge, credit may be denied or delayed pending satisfactory completion of specific learning objectives.

## GENERAL RULES REGARDING CREDIT BY PROFICIENCY EXAMINATION AND/OR PORTFOLIO CREDIT

- Arrangements for proficiency examinations or portfolio credit should be planned early in a student’s career at Franklin University through the student’s Student Services Associate. Proficiency examinations (CLEP or FUPe) should be completed at least one trimester prior to the term in which the student expects to receive a degree. Portfolio credit submissions will not normally be arranged during the trimester in which the student intends to graduate. A student must take proficiency examinations (CLEP or FUPe) a minimum of three weeks prior to graduation.
- CLEP, FUPe, Regents College and/or Portfolio Credit may be used in any combination to accumulate a maximum of 32 credit hours toward the associate’s degree or 84 credit hours toward the bachelor’s degree. Credit awarded through proficiency examination or portfolio evaluation does not reduce the hours required toward residence.
- The SLC and the Student Services staff serve as the main source of information to students. Current information and registration forms must be obtained from these sources prior to scheduling any examinations. All proficiency examinations may be scheduled through the SLC Web site at [www.franklin.edu/slc](http://www.franklin.edu/slc).

- Students are not eligible to take a proficiency examination or to submit for portfolio credit in a course in which they have received a failing grade or a “W” or if it is during or after the second week of the session where they are enrolled in the course. Proficiency examinations and portfolio credit are graded on a Pass/No Credit basis. Students will receive credit only once for an equivalent course, proficiency examination and/or portfolio credit.
- A non-refundable fee is charged for any proficiency test or portfolio assessment and must be paid prior to the examination or submission. However, students may cancel prior to the test date.
- CLEP and FUPe examinations are available only for registered Franklin University students or those considering attendance. CLEP and FUPe credit applied to University programs may not transfer to another institution.

## INDEPENDENT STUDIES

Independent Studies allow students in good academic standing to pursue learning in areas not covered in a regular course or to extend study in areas previously taught. To pursue Independent Study, a student must have:

- achieved a minimum 2.00 cumulative GPA;
- completed a minimum of 16 credit hours at Franklin University;
- earned a grade of “B” or higher in a course in an area related to the study;
- secured the sponsorship of a faculty member; and
- filed the form with the Assistant Provost or designee no later than the end of the week before the session begins.

Given the discipline and rigor involved, students may take no more than four credits of Independent Study per trimester. A total of eight credit hours of Independent Studies may count toward bachelor’s degree requirements and a total of four credit hours may count toward associate’s degree requirements.

To register for an Independent Study, a student must complete an Independent Studies Proposal Form (available in Student Services) with the assistance and approval of a faculty sponsor. Normally, only full-time faculty will conduct Independent Studies. Grading will be on a letter grade or Pass/No Credit basis; changes are not permitted once approval has been given by the supervising faculty member.

The complete proposal must be submitted for approval to the Assistant Provost or designee no later than the end of the week before the session begins.

## INTERNSHIPS

An internship is a unique learning experience that integrates academic studies with practical work experience. To qualify, students must have a 2.50 cumulative GPA. Grading for internships is on a Pass/No Credit basis. The internship program information and guidelines for major programs are available in Student Services.

# Student Code of Conduct

Effective Winter 2010 Trimester

## I. INTRODUCTION

A primary mission of Franklin University is to help each student become more effective by providing educational experiences that enhance intellectual abilities and career development. The University seeks to develop creativity, flexibility and independence of thought so that students will be able to face challenges with confidence. For that mission to be achieved, the faculty and administration of the University must be able to carry out their respective responsibilities efficiently and effectively in an atmosphere free from disruption or intimidation.

## II. JURISDICTION

- I. The code applies to the conduct of all students and registered student organizations and governs all domestic locations of the University. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:
  - a. Academic course requirements or any credit-bearing experiences, such as internships or field trips;
  - b. Any activity sponsored, conducted, or authorized by the University or by registered student organizations;
  - c. Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes serious harm to the health or safety of members of the University community; or
  - d. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.
  - e. The University reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.
  - f. Students continue to be subject to city, state, and federal laws while at the University, and violations of those laws may also constitute violations of the code. In such instances, the University may proceed with University disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Therefore, when students apply for admission, they recognize their obligation to conform to regulations of the University. Further, it is understood and agreed to by students that failure to meet their obligations shall justify the imposition of disciplinary sanctions including, but not limited to, loss of privileges, probation, suspension, dismissal and/or restitution. Students accept the responsibility to become familiar with the Student Code of Conduct, which is provided to all new students and is available from the Office of Student Services as well as online at <http://www.franklin.edu/go/conduct> under Current Students/Student Code of Conduct.

Franklin University does, from time to time, issue rules and regulations that apply to University premises that are necessary for the effective operation of the University. The University reserves the right to make changes to the Student Code of Conduct. All changes will be posted online at <http://www.franklin.edu/go/conduct> under Current Students/Student Code of Conduct.

## III. PROCESS FOR DISCIPLINARY ACTION

Students are encouraged to act on problems, complaints and grievances in a constructive manner. In general, matters dealing with classes, instructors, administrators, parking, food services and policies and procedures should be discussed directly with the persons involved or with the person in charge of that area. Students seeking assistance in identifying the appropriate channel are encouraged to consult with their Student Services Associate (SSA).

### a. Academic Matters

Concerns of an academic nature should be discussed with the particular instructor. If necessary, or if it is not resolved, the matter also should be discussed with the appropriate Lead Faculty or Program Chair. If the matter still needs further review, it should be directed to the Provost via email to [caoappeal@franklin.edu](mailto:caoappeal@franklin.edu). However, if the matter is an academic appeal situation, either a final grade appeal or an appeal of a charge of academic dishonesty, the process stated in the Franklin University Academic Bulletin must be strictly followed or the right to appeal will be deemed waived.

### b. Non-Academic Matters

Non-academic concerns dealing with the noncompliance under the regulations cited in the Student Code of Conduct section of the Franklin University Academic Bulletin or [www.franklin.edu/go/conduct](http://www.franklin.edu/go/conduct) should be reported in writing to the Student Code of Conduct Coordinator at [conduct@franklin.edu](mailto:conduct@franklin.edu). Anonymous reports may be submitted through [Mysafecampus.com](http://Mysafecampus.com). Complaints will be treated confidentially to the extent practical and consistent with Franklin University's obligation under the law.

### Statute of Limitations

The longer the period of time between the incident and the report of the incident will affect the quality of the information gathered. Allegations of misconduct should be filed as soon as possible, but no later than ninety days after the alleged misconduct is known to have occurred. There is no statute of limitations for sexual misconduct.

## IV. PROCEDURES FOR NON-ACADEMIC STUDENT MISCONDUCT COMPLAINTS

Faculty, staff, and students may file a complaint by submitting information to [conduct@franklin.edu](mailto:conduct@franklin.edu). Anonymous reports may be submitted through [Mysafecampus.com](http://Mysafecampus.com). All complaints will be reviewed promptly. Once the initial written complaint is brought forward, the process is as follows:

1. Inquiries will be made and information will be gathered. This may include, but is not limited to, interviews with affected parties, written documentation, e-mails, bulletin board postings or other information.
2. A written notification of the complaint, violation determination, and appropriate sanctions or disciplinary actions (up to and including dismissal) will be sent to the accused party by the Student Code of Conduct Hearing Officer.

University sanctions, unlike procedures of courts of law, do not require conclusive proof; instead, rely on the greater weight of the evidence.

## V. PROCESS FOR APPEAL

Students who have been found in violation of charges of misconduct may appeal the hearing officer's decision to the Vice President for Students (or designee) in writing no later than fifteen (15) calendar days from the date in which the results of the investigation were received by the student. Failure to appeal in that time frame will result in waiver of the right to appeal. The student's written appeal must be based on one or more of the following criteria:

- a. Procedural error
- b. Misapplication or misinterpretation of the rule
- c. Finding a fact not supported by the greater weight of evidence
- d. Discovery of substantial new facts not previously available

If there is a basis for appeal, the information will be reviewed which may or may not include interviewing the involved parties or other analysis/review. The decision for reviewing the appeal and the process to review the appeal is at the sole discretion of the Vice President for Students.

## VI. RULES AND REGULATIONS

A student charged under the following regulations will be subject to disciplinary action:

### 1. ANIMALS

Animals, except guide, hearing and service dogs, are prohibited from all buildings on campus unless required for research or class projects.

### 2. CHILDREN ON CAMPUS

To ensure that the environment of Franklin University campus classes is conducive to learning and free from distractions, children are not permitted to attend classes or to be in the University Library, Student Learning Center or computer labs. In addition, children must never be left alone in another classroom, hallway or lounge; nor should they be left anywhere unattended on campus grounds or in the parking lot.

Students and faculty should be aware that there is an attendance policy in place for all classes and that they should plan for backup in case an emergency arises with regular childcare arrangements. If a child is left unattended, Office of Safety & Security will take the necessary steps to eliminate the possibility of child endangerment.

## 3. COMMUNICATIONS

Within the broad context of free academic discussion and debate, communications between members of the University community (faculty, staff, and fellow students) are expected to reflect high ethical standards and mutual respect and civility. The medium of communications makes no difference. Whether the communication is through face-to-face exchange, e-mail, electronic bulletin board, chat room, telephone, audio bridge, etc., students must demonstrate respect for faculty, staff, and fellow students in all communications. Some examples of inappropriate communications include:

- a) obscene, racist/sexist, ethnic, harassing, intimidating, or threatening language and/or actions,
- b) any communication that threatens the health or safety of any person,
- c) use of e-mail or computer networks to send unsolicited junk mail, chain letters, etc., or to further any illegal activity,
- d) disrespect of or insubordination to University personnel,
- e) use of oral or written profanity,
- f) repeatedly contacting faculty or staff when the person contacted has indicated that a response is pending or requests not to be contacted.

**Note:** This list is not intended to be an all-inclusive listing of inappropriate communications.

## 4. COMPLIANCE WITH UNIVERSITY AUTHORITY

Students must report, as instructed, to any campus office regarding University matters. Failure to comply with directives of a University official acting in the performance of his duties is prohibited. This includes failure to respond to an official summons to the office of an administrative officer within the designated time or failure to present identification upon request of any University official.

## 5. COPYRIGHT POLICY

Students and employees are to be responsible consumers of copyrighted materials. No student or employee may reproduce any copyrighted work in print, video, audio or digital form in violation of the law. Use of copyrighted material requires permission from the originator of the material unless it is in the public domain or subject to "fair use" standards. Violations of copyright laws include illegally copying, distributing, downloading or uploading information from the internet or any electronic source. Works are considered protected even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©).

Copyrighted works include, but are not limited to: printed articles from publications, TV and radio programs, movies, videotapes, music performances, photographs, video games, audio

materials, video games, images, software programs, databases and World Wide Web pages. In general, the laws that apply to printed materials also apply to visual, audio and digital formats such as diskettes, CD-ROMs and Internet pages. Therefore, it is against the law to copy software without the permission of the copyright holder or which is not distributed as “freeware”.

Students should be aware that the University makes use of a plagiarism detection service. In detecting instances of plagiarism this system can also identify examples of breach of copyright or misuse of copyright material. In order to avoid issues arising out of plagiarism and copyright breach, students should ensure that they follow the Franklin University Copyright Policy.

Copying or making use of materials other than in accordance with this policy, even if unintentional, may lead to disciplinary action and may subject students to civil and criminal liabilities.

## 6. DESTRUCTION/REMOVAL OF PROPERTY

Theft, destruction, defacement or misuse of University property is prohibited.

## 7. DISCRIMINATION

Discrimination is prohibited. Franklin University does not discriminate based on race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status or any other legally protected class in admission of students, educational programs and policies, employment or other activities.

## 8. DISHONEST CONDUCT

Acts of dishonesty are prohibited. Such conduct may include, but is not limited to,

- a) knowingly reporting a false emergency,
- b) knowingly making false accusations of misconduct,
- c) knowingly filing a false complaint,
- d) misuse or falsification of University documents by actions such as forgery, alteration or improper transfer; and/or submission to a University official of information known by the submitter to be false or incomplete.

## 9. DISORDERLY CONDUCT

Conduct which interferes with University-authorized activities and the normal functioning of the University, including teaching, research, administration or other activities conducted, sponsored or permitted by the University, is prohibited.

## 10. DISRUPTION

Disciplinary action will be taken when a person engages in conduct that disrupts or prevents University-authorized activities. Such conduct includes, but is not limited to, speech, communication, or action which

- a) interferes with teaching, research, or administration,
- b) interferes with the learning activities of other students,
- c) impedes the delivery of services,
- d) has a negative impact in any learning environment,
- e) is disrespectful, offensive, and/or threatening,
- f) is physically, verbally or psychologically harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the University,
- g) obstructs lawful movement on campus; occupation of buildings, employment or threat of force;
- h) damages equipment or property.

## 11. DRUGS OR ALCOHOL

The University’s policy is that the unlawful use, purchase, consumption, manufacture, distribution, dispensing and/or possession of any controlled substance (drug) and/or the misuse of a prescription drug is absolutely prohibited on any University property or at any University-sponsored event. The use, purchase, consumption, manufacture, distribution, dispensing or possession of alcohol is prohibited on University property. The use of alcohol at University sponsored off campus events is prohibited unless specifically approved in writing by the University President. This includes University sponsored off-campus events.

Appearing on any University premises while intoxicated and/or while under the influence of an illegal substance is prohibited.

## 12. EMERGENCIES

The full cooperation of all students is mandated in emergency situations. Failure to cooperate with the directives of University officials or civil authorities will subject a student to University discipline.

*Fire* - When a fire alarm sounds, all persons inside a building must move quickly to the nearest building exit or to the exit noted on posted emergency instructions. If no University official is present, Office of Safety & Security should be contacted at 614.374.6169 from any University phone.

*Medical* - If a potentially life-threatening medical emergency arises, call 911 Emergency Medical Service and notify Office of Safety & Security at 614.374.6169. Do not attempt treatment unless properly trained.

*Tornado* - When information regarding tornado warnings affecting the campus area are received, University officials and Office of Safety & Security will cooperate to notify campus community members. The cooperation of all persons in moving to a safe area is expected.

## 13. ENTRY, SEARCH AND SEIZURE

A designated University official has the right to enter any part of the University premises to perform reasonable custodial, maintenance and repair services, to inspect for damages or cleanliness, or in

case of emergency. A designated University official may enter and search University premises if there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal University operation. Evidence found in such a search may be confiscated and used in disciplinary and/or criminal proceedings.

#### 14. FIREARMS AND WEAPONS

The use, storage, control, or possession of firearms, ammunition, deadly weapons or military ordnance of any kind on the University property or at University functions is expressly forbidden, including storing any said item in vehicles, even if otherwise permitted by law. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paintballs), regardless of the propellant used.

Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, knives with fixed blades or pocket knives with blades longer than three inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, foils, or any explosive or incendiary device.

Possession of realistic replicas of weapons is also prohibited.

#### 15. HAZING

“Hazing,” which is defined by Section 2903.31 of the Ohio Revised Code as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person” is prohibited.

#### 16. INFLICTION OF BODILY HARM

Infliction or threat of infliction of bodily harm, whether done intentionally or with reckless disregard, including threat or action in retaliation for making allegations of misconduct, is prohibited.

#### 17. INFORMATION TECHNOLOGY STANDARDS

Franklin University encourages the use of electronic communication, technology and computing resources for the purposes of University instruction, advancement, administration, research and study. The rules and obligations described in this document apply to all users (students and alumni), wherever they may be located. All users must comply with the Computing and Network Resources Agreement when using University resources. The University has the responsibility of securing its computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate uses. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Standards of conduct may include, but is not limited to the following:

#### A. Limitations of privacy in electronic communication

Users expressly waive any right of privacy to anything they create, store or send on any University computer or through the University’s network. The University may access and disclose, as circumstances may warrant, faculty, student or staff electronic communications; therefore, privacy and/or confidentiality should never be assumed. Franklin University may use human or automated means to monitor the use of its resources. Users should respect the privacy of others through the application of normal academic ethics and polite conduct in their use of University computing resources.

#### B. Ethical, efficient and appropriate use of resources and communication tools

Users have special responsibilities when handling sensitive data (e.g. electronic data containing Social Security numbers, PINs, passwords of any nature, health, medical and psychological records, police records and/or final grades). Hence, users must be considerate of any legal or privacy laws and business ethics when including such critical data in electronic correspondence.

While Franklin University aspires to provide the highest quality computing environment, during peak periods (class project times, for example) the demand for computing resources may, at times, exceed the supply of workstations or network connections. Responsible computing requires users be sensitive to the needs of all who seek to use University resources. During such peak periods, users must limit their use of computing technology to performing only the most essential tasks. Users of open labs and user facilities must comply with the posted and published practices with regard to time limits, appropriate academic conduct, etc.

Users should be aware that electronic communication has different concerns and behaviors than traditional forms of communication. Electronic information does not carry the same body language or voice inflection of regular verbal, face-to-face communication. In fact, electronic communication often requires more thought and details to ensure the intended meaning is received by the recipient of the communication.

#### C. Responsibility for use

Computing tools are shared and often essential to the instructional, research and/or administrative functions of the University. The continued availability of these expensive and sometimes fragile resources requires they be used legitimately and treated with care and good sense. Reasonable care should be exercised when using any University computing resource. Some user recommendations are noted below:

- a) Users should follow PC power up and shutdown procedures to reduce maintenance and breakage,
- b) Users must not attempt to subvert the restrictions or mechanisms associated with their computer accounts,
- c) Users are responsible for the use of the computing accounts assigned to them,
- d) Users must use their accounts only for their intended purposes.

All students and users are encouraged to take advantage of the University's Technology Help Desk when uncertain about accessing or using computing resources on campus or online in the context of fulfilling course requirements.

#### D. Misuse or Unauthorized Use of University Resources

Users should use computing and network resources efficiently and effectively. Activities which are direct violations of Franklin University's Information Technology Student Computing and Network Resources Standards include:

- a) Keeping unnecessarily large files on shared systems and/or storing numerous or large files beyond the scope required for current coursework,
- b) Utilizing computer time and/or network services (Internet, e-mail, etc.), for unauthorized commercial or private purposes,
- c) Sending unauthorized or unsolicited, frivolous or excessive e-mail, including chain e-mail, scams and pyramid schemes,
- d) Surfing inappropriate sites on the Internet which includes the viewing of pornography,
- e) Use of inappropriate or unlawful material,
- f) Unauthorized deliberate action which damages or disrupts a computing system alters its normal performance or causes it to malfunction,
- g) Modification of system files,
- h) Downloading of any software application,
- i) Unauthorized dissemination of course material and/or software,
- j) Propagating e-mail viruses,
- k) Attempting to access unauthorized systems,
- l) Attempting to hide one's true identity by changing one's username or real name,
- m) Use of an account not owned by the assigned user,
- n) Unauthorized use of computing resources/facilities,
- o) Peer-to-peer file sharing
- p) Personal usage,
- q) Game playing,
- r) Theft of any University property, intellectual or otherwise.

This list is not exclusive and other items may be added or changed as needed. If you are in doubt of the appropriateness of an activity, you are encouraged to contact the University Technology Help Desk at [helpdesk@franklin.edu](mailto:helpdesk@franklin.edu) for guidance.

Using Franklin University's information technology system to distribute unauthorized copyrighted material, including peer-to-peer file sharing is strictly prohibited. Violators of this policy are subject to disciplinary action and may also be subject to civil and criminal liabilities.

#### E. Passwords

Users are responsible for maintaining a secure password and for safeguarding their passwords for access to Franklin University's resources. Individual passwords should not be printed,

stored online or given to others. Users are responsible for all transactions made using their passwords. No user may access University resources with another user's password or account. Use of pass-words does not imply an expectation of privacy.

#### 18. INTIMIDATION/HARASSMENT/ASSAULT/STALKING/CYBER-STALKING

Intimidation, harassment, assault, stalking, and/or cyber-stalking is strictly prohibited. If you believe you are being intimidated, harassed, assaulted or stalked by a campus community member or by someone else on campus property, you may enlist the help of the Office of Safety & Security and/or Student Services.

- a. Intimidation occurs when a person's actions either make another afraid or when such actions result in another person feeling unreasonably threatened.
- b. Harassment is annoying behavior that disturbs another person.
- c. Assault is knowingly committing or attempting to commit an act of unwanted physical contact of one person by another, including punching, shoving, kicking or other such contact.
- d. Stalking occurs when a person, through a pattern of conduct which may include the use of electronic communication, causes another to believe that the offender will cause them physical or mental distress.

#### 19. MEANS OF EXPRESSION

The University may establish, publish and enforce rules and regulations, including the regulation of sound equipment, rallies, parades, demonstrations or other assemblies, to ensure safety of persons and property and to prevent disruption of the educational process.

#### 20. PARKING

University parking lots provide free parking for students while attending class or using University facilities. Parking lots are conveniently located on the campus near all University buildings. Handicapped parking is available and enforced. Students using the parking lots must register their vehicles and obtain a parking permit annually at fall trimester. Reserved parking spaces are for faculty and staff. Students using Franklin University parking lots when not attending classes or when not using University facilities will be subject to City of Columbus parking fines. A comprehensive description of the University's parking policy is distributed with the issuance of each parking permit. Violators of parking rules, including failure to follow the directions of lot attendants or Office of Safety & Security, may have their parking privileges revoked, their vehicles towed, or other sanctions may be imposed.

#### 21. SEXUAL HARASSMENT

Franklin University strictly prohibits sexual harassment. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; or other physical conduct, verbal, non-verbal, or written communication of a sexual nature when:

- a. submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations or opportunities
- b. the submission to such conduct or communication has the purpose or effect of substantially interfering with a student's education
- c. the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student's ability to participate in or benefit from the education program or
- d. that it creates a hostile or abusive educational environment

Sexual harassment violates University policy as well as state and federal law. Any incidents of sexual harassment should be reported immediately to [conduct@franklin.edu](mailto:conduct@franklin.edu). Anonymous reports may be submitted through [Mysafecampus.com](https://mysafecampus.com).

Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party.

### Retaliation

The University prohibits retaliatory action against any person filing a complaint of sexual harassment or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats or harassment. The university prohibits an individual knowingly filing false charges of sexual misconduct. Acts of retaliation and of knowingly filing false charges of sexual misconduct constitute violations of the Student Code and will result in disciplinary action.

### Reporting

A significant benefit to timely reporting is the documentation and preservation of evidence should the victim determine at any point to report the matter for adjudication, either criminally, civilly or through university student code of conduct procedures. Any student alleging sexual harassment by faculty, staff or another student should advise the Student Code of Conduct Coordinator at [conduct@franklin.edu](mailto:conduct@franklin.edu) or at 866-341-6300 ext. 6765. Anonymous reports may be submitted through [Mysafecampus.com](https://mysafecampus.com). Complaints will be promptly investigated. Each complaint will be treated confidentially to the extent practical and consistent with Franklin University's obligation under the law. If a determination is made that this policy has been violated, appropriate disciplinary action will be taken.

## 22. SEXUAL MISCONDUCT

Sexual Misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity, and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

- a. **Unwelcome sexual touching**  
The touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

- b. **Non-consensual Sexual Assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part. This includes, but is not limited to penetration of a bodily opening without consent through the use of coercion.

- c. **Forced Sexual Assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

### Consent

For purposes of this policy, consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or actions. It is the responsibility of the initiator of the sexual activity to insure he or she has the consent from the other to engage in sexual activity. Consent may never be obtained through the use of force, coercion or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol. The existence of a dating relationship between the persons involved, or the fact of a past sexual relationship should never provide the basis for an assumption of consent.

### Retaliation

The University prohibits retaliatory action against any person filing a complaint of sexual misconduct or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats or harassment. The university prohibits an individual knowingly filing false charges of sexual misconduct. Acts of retaliation and of knowingly filing false charges of sexual misconduct constitute violations of the Student Code and will result in disciplinary action.

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### Interim actions to protect students

The Conduct officer has the authority take interim action, such as interim suspension, to protect the safety of the university community. The university similarly has the authority to issue a no-contact order if continued contact between a complaining student, an accused, or witnesses would be prejudicial to any of the parties' welfare. The university may also consider other interim action depending on the circumstances, which could include modifying class or work schedules or other arrangements.

### 23. SOLICITATION

Solicitation by non-affiliated persons or groups is prohibited. Student organizations wishing to participate in fundraising projects must secure approval from the Vice President for Students. Off-campus organizations are referred to the Vice President for Students to determine on-campus solicitation or representation.

### 24. SMOKING

Smoking is prohibited in all University buildings. In accordance with the Ohio Revised Code (ORC) 3794.01 which took effect December 7, 2006, students may not smoke near immediate entrances or areas that would allow smoke to enter ventilation systems or building(s).

### 25. STUDENT CONTACT INFORMATION

Students are responsible to keep current address, telephone, e-mail and contact information on file with the University. Students are provided an opportunity to update this information each time they register. Telephone number and e-mail changes must be reported to Student Services either face-to-face or via e-mail through the [info@franklin.edu](mailto:info@franklin.edu) mailbox. Only those requests made through the student's Franklin email address will be accepted. Address changes can be made online via myFranklin site.

### 26. THEFT/UNAUTHORIZED USE OF PROPERTY

Theft, or attempted theft, or the unauthorized use or possession of University property or services, or the property of others while on University premises is prohibited.

### 27. UNAUTHORIZED PRESENCE

Unauthorized entrance, or attempted entrance, to or presence in or on University premises is prohibited.

## VIII. VIOLATION OF LAWS AND THE UNIVERSITY STUDENT CODE OF CONDUCT

Violations of the University Student Code of Conduct will be taken seriously and students who are found in violation of University regulations, policies or rules, or any other violation of local, state or federal law may be subject to disciplinary action including loss of privileges, suspension or dismissal from the University, and/or civil and criminal liability.

## IX. SANCTIONS

The follow list includes possible sanctions that may be imposed as a result of violations of the Student Code of Conduct rules and regulations. The sanctions include, but are not limited to:

- a) Informal word of warning – an oral or written word of caution resulting from the student's misconduct. No formal charges or notice is required before the issuance of an informal word of warning.
- b) Letter of corrective action – a written letter issued by a hearing officer resulting from the student's misconduct and subsequent review of the circumstances. This is an official notification of unacceptable behavior and a violation of the student code of conduct
- c) Loss of privileges – this may include privileges such as using book vouchers, computer labs, meeting spaces, parking, Franklin email account, tutoring, proctored tests, etc.
- d) Restitution – reimbursement for costs of damages to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
- e) Probation – permits continuation of enrollment, but may impose certain requirements on the student for a specified period of time. Any further violations by the student under probation will likely result in progressively severe sanctions.
- f) Suspension – is the loss of privileges of enrollment at Franklin University for a designated period of time and prohibits a student from being present without permission on any property of Franklin University.
- g) Dismissal – is the permanent loss of privileges of enrollment at Franklin University and prohibits the student from ever being present without permission on any property of Franklin University.