

DONNELLY COLLEGE
COMMUNITY EVENT CENTER



2016-2017

STUDENT HANDBOOK



DONNELLY COLLEGE

608 N. 18th St. Kansas City, KS 66102 | donnelly.edu | 913.621.8700

Donnelly College History

Donnelly College is an independent, co-educational college. Founded in 1949 by the Benedictine Sisters at Mount St. Scholastica in Atchison and the Archdiocese of Kansas City in Kansas, it is a Catholic college affiliated with the archdiocese. Donnelly College was located and has remained in the heart of Kansas City, Kansas.

As a Catholic liberal arts and professional college, Donnelly's institutional vision derives from a belief in God and in the dignity of each person. As an educational institution, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God, and to function as constructive members of society.

Sister Jerome Keeler is credited with the vision of creating an independent college in Kansas City, Kansas. The Benedictine Sisters of Atchison, a teaching order, proposed a community college that would serve the urban population of Kansas City, Kansas more than 60 years ago. Bishop Donnelly was an enthusiastic supporter of the vision and he assured Sister Jerome that the Diocese would provide buildings and equipment if she could provide the faculty.

Classes began September 12, 1949, at 1236 Sandusky with 202 students. There were 11 faculty members, nearly all of whom were Benedictine Sisters. Tuition was \$40 a semester.

Costs were kept low because the College was planned to serve first generation college students who could live at home and keep a job. As the hours accumulated on their transcripts, they could transfer to a 4-year college or College. The devotion of the teaching Sisters always kept the costs affordable.

In the 1970s, the College began to serve a new group of first generation college students. The ambitious growth of the tax-supported colleges and universities gave high school graduates more choices for college. Suburbia was growing at the expense of the central city. "White flight" to the suburbs changed the population of the inner city, and many of the social and educational institutions shifted to the suburbs as well. Even the public community college which had been in the heart of downtown moved out. The College shifted from an almost exclusively white population to serving predominantly students of color, from predominantly Catholic to less than 25% Catholic, and from a majority of men to a majority of women.

Donnelly College was faced with hard choices. There was sentiment for the College to move to the suburbs. But, the words of Sister Jerome reinforced the decision to stay in the central city. Her vision was a community college "to serve those who might otherwise go unserved." There were still such students in this community.

In 1982, the College moved to the recently vacated Providence Hospital on 18th Street. With this huge investment the message was clear: Donnelly College will continue to serve the community where it is most needed.

In 2001, Donnelly was designated a Hispanic Serving Institution (HSI) by the Department of Education and received a Title V grant for strengthening developing institutions. Donnelly received a second Title V

grant in 2007 to develop nursing and teacher education programs. Donnelly College is firmly in step with national education trends.

At present time, Donnelly College offers three Bachelor's degree programs, Associates of Applied Sciences, Associate of Arts, Associates of Sciences, an English for Academic Purposes program, and a Licensed Practical Nursing Program.

Donnelly College Mission

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world.

Specifically, the mission of Donnelly College is to provide education and community services with a personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

Donnelly College Vision

By the year 2016, Donnelly College will be known for its wide variety of outstanding programming options and will serve as a model of excellence in all programs and instruction. Donnelly's Catholic identity will be apparent in all of its programs and services. Donnelly will be a financially strong institution with an expanded presence in order to best serve our students and our community. Our utmost priority, in all endeavors, will be to demonstrate unwavering commitment to the respect for diversity of every individual.

[Student Life Policies & Procedures]

Alcohol and Drug Policies

The College works with students and employees to access support services when their use of alcohol or other drugs is cause for concern. Support services include alcohol and drug abuse prevention education programs, intervention, and therapeutic methods, all with the goal of reducing the harmful influence of alcohol and other drugs.

The College especially encourages its students to develop responsible attitudes and behaviors as they prepare to enter a world in which alcohol is used. The use of alcohol by students raises important issues regarding personal responsibility and accountability.

- Students who are twenty-one (21) years of age or older who choose to consume alcoholic beverages should do so responsibly. They should consider the health and behavioral consequences to themselves and the impact upon others and the community at large. They should also make this choice with knowledge of College regulations and the laws of the State of Kansas.

- Students and employees are advised that the College will impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion or termination and referral for prosecution for violation of the alcohol policy.
- Because only a minority of Donnelly College students are of legal drinking age, and to minimize the prohibited use and abuse of alcohol, the College has established regulations limiting the use of alcohol and reducing the likelihood of illegal procurement.
- Students and employees are subject to all applicable local, State, and Federal laws regarding alcohol and other drugs, and are not exempt from enforcement of these laws by virtue of their status as students or employees or their presence on College property.
- Concerned individuals should consult State or Federal prosecutors or their own attorneys for legal advice or clarification of legal matters.
- The College does not provide sanctuary from the law, nor are students or employees immune from legal investigation or arrest from civil authorities.

Donnelly College will not protect students, faculty, or staff from prosecution under Federal, State, or local laws. Persons suspected of using illegal drugs or voluntarily being in the presence of their use are also subject to disciplinary action by the College.

It is prohibited to possess, use, sell, manufacture, dispense, or distribute drugs or controlled substances on College property or as a part of any activity sponsored by the College.

Controlled Substances means any chemical substance and/or drug controlled under the laws of the State of Kansas or the United States of America. *Drugs* means any potentially mind or ability altering chemical of any kind, including, but not limited to: depressants, stimulants, cocaine, narcotics, designer drugs, counterfeit or synthetic drugs, inhalants, methadone, marijuana and any other cannabin, hallucinogens or controlled substances, and prescription medication without a valid prescription.

The College enforces compliance with local and state alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on and off campus activities is inappropriate because it invites members of the College community to violate College regulations and State of Kansas law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those who do choose to legally consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.

- The responsibility for proper consumption of alcoholic beverages and for compliance with laws of the State of Kansas rests with each individual member of the Donnelly community.
- The College will contact, by phone and/or letter, parents of underage students who violate the alcohol policy and parents of any students who violate the drug policy.

Any violations of the aforementioned standards are subject to disciplinary action under the Student Code of Conduct.

In addition, Donnelly College is in compliance with the federal Drug-Free Schools and Communities Act of 1989.

- The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Donnelly community should know that administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the College, may be taken in order to protect the interests of the College and the rights and safety of others.
- Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the following resource available on campus and in the community:
 - The Donnelly College Counseling Center (913) 621-8781
 - Alcoholics Anonymous (816) 471-7229
 - Heartland Regional Alcohol & Drug Assessment Center (913) 789-0951
 - Narcotics Anonymous (800) 561-2250
 - Substance Abuse Center of Eastern KS (913) 362-0045
 - Wyandot Mental Health (913) 328-4600

Computer Usage and Copyright

Donnelly College students should not engage in the following behaviors:

- Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other college property.
- Using Donnelly College's computers, computer system, network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
- Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.
- Use college computing systems for illegal or criminal activity
- Use college resources to harass, defame or attack others

- Use college resources for the posting, viewing or sending obscene or pornographic material or material that incites illegal activities
- Use campus computing system for commercial or profit activities
- Intentionally waste limited resources and supplies
- Knowingly spread malware or viruses
- Use college computing resources to play games or pursue other non-academic purposes without permission
- Use college resources for the distribution, downloading, uploading, or sharing of any material, software, data, document, sound, picture, or any other file that is specified as illegal by any federal or state laws or considered to be proprietary.

Modify, Damaging, Destroying or Copying of Data

- Students shall not in any manner modify, damage, destroy, or copy any data to which they are not authorized.

Unauthorized Access/Sharing Passwords

- Students shall not tamper with, attempt to gain or gain access to computer data to which the student has no security authorization (such as, but not limited to student files, faculty files, confidential information, student record data).
- All students are prohibited from sharing computer passwords. Passwords must be kept confidential.

Breaches of the aforementioned policy are subject to adjudication under the Donnelly College Student Code of Conduct.

E-mail Notification Policy

College students are responsible for all information and notifications communicated from the College via their student e-mail accounts. In order to comply with this policy, students are encouraged to check their student e-mail accounts on a daily basis.

The student e-mail system shall be the College's official means of e-mail communication with all students. The assigned e-mail address will not change during the student's career at Donnelly College. Students are allowed to forward their Donnelly College e-mail to their personal e-mail accounts if they prefer to do this.

It is imperative that students understand that the majority of information will be communicated to them via their College assigned e-mail account while they are students.

[Emergency Response Plan]

Emergency Evacuation Procedures:

Preparing for an Evacuation

- Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
- Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency.
- Know the locations of alternate exits from your area, or the areas you frequent on campus.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- Obtain an Evacuation Map of the Donnelly College Campus and locate in advance the pre-determined evacuation locations closest to your building.
- Evacuation locations are located on both ends of the hallways in the main building, Marian Hall, and women's residence hall.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have been instructed to do so by DC Security, or Kansas City Kansas Police or Fire Departments.

During an Evacuation for a Fire

- When the fire alarms sound and the strobes are activated, or upon notification by DC Security or emergency responders, occupants must evacuate the building and assemble at the pre-determined evacuation locations.
- IF time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
- Leave by the nearest marked exit and alert others to do the same.
- Follow instructions from DC Security or emergency responders.
- Before opening a door, check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- Walk, do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right.
- Watch for falling debris and glass inside and outside of building.
- Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. In case of fire do not use elevators. People with disabilities may need additional assistance during these emergencies.
- Once outside, move quickly away from the building and proceed to the closest evacuation location. You should try to be at least 500 feet away from the affected building.
- Attempt to keep existing groups and classrooms of students together. This will assist in identifying if anyone was left behind or is missing from the group.

- Keep roadways, fire lanes, and fire hydrants clear for emergency vehicles and responders.

Campus Evacuation

- Evacuation of all or part of the campus will be announced by fire alarm, DC Security or emergency responders from KCKS Police and Fire Departments, or additional communication such as text messages and/or emergency emails.
- All persons (students and employees) are to evacuate immediately the area of campus in question and reassemble at the pre-determined evacuation locations on campus as directed.
- Try to remain calm and assist those that may need your assistance, as well as keeping groups together.
- Whenever possible or in small evacuations of specific locations, DC Security will be available to assist and direct building occupants to exit stairwells and/or evacuation locations.
- Do not return to the building until Security or emergency responders instruct you to return.

Evacuation of Persons with Disabilities

- Students and staff need to advise faculty and supervisors of their needs in an emergency.
- Faculty and supervisors need to establish a “buddy” system to assist persons with disabilities.
- The Security Department is available to assist students and employees with a disability before an emergency in determining evacuation routes and assembly areas.
- To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers:
 - Ask how to help.
 - Remove obstructions.
 - Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
 - Accompany the person to the evacuation site.
 - For persons in wheelchairs ask if they need help driving their chair.
 - Do not attempt to push a power/electric chair.
 - The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joy stick.
- In multi-level buildings, when elevators are off limits as in the case of fire assist persons with disabilities to go to the nearest exit stairwell landing. Many stairwell landings can help to provide temporary protection in fire emergencies.
- Close the door behind.
- If the person is not able to use a fire exit stairwell with assistance, an escort should remain with the disabled person at the landing to provide additional assistance.
- Alert DC Security or emergency responders that a disabled person is waiting for rescue.
- Specify the building, floor, exit stairwell and any additional location information. If it is a life-threatening emergency, determine the best carry options for the person based on their input.
- Power wheelchairs are too heavy to carry down stairs.
- Reunite the person with the chair as soon as it is safe to do so.

- For persons who are unable to leave the building:
- Assist the person to the nearest area where there are no hazards.
- Alert Security or Emergency Responders that a disabled person is waiting for rescue. Specify the building, room number and any additional location information. If possible, signal out the window to alert an on-site Security Officer or emergency responder.
- To assist people who are blind or visually impaired:
 - Announce the type of emergency that is occurring.
 - Offer your assistance, or your arm for guidance.
 - Tell the person where you are going, or about any obstacles you encounter.
 - When you reach safety, ask if further assistance is needed.
- To alert people who are deaf or have a hearing impairment:
 - Turn lights on and off to gain the person's attention.
 - Write a note with evacuation instructions or directions based on the emergency.
 - Indicate directions with gestures.

Intruder Incidents and Lockdown Procedures

- There may also be certain emergencies when it may be safer to stay inside and lock the door when possible, rather than immediately evacuate (e.g. armed intruder on campus.)
- Before the onset of a situation, the following things need to be considered:
 - Does your door lock, and if so, how does it lock: from the inside or outside?
 - Do you have a key for the classroom or office to lock it with?
 - If the room does not lock, are there large items to barricade the door with?
 - Can you close the blinds in the room?
 - Can you and/or students get away from windows?
 - Do the lights come on when you move in the room?
 - Do you have an opportunity to evacuate?
 - Do you know how to contact DC Security or 911 from your location?
 - How well do you do in a crisis? (If you have any doubts about your ability to think calmly and clearly in an emergency, then the time to prepare and plan is now.)
 - Before an incident, think through various violent scenarios and determine what might work if an intruder were to come onto campus, into your classroom, or office area.
- Responding personnel will have to use individual judgment as to what they can and should do first. The following things need to happen as close together as possible:
 - Get yourself and students out of harm's way.
 - When possible, contact Security to alert them to a problem, and determine whether evacuation or lockdown is the appropriate response.
 - Faculty and employees should make decisions of lockdown or evacuation on their own only in life threatening situations.
 - In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)

- Assess whether anyone is injured and the severity of injuries. In life-threatening situations, take immediate appropriate measures by calling 911, and then alerting campus Security.
- In the event that faculty or an employee cannot call or leave the room, ask someone in the class to call 911 or Security by using their cell phone
- .Faculty and employees in classrooms should remain with students until notified by appropriate personnel on what actions to take.

Implementing a Crisis Management Plan

- Depending on the nature of the emergency, either law enforcement or the fire department will be in charge of the incident.
- As best you can, secure all areas for student and employee safety until the police arrive.
- Be aware that the site may be a potential crime scene.
- Avoid unnecessary touching or tampering with anything in the area, as it will disturb what is considered evidence. To the extent possible, leave all objects exactly as they are in order to protect the evidence for law enforcement.
- In the case of a lockdown, if possible, keep a list of any students who have left your classroom.
- Never speculate. Be sure to have as much information as possible and to understand the circumstances surrounding the situation before commenting on it. Follow all appropriate guidelines about disclosure, repeating, or giving out information.
- As appropriate, keep students informed about what is happening. Ensure that the same information is communicated to all of the students and employees present.
- As soon as possible, try to account for all students and employees that were in your classroom or immediate area before the incident.
- Continue to maintain the crime scene for evidence.

The Role of Students

- Students should understand and follow all plans applicable to the given crisis situation. Students should not panic. In addition, they should be informed of the following:
 - In the absence of employee or faculty direction, decide where it is safest to be and remain there.
 - Determine whether you should shelter in place, lock-down, run, hide, play dead, or fight.
 - In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)
 - Before an incident, think through various scenarios for your own safety, and determine what might work if an intruder were to come onto campus or into your classroom.
 - In a violent situation, notify the first available employee. Share all relevant information with Security, law enforcement, faculty, or whoever can first assist you in alerting authorities.

- During and after the crisis, to the extent it is safe, keep with you what is on your person, do not go back for anything you left behind, and do not pick anything up.
- Assist faculty and employees in quickly assessing who is accounted for and who is not.
- If able to, provide assistance to injured or disabled persons.
- Try to remain calm and reassure fellow students.
- Follow directions about where to go or where to remain from Campus Security, law enforcement, or other emergency responders.
- Do not speculate or perpetuate rumors to others.
- Do not retaliate or take unnecessary chances against an intruder.
- Fighting is a last option and depends on a long list of considerations in the situation.

Armed Intruder

- If an armed or threatening intruder comes on to Donnelly College property it is very important that faculty, staff and/or students report it immediately and take protective actions.
- Donnelly College Safety & Security recommends the following procedures.
- If you see an armed intruder and you are in an office or classroom:
- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the Kansas City Kansas Police Department. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police and/or DC Security arrive and give directions.
- If you are caught in an open or exposed area and you cannot get into a classroom or office you must decide upon a course of action:
 - Hiding
 - Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
 - Running
 - If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
 - Playing Dead
 - If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.
 - Fighting

- Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous, but depending on your situation this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders

Fundraising Policy

Donnelly College student clubs and organizations are required to register their fundraisers, whether they are to be conducted on or off campus, with the Student Life Office. Fund raisers may be registered by filling out and submitting the Donnelly College Event/Fundraising Request Form to the Student Life Office three business days in advance of the fundraiser.

All fundraisers must conform to Donnelly College's mission and be subject to the rules and regulations of Donnelly College, as they are represented in the Student Handbook and elsewhere.

Though not limited to the list below, fundraisers must adhere to the following:

- Fundraising projects must be administered in accordance with College policies governing advertising, posting, and soliciting.
- In certain circumstances a student club or organization may be given limited permission to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from Student Life.
- Promotional materials that are not officially college-sanctioned may not be handed out to students on the College campus, either outside or inside buildings. In addition, these promotional materials may not be placed on cars in the College parking lots.
- Any advertising and publicity materials must include: name of sponsoring organization, product or service being sold, purpose for which the profit will be used, and location of the activity.
- If a student club or organization wishes to do a bake sale or sale of other foods for a fundraiser, all items sold must be baked by the organization or its members.

Any official college designee has the ability to terminate any fundraiser or solicitation activity that has not been approved by Student Life.

General Non-Discrimination and Harassment Policy and Procedures

Donnelly College is committed to providing an environment that is free of unlawful harassment,

including, but not limited to, sexual harassment. Accordingly, Donnelly College strictly prohibits and will not tolerate any unlawful harassment based on factors such as gender, sexual orientation race, religion, creed, color, national origin, ancestry, age, pregnancy, marital status, veteran status, disability, or any other status, condition or characteristic protected by applicable law, to the extent the status, condition or characteristic is protected by applicable law. This policy covers all Donnelly College students, faculty, staff, visitors, volunteers and vendors.

The term "harassment" includes, but is not limited to, actions, slurs, jokes and other offensive verbal, graphic, visual or physical conduct (both overt and subtle) relating to a legally protected status, condition or characteristic that creates an intimidating, hostile or offensive environment or that unreasonably interferes with a person's educational performance. The term "sexual harassment" includes unwelcome or unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with the individual's educational performance or creates an intimidating, hostile or offensive environment. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

While it is impossible to anticipate every type of behavior which may constitute harassment in a particular situation, the following types of behavior come within this prohibition:

- unwelcome touching, impeding or blocking movements;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- offensive facial expressions, leering, sexual gestures or movements;
- displaying sexually suggestive objects, pictures, cartoons, calendars or posters;
- graphic advances or propositions;
- graphic comments about another employee's body or clothes;
- use of derogatory names, slurs, epithets or comments, especially of a sexual nature;
- unwelcome discussion of sexual experience, activity or jokes;
- sexually degrading words used to describe another employee; and
- suggestive or obscene letters, notes or invitations including emails and texts.

Such behavior, and any other harassing or discriminatory activity, is unacceptable at Donnelly College. Remember that it is not always possible to tell whether jokes or suggestive comments are "welcome" to another person. It is also important to understand that a third party can be offended by jokes or comments that are overheard.

VIOLATORS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE, EXPULSION FROM ACADEMIC PROGRAMS, AND BAN FROM CAMPUS.

Anyone who believes they have been subjected to or witnessed any unlawful harassment should immediately report the matter to the Title IX Coordinator.

Donnelly College will protect the confidentiality of harassment complaints to the extent possible, except as necessary to conduct a thorough investigation or to take an appropriate action. Please do not assume that Donnelly College management is aware of any incidents of sexual or other unlawful harassment. It is your responsibility to bring any such incidents to our attention so that we can promptly investigate and attempt to resolve the matter.

Donnelly College will promptly commence a thorough, impartial and objective investigation of all incidents of alleged sexual or other unlawful harassment that are reported to management.

Upon completion of the investigation, Donnelly College will make a determination as to whether unlawful harassment has occurred, and to the extent appropriate will provide an explanation of the results of the investigation to the individual(s) who made the complaint or report and to the accused harasser(s). If Donnelly College makes a determination that unlawful harassment has occurred, Donnelly College will promptly take appropriate remedial action commensurate with the circumstances. Appropriate disciplinary action will be taken against anyone who Donnelly College determines has violated this policy, up to and including immediate discharge of employment, expulsion from all academic programs, or ban from campus. Appropriate remedial measures will also be taken to correct the effects of the harassment and to deter any future harassment. To the extent appropriate, whatever remedial action is taken by Donnelly College will be communicated to the individuals involved in the matter.

Donnelly College strictly prohibits and will not tolerate, any retaliation or retribution, directly or indirectly, against anyone who in good faith: (1) makes a complaint of harassment; (2) reports the harassment of another employee or student; (3) opposes any prohibited discrimination or harassment; or (4) participates in, provides information in connection with, or otherwise assists in the investigation of any incidents of alleged sexual or other unlawful harassment conducted by Donnelly College or by any governmental agency. Any student, volunteer, employee or vendor who engages in or encourages any such retribution or retaliation, directly or indirectly, will be subject to disciplinary action, up to and including immediate discharge, expulsion, and ban from campus. Further, anyone who knowingly and intentionally provides false or misleading information regarding any complaints or reports of alleged sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate discharge, expulsion, and ban from campus.

Satisfactory Academic Progress Policy for Student Financial Aid Recipients

Federal Regulation governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program and the Student Loan Programs) require financial aid recipients to maintain academic progress toward a degree or certificate.

At Donnelly College, you must maintain the following standards in order to continue your eligibility for financial aid.

1. You must complete a minimum of 67% percent of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
2. You may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours may include up to thirty (30) hours of remedial or developmental coursework. (Associate Degree or Certificate Programs)
3. You may receive aid for a maximum of one-hundred and eighty-six (186) credit hours for Bachelor Degree Students (which includes all undergraduate credit hours). The total number of hours may include up to thirty (30) hours of remedial or developmental coursework.
4. You must maintain the following minimum Cumulative Grade Point Average (GPA) of 2.0.

The Student Financial Aid Office will check your progress at the end of each term, or payment period:

1. If you are not making satisfactory academic progress according to the above standards you will be placed on Financial Aid Warning. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning you continue to receive financial aid.
2. If you complete all the hours with a "C" or above, the next term for which you enroll, you will be able to continue on Financial Aid Warning.
3. If you fail to meet the satisfactory progress standards the next term for which you enroll, you will be placed on Financial Aid Suspension. When on Financial Aid Suspension you are unable to receive financial aid at Donnelly College.

You may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid. The Appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, you will be placed on Financial Aid Warning.

If you have met the requirements for a degree or certificate at Donnelly College, you will be ineligible for financial aid unless you are pursuing another degree or certificate from Donnelly College or in a transfer program where you will earn your degree at another college.

Scholarship Renewal Policy

Students receiving scholarships or institutional awards from Donnelly College are expected to maintain the terms of their scholarship contract. At the conclusion of each semester, students not meeting minimum guidelines will be informed. The first semester of not meeting minimum guidelines will result in probation. If the student continues not to meet minimum standards post probationary semester, the student's award will not be renewed. Failure to meet grade point average minimums may result in loss of scholarship.

Student Code of Conduct

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal and physical growth for persons from a variety of economic, social, religious, racial, ethnic and national backgrounds. An individual who enters this college community voluntarily assumes obligations to accept the code of conduct of the institution to promote its purposes and functions. The college may take disciplinary sanctions whenever student conduct interferes with its responsibility of providing an opportunity for educational achievement or of protecting the rights, health and safety of its members.

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college “to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.”

1. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs;
2. Conduct which leads to embarrassment, physical harm, or indignities to other persons will not be tolerated. Such behaviors include:
 - a. Bullying, intimidating, or otherwise threatening any other individual on campus or at a campus sponsored event.
 - b. Cyber Bullying: Intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyber bullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student
 - c. Burglary
 - d. Theft
 - e. Arson, or fires started on campus.
 - f. Excessive noise or disruptions.
 - g. Violent behavior: verbal and non verbal
 - h. Fighting on campus
 - i. Use of weapons on campus
 - j. Indecent exposure or behavior, illicit sexual behavior, or lewd conduct.
 - k. Illegal gambling.
3. A genuine interest in all students and community members will be apparent/visible at all times, with a dedication to helping them learn to help themselves;
4. The privacy of others will be respected and information obtained in the course of duties will be held in the strictest of confidence. Such violations of the expectations of privacy include:
 - a. Breach of Privacy: Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person’s consent and when the recording is likely to cause injury, distress, or damage to one’s reputation.

- b. Opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed door
 - c. Using bathrooms intended for the opposite sex
 - d. Misuse/ abuse of codes and access systems
 - e. Covering, tampering with, or removing peepholes or room numbers
5. The rights and views of colleagues and those served will be honored, and all individuals will be treated with respect, courtesy, and good faith
 - a. Donnelly College students are responsible for the behavior of their guests.
6. Harassment or discrimination in any form will not be tolerated or condoned at any time
7. Personal behavior of community members must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.

Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal.

Interference with the Student Code of Conduct Process: Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Conduct Referral. This includes, but is not limited to, encouraging or influencing another person to commit an abuse of the Student Code of Conduct, discouraging an individual's proper participation in, or use of, the Student Code of Conduct process, or distributing or interfering with the orderly process of conducting a proceeding.

Overview of Disciplinary Process

The Vice President of Enrollment Management and Student Affairs is responsible for implementation of the Code of Conduct. Donnelly College jurisdiction shall be limited to conduct that occurs on College property, at College-related events, or that adversely affects the College community. Given that the College's interest in student welfare is not bound by campus property lines, its commitment to neighborhood relations is high, and its positive reputation within the broader Kansas City community is essential for its continued well-being, the College reserves the right to act on violations that occur off-campus which adversely affects the College community or at College-sponsored or College-sanctioned events and activities regardless of location. College sanctioned or sponsored off-campus events and activities include, but are not limited to, those planned and implemented by student organizations/ teams/other student groups and College departments. Common points of complaint that often prompt College investigation and response into off-campus student misconduct include reports and other contact from neighbors, neighborhood associations, local or regional businesses, Kansas City Police, and city officials. The disciplinary process is designed to be primarily educative and developmental in nature.

When the behavior of a student poses an immediate threat to the safety of the College community or violates the mission of the College, the College may impose an interim suspension or removal from the College, restriction on access to residence halls, the campus, or participation in any College-sponsored/sanctioned event or activity. These interim decisions are made by Vice President of

Enrollment Management and Student Affairs or designate and remain in effect pending a decision under appropriate College disciplinary procedures. The Vice President for Enrollment Management and Student Affairs or designee is responsible for initiating disciplinary proceedings where there is reasonable cause to believe an offense under the Code of Conduct has occurred and disciplinary action is appropriate. Student non-academic disciplinary records are maintained by the Student Affairs Office. These records include all written correspondence concerning violations of College policy and are only released with the written permission of the student or as required by law.

Individual Hearing

If you are charged with a Student Code of Conduct Violation and are called to an individual hearing, you will most likely be in the Vice President for Enrollment Management and Student Affairs Office. During the Hearing, you will be asked to share what you know about the incident that you are charged with being involved in. At this hearing a few things can happen:

- The first type of outcome is when you and the Hearing Officer agree on the facts surrounding the incident and your responsibility for the incident. If sanctions are necessary, the two of you will decide on what is appropriate and helpful.
- The second type of individual hearing is when the student and Hearing Officer do not agree on the facts surrounding the incident. In this instance, the Hearing Officer can either sanction the student if necessary or send the student to a Hearing Committee made up of three College constituents (typically one faculty, one staff member, and one student). Sanctions given by the Hearing Officer or Hearing Committee are appealable.

Hearing Committee

Consists of three (3) voting members (typically a faculty member, a staff member, and a current student) and is specifically constituted for cases that involved allegations considered to be more serious misconduct. Although every effort will be made to conduct the hearing committee with one student, one faculty and one staff, it may not be possible, especially during the summer, and the Hearing Committee may consist of any three members of the College community. The Hearing Committee will review facts related to allegations of non-academic misconduct against a student or student organization and will make their findings and, if the student or student organization is found in violation of the Code of Conduct, impose sanctions.

Definitions and Roles

Hearing Officer – The Vice President of Enrollment Management or Student Affairs, or designee. A Hearing Officer will review facts related to allegations of non-academic misconduct by a student or student organization most often considered to be less serious in nature and will make findings and, if the student or organization is found in violation of the Code of Conduct, impose sanctions.

Advisor - Each student or student organization will be afforded the opportunity to have a faculty or staff advisor present at a hearing either with an officer or committee. The advisor role is to help the student or student organization understand the responsibilities and rights afforded by the Code of Conduct process, and to encourage honest and forthright engagement in the process and between hearing officer/hearing committee and the student or student organization. The advisor's role during the actual hearing is limited in scope and should reflect a supportive stance of both the student and the College.

Investigating Officer –A College designee. This person consolidates historical and evidentiary data related to the charges against the student or student organization for the purposes of a hearing committee. This person presents this information to the committee for their review, and also suggests possible sanctions based upon the severity of the alleged infraction, disciplinary history of the charged student or student organization, and historical precedent.

Witnesses - You are allowed to have witnesses to testify about the facts surrounding the case. You may also have one character witness who can speak about you personally (Donnelly faculty, staff, or student). They do not have to have any information about the incident that you are being charged for.

Hearing Process

Overview

Most committee hearings are held on the 7th floor of the Donnelly College Tower. Students should report there at least five (5) minutes before their Hearing. The College designate will be presenting the College's case and has no vote. Both student and the College may have witnesses. The student is allowed one character witness. The student is also allowed to have a Donnelly College faculty or staff advisor present. The student's advisor cannot address the witness(es) and should be there only to guide the student and answer any questions. Parents and/or lawyers are not permitted to be in the hearing.

Both the College and the charged student are allowed to share their side and will have the opportunity to question the witnesses. After all of the information is presented the three (3) committee members will go into deliberation to decide if the charged student is responsible or not. If the student is found responsible, the committee will receive the student's discipline file. They will then determine what sanctions are appropriate. They will then share their sanctions with the students and College. If a student wishes to appeal the decision they should follow the College appeal process.

Procedure

1. The Vice President of Enrollment Management and Student Affairs, or designate makes procedural decisions respective to hearings.

- The Hearing Examiner normally reviews charges which he/she anticipates will not result in disciplinary probation II, suspension, or expulsion.
 - A Hearing Committee will normally review charges which may result in disciplinary probation, suspension, or expulsion.
 - A charged student may indicate his or her preference for a Hearing Examiner or Hearing Committee in writing to the Vice President of Enrollment Management and Student Affairs, or designate will make the final decision on such request at his/her discretion.
 - All other hearing-related procedures are delegated to the Vice President of Enrollment Management and Student Affairs, or designate as described in this Code of Conduct
2. A member of the Vice President of Enrollment Management and Student Affairs staff is present at Hearing Committee proceedings to take written notes. Upon written request, the charged student will receive a copy of the hearing notes.
 3. All hearings are conducted in private. No person will be permitted to attend a hearing other than those directly involved in the hearing procedures.
 4. Hearings on a charge involving more than one student will generally be conducted separately even if the charge is based on the same operative facts.
 5. The complainant and the charged student each have the right to be present at the hearing and to be assisted by a faculty or staff advisor from the College community. Other persons may be in attendance at the hearing solely for the purpose of and the time it takes to provide information pertinent to the charge. Attorneys, parents, family members and others not directly involved in providing information are not permitted to be present in order to protect the confidentiality of the student, expedite the proceedings in a reasonable manner, and encourage the student to remain directly engaged in the process with the support of his or her faculty or staff advisor
 6. The charged student should notify the Associate Dean of Students or designate in writing regarding the name of the faculty or staff advisor, information, written witness statements if any, and witnesses who the student anticipates will provide information on his/her behalf at least three (3) business days prior to the hearing. The Hearing Examiner or Hearing Committee Chairperson will provide administrative leadership during the hearing, including:
 - Overseeing the presentation of information
 - Limiting or enlarging the scope and duration of presentation of information
 - Taking any other action in the interest of an orderly, expeditious and informative hearing
 7. Format for Presenting Information: Absent extraordinary circumstances, the Investigating Officer and the charged student will present information relevant to the charge(s). Acceptable forms of information include such things as in-person statements of witnesses based on personal knowledge, written statements by witnesses with personal knowledge, documents including writings and records, audiotapes, videotapes and photographs. Only one character witness or statement (limited to Donnelly faculty, staff, or student) will be allowed on behalf of the charged student.
 8. Hearing Procedure
 - Call to Order
 - Introductory Comments and reading of the written Charge(s)

- Opening Statements
 - Presentation of Information including witnesses
 - Closing Statements
 - Private Deliberation
 - Notification of Decision
9. No student shall be found to have violated the Code of Conduct solely because the student failed to appear at the hearing. However, if a charged student does not appear for a scheduled hearing, the hearing may be conducted and a decision made based on information presented in the charged student's absence. If a charged student fails to appear at a hearing, sanctions imposed may not be appealed.
- All findings shall be made upon information that, if taken as true more likely than not supports the finding.
 - Disciplinary history, academic transcript, and institutional financial aid information will be made available to the Hearing Examiner or Committee if the student is found in violation of the Code of Conduct in order to more fully inform appropriate sanction determinations.
 - Written notification of the Hearing Officer/Committee's decision will be delivered in person or emailed for those on campus within five (5) business days of the hearing or sent by U.S. mail to the student's last known local or permanent address on file with the College Registrar within five (5) business days of the hearing.

Sanctions

If a student is determined to have violated the Code of Conduct, disciplinary action will be taken. Sanctions will be imposed based on the type of inappropriate behavior in which the student engaged seriousness of the incident, the student's level of responsibility for the incident, and the student's disciplinary history at the College. Every effort will be made to impose sanctions that are educational and developmental in nature, correct inappropriate behavior, prevent reoccurrence of misconduct in the future and lead the student toward an understanding of acceptable conduct. Failure to comply with any disciplinary sanction may result in imposition of additional sanctions. When a serious or repeat violation occurs, the College reserves the right to contact the student's parent or guardian if permissible.

All sanctions will be communicated to the student in writing, addressed to the student as described in this policy and specify the sanction(s) and the term of each sanction. The following list is not exhaustive and the scope of sanctions may expand beyond the sanctions described below:

- Activities or Access Limitation: Limitations on activities or access are imposed if the prohibition from participation in certain activities, events or facilities has been determined to be in the best interest of the student or the College
- Educational Programs, Courses and Opportunities: There are times when the College determines that a student must attend educational programs, courses or opportunities provided either on-campus or off-campus to remain in good standing with the institution. These educational programs, courses or opportunities will be selected or

geared toward helping the student understand and remedy the unacceptable conduct. In some cases these programs, courses or opportunities may be unrelated to the College and any financial obligations related to attendance are the responsibility of the student.

- Conduct Probation: Conduct Probation is a written warning that identifies inappropriate conduct and advises the student of the need to bring his/her conduct to an acceptable standard. Imposition of conduct probation is for less serious violations of the Code of Conduct. Any further misconduct may jeopardize the student's status as a student in good standing at the College.
- Fines: The amount of the fine depends on the infraction. Fines are punitive in nature, but may also reflect direct costs the College may experience due to a violation or sanction. Fines may be posted to the student's account and reflected on College billing statements. Fines are expected to be paid by the end of the semester they are posted.
- Honors and Degrees: The College reserves the right to delay or postpone the participation of a student in any College-related activity, or delay or postpone the conferring of any honor or degree for non-academic misconduct.
- Restitution: Restitution is compensation required of students or student organizations that engage in theft, misuse, damage or destruction of institutional, group or private property. Restitution is expected to be paid in a timely fashion as determined by the Hearing Examiner/Committee.
- Probation: The following probation levels represent the official probation levels of the College. Time spent on probation accrues only when the student is in attendance at Donnelly College. If for any reason a student withdraws from Donnelly College, or transfers to another institution, the student is responsible for any remaining probation as well as unmet conditions of the probation upon his/her return to Donnelly College.
 - Disciplinary Probation I: Disciplinary Probation I is a written warning that the student's behavior is unacceptable. If the student engages in misconduct during the probation period, more severe sanctions may be imposed including Disciplinary Probation II, suspension or expulsion from Donnelly College. A student on Disciplinary Probation I is not in good standing with the College during the term of the probation. Disciplinary probation may include restrictions such as denial of the opportunity to participate in co-curricular or extra-curricular events or activities, to perform any act in the name of the College, to serve as an officer of a student organization, or to reside in College housing (any or all to be specified by the Hearing Examiner/Committee). Additionally, Disciplinary Probation I carries a fine typically ranging from \$500.00-\$1000.00, which is assessed directly to the student's account. The actual fine is dependent on the nature of the offense and may be higher or lower as determined by the Hearing Examiner/Committee.
 - Disciplinary Probation II: Disciplinary Probation II is a written warning of behavior which is serious and unacceptable. If continued or other inappropriate behavior follows, more severe sanctions may be imposed including suspension or expulsion from Donnelly College. A student is not in good standing with the

College during the term of a disciplinary probation. Disciplinary probation may include restrictions such as denial of the opportunity to participate in co-curricular or extra-curricular events or activities, to perform any act in the name of the College, to serve as an officer of a student organization, or to reside in College housing (any or all to be specified by the Hearing Examiner/Committee). Additionally, Disciplinary Probation II carries a fine typically ranging from \$1000.00-\$2000.00, which is assessed directly to the student's account. The actual fine is dependent on the nature of the offense and may be higher or lower as determined by the Hearing Examiner/Committee.

- Suspension: Suspension from the College results in the exclusion of the student from participating in any academic or non-academic activity of the College for a stated period of time. The student will be advised in writing of a suspension. Suspension may be for the remainder of the semester or for a specified period of semesters. To be considered for re-admission, suspended students must re-apply for admission to the College and be in full compliance with any and all conditions imposed by the Disciplinary Hearing Committee.
- Expulsion: Expulsion is the most serious disciplinary sanction and results in the permanent exclusion of the student from the College. An expelled student is not eligible for re-admission.

How to Prepare for an Individual Hearing

Students should feel that they are prepared for their hearing. If students have questions prior to their hearing, they should speak with the Vice President of Enrollment Management and Student Affairs.

Throughout the Hearing, keep in mind that the intent of the Student Development team is to support each student as he/she interacts with Donnelly College's Disciplinary Process. The system is an internal administrative process used by the College to resolve allegations of misconduct by our students. The goal is to discover the truth of the allegations. The College hopes that students who engage in misconduct will take responsibility for their actions in a mature way that demonstrates commitment to the education of themselves and others. The Student Code of Conduct seeks to ensure high standards of courtesy and integrity, to prevent educational disruption, and to promote a productive learning environment. At the same time, we all must recognize the reality of human fallibility as well as stresses associated with collegiate life. The Donnelly community is hurt if a student is found responsible for engaging in actions prohibited by the Student Code of Conduct and/or the College. A charged student should:

1. Read the charge letter carefully. The charge provides you with details of the allegations against you. It states the specific policy/policies that you have been charged with violating. It schedules the date, time and location of the Hearing.

2. Confirm that the date and time of the Hearing does not conflict with your other scheduled responsibilities. Resolving this matter is extremely important and should be your priority over most things, except class and family responsibilities. Call to reschedule if there is a conflict or if you are unsure of the location of the Hearing.
3. Read the Student Handbook. Pay particular attention to the explanation of the guidelines you have been charged with violating. Read over the sanctions and conditions so that you are aware of the meaning and implications of each.
4. Think about what happened on the date in question. Write down everything you remember, including who was present, what was said, and what your feelings were.
5. Decide whether you will bring an advisor with you to the Hearing. The advisor provides advice and support to you and may not speak for you. Check to be sure your advisor's schedule does not conflict with the Hearing. If there is a problem, call the number at the bottom of your charge letter to discuss it.
6. Arrive at least five (5) minutes early for your Hearing. A late arrival might result in rescheduling of your Hearing or a decision on the allegations in your absence.
7. Prepare yourself to discuss the incident in detail at the Hearing.

At the Hearing, share your written version and any other written statements you have received. Speak openly and honestly. Express yourself in an appropriate, respectful manner, similar to the way you wish to be treated.

Appeal Process

The appeal process is a right given to all students and student organizations. An appeal is not a re-hearing and is not granted on the basis of disagreement with the original decision.

An intent to appeal the decision of either the Hearing Examiner or Committee must be filed in writing to the Vice President of Enrollment Management and Student Affairs within three (3) business days of the written decision. The intent to appeal must specify the basis on which the student is appealing, the decision or part of the decision including the sanctions which the student is appealing, and the facts in support of the appeal. The Vice President of Enrollment Management and Student Affairs will turn the appeal over to the Vice President of Academic Affairs, or designate, who will decide whether or not the appeal meets the conditions for an acceptable basis for appeal. If the Vice President for Academic Affairs, or designate certifies that the intent to appeal meets an acceptable basis for appeal, he or she will convene a 3-person appeals board to address the appeal

Acceptable basis for an appeal is limited to the following:

- There was a denial of a fair hearing;
- There is new and additional evidence not available at the time of the hearing;
- There was insufficient evidence to establish the student's misconduct or responsibility for the

misconduct;

- The decision was based on prohibited discriminatory criteria; or
- The decision was arbitrary and capricious.

The Vice President for Academic Affairs, or designate will decide whether or not the appeal meets the conditions for appeal. If the Vice President for Academic Affairs, or designate certifies that the intent to appeal meets an acceptable basis for appeal, he or she will convene a 3-person appeals board to address the appeal. A Board of Appeals, led by the Vice President for Academic Affairs or designate, and generally consisting of a faculty or staff member and a student representative will make every attempt to review an appeal as expeditiously as possible. Until the appeal is reviewed and a decision rendered, the student's status at the College remains unchanged.

The Board of Appeals will review documents relevant to the appeal and speak with the Hearing Examiner or Committee Members or the appealing student at their discretion. The student may request a hearing before the Board of Appeals that the Board of Appeals, at their discretion may grant or deny. If a hearing on an appeal is granted, the appealing student will meet with the Board of Appeals. Any decision to grant or deny a hearing on appeal is not appealable. The Vice President for Academic Affairs, or designate shall provide the student with a written decision on the appeal.

An appeal may result in one of the following actions:

1. Leaving the original sanction intact.
2. Reversal of the original decision or sanction(s).
3. Modification of the sanction(s), including changes that could result in either a reduction or increase in sanctions, appropriate to the misconduct or based on new information considered during appeal.

The Board of Appeals shall be the final appeal authority for the College in all cases of non-academic discipline.

Notices.

- All notices required or permitted to be in writing under this Student Code of Conduct shall be deemed given to and received by the addressee on the date personally delivered or emailed.
- If deposited in U.S. Mail and addressed to the individual's last known address on record with the College the postmark date will be the date sent.
- Notices sent via email shall be considered received on the date sent.

Counting Time

In counting days for purposes of the time limits in this Student Code of Conduct, all days, including days during recesses, are counted consecutively except holidays and Holy Days published in the College calendar.

In the event any writing required or permitted under this Student Code of Conduct is sent by campus or U.S. mail three (3) days are added to the permitted time period.

Student Grievance Procedure

A grievance procedure has been established to provide for fairness in treatment for each student. Any student of Donnelly College alleging discriminatory treatment in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve it informally by bringing the matter to the attention of the party involved and meeting with the immediate supervisor(s) of said party.

If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 15 working days of the alleged offense. All grievances must contain the following information:

1. A clear and concise written statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date and time of the alleged act, and a statement describing the specific supporting evidence.
2. A brief summary of prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of previous discussions.
3. A specific statement of the remedial action or relief sought.

Upon receipt of the grievance, the supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

If the grievance cannot be resolved after this discussion, the supervisor(s), in consultation with the President, will convene a Grievance Committee composed of three persons: One member chosen by the grievant; one member chosen by the responding person and a third member to be chosen by the President and mutually agreed upon by the other two members of the Grievance Committee.

The Committee so designated will meet not more than 5 working days after its selection. At the first organizational meeting, the Grievance Committee will elect a chairperson from among its members and set up rules of procedure for the hearing within these guidelines.

1. The Grievance Committee will invite the grievant and the responding person to all hearings. Failure of either party to appear at the hearings will constitute a decision in favor of the other party.
2. Attendance at the hearing will be limited to persons having an official connection with the case. The grievant and/or the responding person may choose to be accompanied by an advisor. If so, the name of the advisor should be made known to the chairperson at least 48 hours before the hearings begin. Witnesses or any others whose participation is necessary to establish facts shall appear before the committee only to give testimony and to answer questions.

3. A reasonable time limit should be established for presentation of the grievance and for the response as well as the length of each hearing session. Every effort should be made to conduct the hearing as expeditiously as possible with fairness to both parties.
4. Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
5. All testimony pertaining to the grievance will be held in confidence.
6. Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
7. A tape recording may be made of the hearing for purposes of review. All such tapes will be sealed or destroyed after the written report is given and the case is concluded.

At the conclusion of the grievance hearing, the members of the Grievance Committee shall meet in closed session to deliberate.

Any decision of the Committee will require concurrence of two out of the three members. Within five working days after the last meeting, the Grievance Committee shall make a written report on findings and recommendations to the appropriate administrative officers (immediate supervisor and/or the President) together with copies for the grievant and the respondent. The written report will contain:

1. A statement of the purpose of the hearing
2. Issues considered
3. A summary of the evidence presented and findings of the facts as developed at the hearings
4. Recommendations for final disposition of the case

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee.

At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of the majority of the committee members and of the respondent. These proceedings may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee.

In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

Either the grievant or the respondent has the right to appeal the decision of the Grievance Committee to the Board of Trustees. Such an appeal will be made through the President, and must be made within 15 working days. The decision of the Board will be final.

Identification

All members of the Donnelly College community are required to present proper identification upon the request of college officials, including campus security officers. This policy applies any time an individual is present on college property or attending a college-sponsored event.

Missing Person Policy

In compliance with the Higher Education Act of 2008, this policy sets forth procedures for reporting, investigating, and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be believed missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Missing Person

- Any person of the college community, including both employees and students, should contact the Vice President of Enrollment Management and Student Affairs. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President of Enrollment Management and Student Affairs.
- The Vice President of Enrollment Management and Student Affairs will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good faith effort to make contact with the student or an emergency contact using any information the student has provided to Donnelly College for this purpose.
- The Vice President of Enrollment Management and Student Affairs will gather all essential information about the student from the reporting person and from the student's acquaintances.
- The Vice President of Enrollment Management and Student Affairs will then contact the appropriate personnel including the Title IX Coordinator and Donnelly College Security team.
- Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, The Vice President of Enrollment Management and Student Affairs or Donnelly College Security will contact the Kansas City Kansas Police Department to report the student as a missing person and they will take charge of the investigation.

Missing Person Emergency Contact

Students are able to designate a "Missing Person Emergency Contact" on the application for student housing or with the Registrar's Office. If a student is determined to be missing, the Vice President of Enrollment Management and Student Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student has been determined missing. The contact information is considered confidential and will only be accessible to college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age:

If a reported missing student is under the age of 18 and is not emancipated, the Vice President of Enrollment Management and Student Affairs will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student.

Law Enforcement Notification

If a student is determined missing, the Vice President for Enrollment Management and/or the Donnelly College Security team will notify Kansas City Kansas Police department no later than 24 hours after the student has been determined to be missing.

For purposes of this policy, a student may also be considered to be a “missing person” at any time the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

SEXUAL MISCONDUCT - TITLE IX POLICY

Donnelly College does not discriminate on the basis of gender or sexual orientation in its education programs and activities. In addition Donnelly College prohibits sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, stalking, and any other type of sexual misconduct.

DONNELLY COLLEGE’S SEXUAL MISCONDUCT / TITLE IX POLICY

Donnelly College will not tolerate any acts of sexual misconduct committed by or against any member of our community which includes students, staff, faculty, approved volunteers, visitors, and vendors.

Sexual misconduct includes:

- **Sex Offenses** Sex Offenses are defined as any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. The term “sexual assault” means an offense that meets the following definitions of rape, fondling, incest, or statutory rape.
- **Rape** is the penetration, no matter how slight, of the vagina, anus, or orally with any body part or by a sex organ of another person, without the consent of the victim.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent. Kansas law defines the age of consent as 16 years of age.
- **Dating Violence** Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Domestic Violence** Domestic violence means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member (including roommates). Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed

against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. For the purposes of this definition: o Dating relationship means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

- Family or household member means persons 18 years of age or older who are spouses, former spouses, parents or stepparents, children or stepchildren, persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.
- o **Stalking** means an intentional harassment of another person that places the other person in reasonable fear for that person's safety.
- o **Harassment** means a knowing and intentional course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose.
- o **Course of conduct** means conduct consisting of two or more separate acts over a period of time, however short, evidencing a continuity of purpose which would cause a reasonable person to suffer substantial emotional distress. Constitutionally protected activity is not included within the meaning of "course of conduct."
- o **Sexual Exploitation** Sexual Exploitation occurs when a person takes nonconsensual sexual advantage of another for her/his own benefit or the benefit of others. Sexual Exploitation includes but is not limited to recording or broadcasting (audio, visual, or pictorial) of sexual activity, voyeurism, or prostitution.
- o **Sexual Harassment** Sexual Harassment is defined as unwelcome and/or repeated sexual advances, requests, or threats; offensive or demeaning sexual language or actions which is severe, pervasive, or objectively offensive as to have the effect of unreasonably interfering with a person's educational performance or creating an intimidating, hostile, or offensive environment. The College's complete Harassment Policy may be found at www.donnelly.edu , Current Students, Campus Information section.

Other Policy provisions:

- o **Retaliation** or intimidation against anyone involved in a potential sexual misconduct situation will not be tolerated by the Donnelly College. This includes the potential victim, potential respondent, or anyone participating in the reporting or investigation.
- o **Consent:** For the purposes of this policy, **consent** means words or actions that indicate a willingness to participate in a mutually agreed upon sexual act. Consent is informed,

freely and actively given, and cannot be obtained through coercion, intimidation, physical force or if either party is incapacitated. Silence or lack of active resistance should never be interpreted as consent. Consent cannot be inferred from previous sexual activity or intimate relationships.

Note: Use of alcohol and/or drugs is not an excuse for violation of the Title IX Sexual Misconduct policy. A person who is intoxicated may have his or her judgment seriously impaired and thus might not be able to give informed consent to sexual activity. In addition, a person who has consumed alcoholic beverages to the degree that he or she is intoxicated or under the influence of drugs may not be capable of discerning and confirming consent to sexual activity. It also should be reemphasized that silence, previous sexual activity or intimate relationships, and/or the current relationship status between the parties should not be taken as an indication of consent.

Victim Assistance

When there is reasonable cause to believe that federal or state laws prohibiting sexual misconduct have been violated, the College will assist and fully support individuals who wish to pursue filing a criminal report through the local police and/or civil action through the legal system. The College will also support individuals who wish to pursue disciplinary action against the employee, student, or third party accused of sexual misconduct through the College sexual harassment policy or student conduct process. Procedures have been developed to provide medical, emotional, and judicial assistance to victims of sexual misconduct. Because the right to privacy is a particularly sensitive issue in dealing with incidents of a sexual nature, these procedures have been designed specifically to maintain the highest level of confidentiality possible. The College strongly believes that it is important whenever possible for victims to be active in the decision-making process and thus recover a sense of control in their lives.

Reporting Procedure

A student who is the victim of sexual misconduct is encouraged to seek assistance as soon as possible after the incident. Community members who become aware of sexual misconduct (regardless of their involvement) are likewise encouraged to report the information in order for the College to assist potential victims and protect the community.

The following individuals are required to report information regarding alleged sexual misconduct involving students (as victim or accused) to the Title IX Coordinator in order to ensure victims receive support and understand their rights:

- College administrators
- College athletic personnel including coaches, assistant coaches and trainers
- Campus ministry staff **except** for the College Chaplain or priests acting in a role as a pastoral counselor
- College faculty
- Public safety officers and administrators
- Residence life staff including resident assistants and professional staff members
- College staff

The following individuals, if requested by the victim, may maintain confidentiality and are thus not required to submit an identifiable report to the Title IX Coordinator:

- College Counselors
- The College Chaplain or priests acting in a role as a pastoral counselor

A victim can also contact the Metropolitan Organization to Counter Sexual Assault, a rape and sexual assault crisis center, directly by calling (816) 531-0233. MOCSA can provide counseling, emotional support and information regarding legal options. In addition, the College of Kansas Medical Center provides S.A.N.E. services (Sexual Assault Nursing Examiner) to aid in the process of rape examination and evidence collection.

Evidence Protection A victim of sexual assault should:

- Try to preserve all physical evidence.
- Do not wash, use the toilet, bathe, shower, or change clothing if it can be avoided. If clothes are changed, place all clothing worn at the time of the assault or immediately following the assault in a paper (not plastic) bag. Victims should also preserve bedding (sheets, pillows, blankets, etc.) whenever possible.
- Get medical attention as soon as possible to make sure there are not any physical injuries or other health related issues and to collect important evidence that will assist with a prosecution.

Investigation

- When the Title IX Coordinator receives a report from a victim, community member, or College employee, the Title IX Coordinator (or designee) will initiate an investigation. This investigation may include, but is not limited to: meeting with the victim, meeting with the accused respondent, and meeting with anyone who may have information regarding the alleged incident.
- The College's investigation will be handled separately from any other investigation (including criminal or civil) and every attempt will be made to have the College's investigation completed in a timely manner independent of any other investigation.
- Victims have the option to share as much or as little information as they are comfortable disclosing, and the College will maintain the strictest privacy possible. Information will only be disclosed to those responsible for the investigation and/or resolution of the situation when absolutely necessary.
- While a victim can decide whether or not he or she wishes to pursue disciplinary action against the accused individual through the College's sexual harassment policy or the student conduct process, as applicable, the College reserves the right, at its sole discretion, to pursue an investigation and disciplinary process in order to protect the College community.

Student Conduct Process

Once an investigation has concluded, Title IX Coordinator will provide a report of the investigation to the Vice President of Academic Affairs. If there is reason to believe that a student has violated the sexual misconduct policy, the Vice President of Academic Affairs will initiate the Student Conduct Process. The “preponderance of the evidence” (meaning “more likely than not”) standard will be applied in the Student Conduct Process. Sanctions for violating this policy including but not limited to:

- A “no contact order” may be issued preventing all attempts at contact between the violator and the victim.
- Change in class schedule.
- Change in living arrangements if living in campus housing.
- Mandatory training/counseling.
- Suspension from all academic programs.
- Expulsion from all academic programs. Academic Transcripts will be noted as a student withdrawal.
- Ban from College campus.

These sanctions will be weighed and applied depending on the implied severity of the violation based upon the results of the investigation.

The Vice President of Academic Affairs will then refer the sanction recommendations to the College President. The College President will present the sanctions to the violator. The victim will be notified of the outcome of the Student Conduct Process by the Title IX Coordinator.

Rights of the Victim

- Any student who is a victim of sexual misconduct shall have the following rights:
- The right to decide whether he/she wants to initiate College disciplinary action against the accused and/or file charges with the Kansas City Kansas Police Department.
- The right to file for a Protection from Abuse or Protection from Stalking order with the Wyandotte County Civil Clerk’s Office prohibiting the accused or friends of the accused from contacting the victim.
- The right to have a person of the victim’s choice accompanies her/him during a College conduct conference or other College disciplinary proceeding. All participants will be bound by the rules of confidentiality governing the conduct conference.
- The right to request modified living arrangements (if living in campus housing) pending the outcome of the College conduct process.
- The right, where possible, to have classes reassigned so as to not share classes with the accused.
- The right to make up academic work the victim has missed because of time lost due to the assault, investigation, and the College conduct process.
- The right to request that the College proceedings be conducted so that the accused and the victim are never in the same room together.
- The right not to have his/her sexual history discussed during the College conduct process.
- The right to make a victim impact statement.
- The right to be notified of the outcome of the College conduct process.

Rights of the Accused

Any student accused of sexual misconduct has the following rights:

- The right to an explanation of the information brought against him/her.
- The right to an explanation of the student conduct process.
- The right to be presumed not responsible.
- The right to a fair and impartial conduct process.
- The right to have an advisor accompany him/her during a College conduct conference. All participants will be bound by rules of confidentiality. The advisor cannot address the hearing or give evidence or facts.
- The right to know ahead of time the names of witnesses to be called in the conduct conference.
- The right to testify on his/her own behalf.
- The right to be free from a second conduct conference on the same charge after the actions of the accused has been found not to be in violation of College policies.
- The right to be informed of the outcome of the conduct process.

Title IX Grievance Policy

If a student feels she/he has been discriminated against by the College on the basis of sex, the student may file a complaint with the U.S. Department of Education. For more information on this process please visit <http://www.ed.gov/ocr>

Donnelly College Title IX Contacts

If you would like to speak directly with a trained member of the College community, you may contact one of the individuals listed below:

Title IX Coordinator

Cheryl Hicks, *Vice President of Business Affairs*

Donnelly College, room 119 (913) 621-8765 chicks@donnelly.edu

Inquiries may be referred to the Title IX Coordinator identified above, or to the Office of Civil Rights, United States Department of Education. For further information, visit tinyurl.com/3wt5b for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

FREQUENTLY ASKED QUESTIONS

What are some additional examples of sexual harassment?

Sexual harassment is a form of prohibited sex discrimination. The College's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute sexual harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling Commenting on a person's dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

What should I do if I have been sexually harassed?

- The College encourages you to report sexual harassment as soon as possible. Ignoring sexual harassment does not make it go away. And delayed reporting may limit the College's ability to investigate and remedy the sexual harassment.
- If you are a student, you may report sexual harassment to the Title IX Coordinator, or any College Administrator.
- If you are the victim of sexual harassment that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges.
- You always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

What are some additional examples of sexual violence/assault?

- Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute sexual violence/assault include, but are not limited to, the following:
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent

- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Groping a person's breasts or groin on the dance floor or at a bar
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented

What constitutes "consent" for purposes of sexual violence/assault?

- Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.
- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

What should I do if I am a victim of sexual violence/assault, domestic violence, dating violence, or stalking?

Don't blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if emergency), or the National Sexual Assault Hotline at 800-656-HOPE.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Can I make a complaint of sexual violence/assault against my boyfriend or girlfriend?

Anyone can commit sexual violence/assault, even if you and that person are in a romantic relationship.

The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes sexual violence/assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as domestic violence or dating violence.

What should I do if I am sexually harassed by someone who is not a College student or employee?

The College's policies protect you from sexual harassment by vendors, contractors, and other third parties that you encounter in your College learning, living, and employment environment. If you believe that you have been subject to conduct that violates these policies, you should report the sexual harassment just as if it were committed by a College student or employee.

What should I do if I am sexually harassed by a student but we are off campus?

It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of sexual harassment even if the conduct occurs off-campus.

What should I do if I observe sex discrimination or sexual harassment, but it is not directed at me?

Anyone that witnesses sex discrimination or sexual harassment, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes sex discrimination or sexual harassment, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes sex discrimination or sexual harassment.

What is the role of the Title IX Coordinator?

The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sex discrimination and sexual harassment. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to sex discrimination and sexual harassment, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

If I make a complaint of sex discrimination or sexual harassment, will it be treated confidentially?

The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation.

However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided.

Who is typically involved in investigating a complaint of sex discrimination or sexual harassment?

The College's Title IX Coordinator or his/her designee will be involved in investigating complaints of sexual harassment. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

What are the possible outcomes of an investigation into a complaint?

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports that sex discrimination or sexual harassment occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

May I have a support person with me in the investigation process? During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

What should I do if I am retaliated against for making a complaint of sex discrimination or sexual harassment?

The College's Title IX: Non-Discrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of sex discrimination or sexual harassment. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of sex discrimination or sexual harassment.

How does the College handle a bad faith allegation of sex discrimination and sexual harassment?

A bad faith allegation of sex discrimination or sexual harassment occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of sex discrimination or sexual harassment is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of sex discrimination or sexual harassment.

What can I do to help prevent sexual assault or discrimination?

Take notice of comments and behaviors that would give good reason to believe that someone was intent on having sexual intercourse even if the partner was unwilling, including one or both parties being incapacitated.

Don't pressure friends to partake in behaviors that are uncomfortable to them, such as drinking excessively or being promiscuous.

Don't joke about sexual assault; comments and jokes can make sexual assault seem unimportant.

Know your level of comfort with conversations and talk about sexual behavior. If you find groups or individuals who talk about sexual relationships that are not in sync with how you feel, or the type of relationship you want, don't be afraid to state your position.

Many perpetrators are unaware that what they have done is a crime. (They may say, "Yeah, that was messed up, but it was fun.") Let them know that what they did was not right and was against the law.

- **Adapted from Step Up Student Resources www.stepupprogram.org**

Weapons Policy

Weapons are prohibited on Donnelly College campus and/or at all College associated events. Violations of this policy will be discipline under the Student Code of Conduct.

Tobacco Use on Campus

Donnelly College is a smoke-free building.

Academic Policies

Academic Probation and Suspension Policy

Each student's academic status is assessed at the end of every fall, spring, and summer term, whether the student is full-time or part-time for that term. The following policy outlines the College's academic expectations.

1. You must complete 67% of all credit/non-credit courses attempted. Courses with grades of I, W, or F, will not be considered completed hours.

2. You also must maintain the following a minimum 2.00 semester and cumulative grade point average (GPA).

The college will check your progress at the end of each fall, spring, and summer term.

1. If you are earning a minimum 2.50 semester and cumulative GPA you are in good academic standing.

2. If you are earning a 2.00-2.49 semester of cumulative GPA you are in good standing and required to meet with an academic advisor to develop a success plan.

3. If you are earning less than a 2.00 or do not successfully complete at least 67% of your attempted credits, you will be placed on academic probation and will be required to meet with an academic advisor to develop an academic probation contract.

a. You must earn a minimum semester GPA of 2.00 until your cumulative GPA returns to 2.0 to continue on academic probation. Your academic probation contract will be updated each semester until you return to good academic standing to reflect current goals and action plans.

b. A student on academic probation who earns a semester GPA less than 2.00 will be placed on academic suspension and may not enroll for the following semester.

*This is not for financial aid purposes and applies only to the academic standing of a student.

Academic Integrity

Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean, and appropriate sanctions will be imposed.”

Attendance

Each individual instructor will set their own attendance policy, however it is encouraged that you attend class regularly.

Civility and Decorum

As noted in its Code of Conduct, Donnelly College is committed to maintaining an overall atmosphere of civility and respect. Civility and decorum both inside and outside the classroom are fundamental foundations of the values at Donnelly College. Classroom discussions and interactions outside the classroom will at all times be focused on the learning process and should always be respectful of both students and faculty. In open discussions of ideas and issues, disagreements should focus on ideas and facts. Name calling and assaults (either in person or on-line) will not be tolerated. Should any problems occur, the instructor should be notified immediately. Those who do not comply with civility and

decorum requirements may be subject to a grade reduction and/or other sanctions up to and including dismissal from Donnelly College.

Final Exams

The final exam schedule for day classes is published by the Dean of Instruction each semester. This schedule allows for longer examination periods for classes that incorporate comprehensive examinations. All day classes should follow this schedule.

Saturday, weekend, and evening classes should schedule their final examinations for the final class period.

Letter Grades and Grade Points

All Instructors are expected to keep accurate records of grades and attendance according to the guidelines which follow:

- Letter grades A, B, C, D, F and I are used to indicate academic achievement or academic status.
- Grade Description Points per credit hour
- A = Excellent = 4
- B = Above Average = 3
- C = Satisfactory = 2
- D = Minimal Passing = 1
- F = Not Passing = 0
- I = Incomplete = 0
- U = Audit = 0
- W = Withdrawal = 0
- "W" indicates withdrawal. All student withdrawals are made through the Office of the Registrar. Students may repeat any course for which a grade of D, F, or W has been recorded, with the stipulation that a particular course may be counted only once toward the fulfillment of a graduation requirements.
- "AU" indicates registered audit with no credit.

The college also permits the use of P/F in specific classes as approved by the Academic Council. It is highly recommended that the faculty member have a conference with each student at midterm to evaluate the student's progress for the course.

Grade points are awarded on a four-point system. For graduation 64 credit hours and 128 grade points with 2.0 grade point average are required. The grade point average (GPA) is determined by dividing the total number of grade points by the total number of semester hours attempted.

Sophomore standing requires 29 credit hours and 58 grade points for a C average.

Letter grades A, B, C, D, P, F, W, I and U are used to indicate academic achievement or academic status. U indicates a registered audit with no credit. W indicates withdrawal. I indicates incomplete.

The grade point average (GPA) is determined by dividing the total number of grade points by the total number of semester hours attempted. In calculating GPA, the hours with P, W, I, or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring grade point averages.

Incomplete Grades

A grade of Incomplete (I) may be given at the discretion of the Instructor. The Incomplete (I) grade is given only when the student is prevented from completing the course because of unusual circumstances and has a minimal amount of the course work to complete. An Incomplete (I) will be converted to a letter grade when the student has completed the course within a proper time limit which is set at the discretion of the Instructor. No grade of Incomplete (I) may be changed after graduation.

Grade Appeal Process

Any question concerning a grade received is to be submitted in writing to the Dean of Instruction within 12 weeks following the close of the semester in which the grade is earned. Information concerning the appeal process and procedures is outlined in the College Catalog. Any questions concerning a grade received is to be submitted in writing to the Dean of Instruction within twelve (12) weeks following the close of the semester in which the grade was earned. Information concerning the appeal process and procedures is available from the Dean of Instruction.

Withdrawal from Course or School

It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, she/he should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing. However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

Donnelly College reserves the right to withdraw a student from class(es) if the student does not meet his/her financial obligations, including two missing or incomplete payments, or loss of financial aid.

Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing from classes are as follows:

14 to 16 weeks	3 weeks before the end of the class
6 to 8 weeks	7 weekdays before the end of class
4 to 5 weeks	4 weekdays before the end of class
Less than 4 weeks	Withdrawals are not allowed



DONNELLY COLLEGE

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Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.