

2007-2008



DONNELLY COLLEGE CATALOG

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www.donnelly.edu

Donnelly College is an independent Catholic college founded in 1949 by the Archdiocese of Kansas City in Kansas to provide an opportunity for higher education, with a special concern for those who might not otherwise be served.

Donnelly College Catalog

Table of Contents

Profile of Donnelly College	4
Vision Statement	5
Accreditation	5
Donnelly College Logo and School Colors.....	5
Academic Calendar	6
Philosophy of General Education	7
Admissions	8
Admissions Policy	
Registration Procedures	
College Credit Now (C.C.N.).....	8
Senior Citizens Programs	9
Veterans	9
International Students.....	9
Academic Information	10
Grading System:	
Credit Hours	
Letter Grades, Grade Points and Explanations	
Incomplete Grades	
Grade Appeal Process.....	10
Academic Honors	11
Dean's List	
Honor Roll	
Phi Theta Kappa	
Creative Writing Award	
Assessment Plan	11
Academic Expectations	12
Academic Policies and Procedures	13
Attendance	
Audit	
Withdrawal from courses or from school	
Changing Class Schedules, Repetition of Courses, Refund Policy (Military).....	13
Certificate Programs	14
Transcripts	14
Transfer of Credit.....	14
Directory Information	15
Family Education Rights & Privacy Act.....	15
Financial Aid.....	16
Policy for Return of Federal Student Aid (Title IV) Funds	21
Satisfactory Academic Policy for Title IV Recipients	22
Tuition and Fees	23
Donnelly College Refund Policy	24
Services for Students.....	24
Academic Advising.....	24
Trant Memorial Library	
Tutoring Service	
Students With Special Needs	
Code of Conduct	25
Grievances	26
Graduation	27
Degree Requirements	
Associate in Arts	28
Associate in Science	29
Associate in Applied Science	30
Bachelor in Arts.....	31
Bachelor in Applied Science	32
Baccalaureate Concentrations	
Administrative Assistant	33
Business	33
Information Technology.....	34
Natural Science.....	34
Liberal Arts	
Mathematics	
Fine Arts	35

Social Science	36
Certificate Programs.	37
Administrative Assistant Certificate	37
Allied Health Certificate	38
Business Certificate	39
Information Technology Certificate.....	39
Transfer and Articulation Agreements	40
Credit by Prior Learning Assessment	
Associate Degree in Nursing	
Tech Prep.....	40
ATS Agreement	
Transfer to 4 Year College.....	42
Benedictine College	
National American University	
University of Missouri at Kansas City (UMKC) Engineering	
Transfer Programs	
Nursing Transfer Programs	
Donnelly to Rockhurst Connection.....	42
Course Descriptions Link	
English As a Second Language Program	43
Bridges to Success	44
Administrative Staff	45
Faculty	46
Board of Trustees	48
Index.....	49

This catalog is for informational purposes and does not constitute a contract. Requirements for graduation, fees and other regulations are subject to change without notice and will be effective upon all students as changed.

PROFILE

Donnelly College is an independent, co-educational college. Founded in 1949, affiliated with the Catholic Church and Benedictine Sisters of Atchison in Kansas and sponsored by the Archdiocese of Kansas City in Kansas, Donnelly was located and has remained in the heart of Kansas City, Kansas.

As a *Catholic liberal arts and professional college*, Donnelly's institutional philosophy derives from a belief in God and 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.

As a *college in the heart of the city*, Donnelly is committed to a policy of equal opportunity for all persons without regard to race, sex, age, handicap, national origin, religious tradition or family status as specified by federal and state laws and regulations. This policy is applicable to all employment practices, admissions procedures, and services to students, faculty, staff and the community.

The express mission of Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our own 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.

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. The following Institutional Goals have been specified for carrying out this mission.

1. To help students develop their potential through awareness of their relationship with God, the community, the environment and themselves.
2. To challenge students to think clearly and to communicate effectively.
3. To offer students guidance and opportunities for growth in self-confidence, responsibility and leadership.
4. To enable students to discover and use instructional and learning resources effectively.
5. To prepare students for living in an intercultural society by providing opportunities for enrichment and by association with and appreciation of individuals of differing races, religions, nationalities and cultures.
6. To prepare and encourage students to continue their education for higher degrees.
7. To assist students in both career development and job placement.
8. To provide students with relevant educational programs by responding to the changing needs of the local community.
9. To encourage students to participate in community activities and services by designing opportunities and providing example.

VISION STATEMENT

In 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 of diversity of every individual.

ACCREDITATION

Donnelly College is accredited by: The Higher Learning Commission of NCA,
30 N. LaSalle Street, Suite 2400, Chicago, IL 60602. (312) 263-0456 •
(800) 621-7440 • FAX: (312) 263-7462

Donnelly's memberships include:

American Association of Collegiate Registrars and Admissions Officers
American Library Association
Council for Advancement and Support of Education
Kansas Association of Collegiate Registrars and Admissions Officers
Kansas Independent College Association
National Association of Academic Advising
National Association of Financial Aid Administration
National Association of Foreign Student Affairs
National Association of Student Personnel Administrators
National Council of Independent Colleges



THE DONNELLY COLLEGE LOGO AND SCHOOL COLORS

The Donnelly College logo is the Greek letter delta. The triple-lined triangle signifies the Holy Trinity, and the open lines on each corner extend outward to represent Donnelly's reaching out to people of all races, creeds and nationalities. The inner triangle stands for unity of purpose that strengthens the College within and energizes it to accomplish its mission to the larger community, the urban core. Donnelly's traditional colors are gray and magenta, adapted from the college's original coat of arms, with its silver shield and red cross of St. George, for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).

DONNELLY COLLEGE ACADEMIC CALENDAR

FALL SEMESTER 2007

August 14..... Faculty Workshop
August 13, 14, 15, 16, 17..... Registration (Enrollment)
August 20..... Day and Evening classes begin
August 24..... Last day for schedule changes
September 3..... Labor Day - no classes
September 4..... Classes resume
October 13..... Quarter ends
November 20..... Class work ends at 9:10 p.m.
November 21, 22, 23, 24..... Thanksgiving vacation - no classes
November 26..... Classes resume
November 28..... Last day for students to withdraw from classes
December 10, 11, 12..... Final Exams
December 12..... Semester ends at 9:10 p.m.
December 14..... Grades due in Registrar's Office by 9:00 a.m.

SPRING SEMESTER 2008

January 7, 8, 9, 10, 11..... Registration (Enrollment)
January 14..... Day and Evening classes begin
January 18..... Last day for schedule changes
January 21..... Dr. Martin Luther King Day - No Classes
March 8..... Quarter ends
March 17, 18, 19, 20, 21, 22..... Spring Break
March 24..... Classes resume
April 30..... Last day for students to withdraw from classes
May 12, 13, 14..... Final Exams
May 14..... Semester ends at 5:00 p.m.
May 15..... Graduation
May 16..... Grades due in Registrar's Office by 9:00 a.m.

SUMMER SESSION 2008

May 27, 28, 29, 30..... Registration (Enrollment)
June 2..... Classes begin
June 3..... Last day for schedule changes
July 4..... Independence Day - No Classes
July 24..... Summer Session ends

Donnelly College Philosophy of General Education

Donnelly College is committed to offering a liberal arts education to all of its students. The general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of knowledge and skills that will enable them to become educated participants in a diverse global community. The program strives to develop in every student qualities that mark a well-educated person. Upon completion of the program, students will have acquired skills and proficiencies in analytical thinking, academic inquiry, effective communication, and symbolic problem solving. The goals of our general education program reflect the mission of this institution and are common to all student programs, regardless of majors or career goals. Every member of the Donnelly College faculty has a responsibility to help maintain the general education program's commitment to excellence and to participate in the achievement of the program's goals.



ADMISSIONS

ADMISSIONS POLICY

In keeping with the mission of “providing an opportunity for higher education, with a special concern for those who might not otherwise be served,” Donnelly College maintains an open admissions policy.

Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school, successfully passed the GED examination, or met Ability to Benefit testing standards, approved by the U.S. Department of Education. Students will be enrolled in appropriate developmental courses if placement tests show they need to improve basic skills in reading, writing and/or mathematics.

As an equal opportunity institution, the college accepts applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability, or veteran status. Students who falsify admissions information and/or fail to submit all necessary transcripts are subject to academic dismissal.

REGISTRATION PROCEDURES

1. Complete an application form and return it to the Admissions Office.
2. If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid) and return it to the Financial Aid Office.
3. Request appropriate transcripts be sent to Donnelly College Registrar:
 - a.) first-time college students have high school transcript or GED certificate indicating the date of graduation.
 - b.) transfer students have college or university transcript.
 - c.) part-time non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated in this manner.
4. Placement testing is required for first-time college students and some transfer students. Testing is available during registration periods and at other times with an appointment.

COLLEGE CREDITS NOW (C.C.N.)

Donnelly College offers students who are in their junior or senior years in high school the opportunity to begin their college experience before actually being admitted to the college. Students participating in the C.C.N program must have written approval from their high school principal or advisor and have appropriate placement scores.

C.C.N. credit is available only for college-level course work (100 or higher) and is on a space-available basis.

SENIOR CITIZENS PROGRAMS

Donnelly College permits older persons (62 or over) to take a maximum of two classes each semester in associate degree programs on a non-credit, tuition-free, space available basis. There is a registration fee of \$10.

VETERANS

Donnelly College is approved by The Kansas Veterans Commission for the training of veterans under the provisions of Section 3675(a)(1) of Title 38, United States Code.

INTERNATIONAL STUDENTS

Prospective students who live outside the United States must obtain a Form I-20 AB from the Office of International Student Admissions at Donnelly in order to receive proper immigration status (F-1 student). To transfer to Donnelly from another college or university in the United States, international students must also obtain a transfer form which needs to be signed by the student and the college or university international advisor where he/she is transferring from prior to receiving the I-20 AB from Donnelly. A TOEFL score of 500 for paper test or 179 for computer-based is required for enrollment in non-ESL classes. International students with B1 or B2 must have their F1 visa status approved by I.N.S. prior to registration at Donnelly College. Other international students with visas other than the above may enroll at Donnelly College without having to apply for F1 visa status.



ACADEMIC INFORMATION

GRADING SYSTEM

Credit Hours

A unit of credit at Donnelly College is the semester hour. Semester hours are derived from minutes accumulated in classroom studies. A credit or semester hour is the unit of credit given when a course has been taken for 50 minutes a week for one semester or its equivalence in academic work prescribed by the Instructor. Credit is also offered for weekend classes and seminars following the same criteria.

Letter Grades, Grade Points and Explanations

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.

Grades are awarded on a four-point system. Grades and the corresponding grade points are as follows:

Grade Points Per Credit Hour

A-Excellent	4
B-Superior	3
C-Satisfactory	2
D-Minimal Passing	1
P-Passing	0
F-Not Passing	0
W-Withdrawal	0
I-Incomplete	0
U-Audit	0

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 Grade

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

To formally appeal a grade, a student must submit a written appeal stating why the student contests the grade and attach any supporting documents to the written appeal.

This must be filed with the appropriate dean within 12 weeks of the end of the semester in which the grade was assigned. The dean will then contact the appropriate faculty member and will provide follow-up with the student. If appropriate, the dean will schedule a meeting of the involved individuals within 30 days. If the outcome of the appeal to the dean does not resolve the issue satisfactorily, the student may then appeal in writing to the President, who will convene a grievance committee, and follow the procedures outlined in the college catalog.

ACADEMIC HONORS

Dean's List

Students who have earned a semester grade point average of 4.00 in at least 9 credit hours are recognized for their achievement. The Dean's List is published at the end of each semester.

Honor Roll

Students who have earned a semester grade point average between 3.50-3.99 in at least 9 credit hours are recognized for their accomplishment. The Honor Roll is also published at the end of each semester.

Phi Theta Kappa

Students with a cumulative G.P.A. of 3.5 or higher after earning 12 credit hours at Donnelly are eligible for initiation into Phi Theta Kappa. This international honor society for community colleges combines academic excellence with community service. Members of Phi Theta Kappa are eligible to enroll in the Honors Seminar offered each spring semester.

Creative Writing Award

The Sister Mary Faith Schuster Award is given each semester to two students submitting the winning creative writing entries.

ASSESSMENT PLAN

Donnelly College has a systematic, on-going plan for assessment of its general education programs. Key components of this program include pre- and post-testing in mathematics, English, and reading, collection of writing samples, student and alumni surveys, and interviews.

ACADEMIC EXPECTATIONS

Students enrolled at Donnelly must maintain satisfactory academic progress toward a degree or certificate. To maintain satisfactory progress, the student must complete sixty-six percent (66%) of all credit/non-credit courses attempted with a grade point average as follows:

For 1-24 credit hours attempted, a minimum 1.4 GPA.

For 25-48 credit hours attempted, a minimum 1.8 GPA.

For 49 or more credit hours attempted, a minimum 2.0 GPA.

Courses with 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.

Any student who does not meet standards for academic progress will be placed on **WARNING STATUS** for one semester. A student on warning status who meets academic progress standards by the end of the semester will be removed from Warning Status. A student on warning status who does not meet academic progress standards (i.e. withdrawn from any classes or receives a grade lower than C) by the end of the semester, will receive **ACADEMIC SUSPENSION** and may not enroll the following semester.

The academic expectations policy has the same requirements as the Satisfactory Progress Policy for Title IV Recipients. (A more detailed explanation is found on page 22.) Students who appeal their Financial Aid Warning or Suspension and are denied the appeal may further appeal their Academic Warning or Suspension if they want to enroll without financial assistance.

Students who are not receiving financial assistance may appeal Academic Warning or Suspension Status directly to the division Dean. All academic appeals are addressed in writing to the division Dean and must be accompanied by proper documentation. Appeals must be received before the next enrollment period.

The above policies do not apply to unclassified students.

ACADEMIC POLICIES AND PROCEDURES

Attendance

Attendance management procedures are established by the Instructor for each class and will be included in the class syllabus distributed at the beginning of the course. See withdrawal policy below.

Audit

A student who wishes to audit a class must register at the time of registration and pay the full tuition rate. Auditors are subject to class regulations but are excused from evaluation and required assignments. Once enrolled, students may not change from audit to credit status. A student will not receive financial assistance for any audited courses.

Withdrawal From Courses or From School

It is the responsibility of the student to withdraw from class. If students decide to withdraw from a class, ideally, they should see their advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing; however, any verifiable contact (email, 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). All withdrawals must be completed no later than two weeks prior to the end of the semester. Not attending class is not a withdrawal from class.

In extreme circumstances (i.e., a disciplinary problem), the appropriate dean may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

Changing Class Schedule

A student may drop or add a class in the Office of the Registrar. Any course change after the initial enrollment requires the written approval of an advisor. This may be done during the first week of classes for the Fall and Spring semesters or by the second class day during Summer Session.

Repetition of Courses

A student may repeat any course for which a grade of D or F has been recorded, with the stipulation that a particular course may be counted only once. When a student repeats a course, the final grade earned will be used in computing the student's GPA.

Refund Policy (Military)

Students serving in the National Guard or reserves who are called to active duty during an academic semester are entitled to receive a full refund of tuition and fees. Students who are drafted and must report for active duty during an academic semester are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official military documentation. Enrolled students who volunteer for military service will be subject to the College's non-military refund policy.

Certificate Programs

Certificates are awarded in several areas in which students complete prescribed courses designed to prepare them for certain specializations. The minimum number of credit hours for a certificate program is thirty (30). A grade of at least C is required in each course in the Certificate Program. Credits in certificate programs are applicable to an Associate's degree in a related area.

Certificate programs include:

- Information Technology
- Allied Health
- Administrative Assistant
- Business

A student must declare the intention to earn a certificate at the time of registration and apply for the certificate with the division dean after requirements have been completed.

Transcripts

A student's academic record includes course history, grades, cumulative grade point average and course work transferred from other institutions. Transcripts are available from the Office of the Registrar upon written request from the student. All requests will be filled within twenty-four (24) hours of receipt of the request. A fee of \$3.00 is charged for each transcript.

The student transcript is protected by privacy rights established by the U.S. Government and is issued only after the written request or authorization of the student. No transcript is released if the student has financial obligations to the College or if the high school, GED, or prior college transcripts were not submitted to the Office of the Registrar.

Transfer of Credit

Course work completed at an accredited institution of higher education with a grade of C or better will generally be accepted at Donnelly College. Each transcript will be evaluated individually. Official transcripts must be submitted directly from other colleges to the Office of the Registrar.



FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the registrar, appropriate dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading or in violation of the right of privacy. (Grades are not subject to challenge.)

Limited disclosure of information from a student's record to those who have written consent or to officials specifically permitted within the law, such as college officials and -- under certain conditions -- local, state and federal officials.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age:

Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

Directory Information

Donnelly College designates the following student information as public or "Directory Information." Such information may be disclosed by the College for any purpose at the College's discretion.

Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, date of attendance, degrees, awards received, most recent previous educational institution attended.

In order not to disclose any of the above listed information, written notification to the Registrar's Office must be made.

Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory.

Complaints may be sent to:
FERPA, Department of Education
Room 514E
200 Independence Ave. SW
Washington, DC 20201

FINANCIAL AID

Donnelly College seeks to make its educational programs affordable to all students and assists students in their efforts to qualify for financial aid. The amount of financial award is determined at the time of a student's acceptance and is reviewed each term thereafter. Students may qualify for one or more of the following programs:

Federal:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (F.S.E.O.G.)
- Federal Work-Study Program
- Federal Family Education Loan Program

State:

- Kansas Comprehensive Grant
- Kansas Minority Scholarship
- Kansas State Scholarship

Institutional:

- 50th Anniversary Endowed Scholarship
- Art's Mexican Products Endowed Scholarship
- Fr. Thomas R. Bettencourt Endowed Scholarship
- Laurence Blanton/Rozella K. Caldwell Swisher Scholarship
- Robert & Patricia Clune Endowed Scholarship
- Mayme & Anthony D'Agostino Endowed Scholarship
- Mark E. Donnelly Endowed Memorial Scholarship
- Forster-Powers Endowed Scholarship
- Rev. Raymond J. Davern Endowed Scholarship
- Dr. Ken Gibson and Dr. Jackie Snyder Endowed Scholarship
- Clarence H. Goppert Endowed Scholarship
- The Mary Hawver & MT Nesters Endowed Scholarship
- William Randolph Hearst Endowed Scholarship
- John Horan Endowed Scholarship
- Peggy Hoytal Endowed Scholarship
- The Endowed Scholarship from Johnson County Community College
- The Saint Joseph Endowed Scholarship
- Edwin J. & Helen McAnany Endowed Scholarship
- Lucie Jane Desloge McAnany Scholarship
- Sr. Virginia Minton Endowed Scholarship
- Charline Bush Schmelzer Endowed Memorial Scholarship
- Tony & Bernice Skabialka Endowed Scholarship
- Archbishop Strecker Endowed Scholarship

Donnelly Presidential Scholarship*
Donnelly Dean's Scholarship*
Donnelly Reach Scholarship*
Donnelly Archbishop's Scholarship*
Donnelly Delta Scholarship
Donnelly Catholic High School
Grant*
Bloch Scholars Program
Bridges to the Future*

All grants and scholarships will be awarded based on eligibility as defined within each program. Students denied an award may appeal to the President of Donnelly College for review and dispensation.

*** Criteria as follows:**

Presidential Scholarship- (limited number) high school senior; full tuition and fees

- A. Cumulative 3.5 or greater grade point average, or 3.0-3.5 with 23 or higher ACT, or 3.0-3.5 and place into College Algebra and English Composition I, or higher as a result of test scores or prior college level academic work (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Eligible to apply for federal financial aid.

Dean's Scholarship-(unlimited number) high school senior; full tuition

- A. Cumulative 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Eligible to apply for federal financial aid
- D. Complete the FAFSA and be Pell Grant eligible.

Reach Scholarship-(limited number) high school senior, half tuition

- A. Cumulative 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. Letter of recommendation from high school counselor
- C. Ineligible to apply for federal financial aid
- D. Demonstrates financial need per Donnelly College financial aid policy.

Archbishop's Scholarship - Full tuition, fees, and books

Criteria for selection:

- A. High school seniors with a 3.0 or greater grade point average through 8th semester (may be awarded following 6th semester transcript, contingent on 8th semester)
- B. A letter of recommendation from the high school principal, a teacher, or a counselor.
- C. Complete the FAFSA and be Pell Grant eligible.
- D. Be a Kansas resident.

This scholarship is renewable for 11 semesters.

Delta Scholarship - Full tuition, fees, and books

Criteria for selection:

- A. Graduate from Donnelly College the term proceeding the first semester of the scholarship.
- B. Provide official transcripts indicating 3.0 or greater cumulative g.p.a.
- C. A letter of recommendation from a teacher or a counselor.
- D. Complete the FAFSA and be Pell Grant eligible.
- E. Be a Kansas resident.

The Delta Scholarship is renewable for 5 semesters towards a bachelor's degree .

Catholic High School Grant - \$500/semester of assistance that may be applied to tuition, fees, or books

Criteria for selection:

- A. Provide an official transcript indicating graduation from an accredited Catholic high school.

This scholarship is renewable for 11 semesters towards a bachelor's degree.

The Henry W. Bloch Scholarship - Full tuition, transferable

Criteria for selection:

- A. High School diploma or GED
- B. A cumulative 2.5 or greater grade point average
- C. Letter of Recommendation
- D. Interviewed by Bloch Committee
- E. Must live in the KC metropolitan area
- F. Must demonstrate financial need

Scholarship renewable:

For up to six consecutive semesters at Donnelly College if minimum GPA of 2.5 and six consecutive semesters at UMKC.

Conditions:

- A. Students must attend full-time (minimum 12 credit hours) and maintain a GPA of 2.5 or better
- B. Students must apply for federal and state financial aid
- C. Students must participate in the Bloch Scholar Program and meet with the advisor regularly

Kansas Bridges to the Future - Full tuition, Transferable to K-State
Criteria for selection:

- A. Open to African American, Hispanic or Latino, Native American, Vietnamese, or a member of any other ethnical minority group that is underrepresented in the biomedical sciences. (health care, science, biology, psychology, nutrition, food science, chemistry, physics, math, veterinary science, applied social sciences or social work)
- B. A freshman or beginning sophomore student at Donnelly College
- C. A minimum GPA of 3.0

PROCEDURES:

1. The application for admission to the college must be submitted to the Office of Admissions to begin the scholarship/grant process.
2. Applicants/students may make written appeal to the President of the College for waiver of any of these procedures, except those mandated by law.
3. Students must follow these procedures to be considered for financial aid.
4. These procedures will be reviewed annually.

Federal Financial Aid

1. All students seeking federal financial aid are required to complete the FAFSA in a timely manner. All requirements set by the federal government governing the determination of eligibility and of the award of federal financial aid will be adhered to.
2. Students eligible for Federal Pell grants will be awarded based on a formula available in the Donnelly Office of Financial Aid.
3. All students applying for federal financial aid must complete the verification form and submit a copy of the current year tax form (and parent(s) current year tax form, if dependent).
4. Institutional aid for summer coursework will be determined on an individual basis. The Financial Aid Office will use the summer enrollment period as a trailer, and will evaluate federal aid on that basis.
5. Students who do not qualify for Pell because of lack of financial need may apply for subsidized or unsubsidized student loans if they meet loan eligibility requirements.

State and Institutional Grants/Scholarships

1. Applicants seeking scholarship/grants must complete a Donnelly College Scholarship/Grant form.
2. Applicants seeking scholarships/grants may be required to complete the FAFSA before awards are considered.
3. R-1 visa applicants will be awarded grants at a level of 25% of tuition.
4. Donnelly College will not award institutional aid above and beyond tuition and fees, unless authorized by the President with the exception of the Bloch Scholars who may receive such aid at the discretion of the Bloch Scholarship Committee.

5. For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admission application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

Student Loan Policy

1. Students must be in good academic/financial aid standing to obtain a FFELP loan; students on academic/financial aid warning will not be allowed to apply for a FFELP loan.
2. Students, who apply for a FFELP loan and are receiving institutional need-based aid, will have the institutional aid rescinded and the loan funds will replace the institutional aid. Exception will be made for students who borrow only the difference between their award(s) and their direct costs attendance such as tuition, books, and fees.
3. Students who have had previous FFELP loans in default status and have had that status updated, must complete 12 credit hours before a new FFELP loan will be approved.
4. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid.
5. Students may appeal the decision of the Director of Financial Aid to the President.
6. Student loans will normally be distributed in two disbursements per semester.

Institutional Payment Plans

Students whose tuition, fee, and book costs are not covered by federal, state, or institutional financial grants/loans, may request to enter a payment plan agreement with the business office. International students may apply for payment plan only after their first complete semester (excluding summer). Payment is scheduled as follows:

16-Week Courses

1. A \$25 payment plan fee and 1/3 of tuition is due at time of registration.
2. The second 1/3 payment is due by the fourth week of class.
3. The final 1/3 payment is due by the eighth week of class.

8-Week Courses

1. A \$25 payment plan fee and 1/2 of tuition due at time of registration.
2. Second 1/2 due by fourth week of class.

A \$20 fee will be assessed for late payments. If payment is not received, or other arrangements made, students will be removed from class rosters seven days after due date. Collection and other costs related to failure to fulfill the terms of a payment plan agreement are the responsibility of the student.

POLICY FOR RETURN OF FEDERAL STUDENT AID (TITLE IV) FUNDS

Donnelly College students who receive Federal Financial Aid (Title IV funds) and withdraw or are withdrawn from all courses must have a calculation performed by the Financial Aid Office. The calculation is to determine the amount of Federal Title IV funds that must be returned by Donnelly College and the amount that must be returned by the student.

This calculation is based on the number of calendar days the student attended divided by the number of calendar days in the term (less any breaks of 5 days or more including weeks) up to 60% point of the semester. After this point 100% of the aid has been earned and no funds will be returned.

A student's official withdrawal date is:

1. The date the student officially withdraws in the Registrar's office, in person or in writing.
2. The midpoint of the term is the official withdrawal date for the student who leaves without notification.
3. If the college withdraws a student who is attending class for other reasons, the date of the withdrawal is the last date of attendance.
4. All students receiving all F's at the end of each term will be forwarded to the appropriate Academic Dean by the Registrar for determination of the last date of student participation in an academically related activity. For students determined to have unofficially withdrawn, the determined last date of participation in an academically related activity will be provided to the Director of Financial Aid for return of Title IV fund calculation. If the last date of participation in an academically related activity cannot be determined, the midpoint of the period attended will be applied."

Donnelly College returns the following funds in the order below:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Federal SEOG

(PLEASE NOTE: Work-study earnings will not be used in the calculation.)

If this calculation determines that the disbursement exceeds the student's educational expenses, the student may be required to repay a portion of the aid disbursed. Educational expenses include tuition, fees and books. Amounts due to be returned to the Pell program by the student will be reduced by 50%. Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The lender will be notified of the date of the student's withdrawal.

If the calculation indicates the student must return any federal monies previously given to him/her, the Donnelly College Business Office will send a bill to the student for these monies. If the student fails to make satisfactory payment to Donnelly College, the balance owed may be referred to collection. The student would be ineligible for Federal Student Aid until these monies are repaid.

The fees, procedures and policies listed above supersede those published previously and are subject to change without notice.

Further information is available in the Financial Aid Office and the Business office regarding the Return of Federal Student Aid (Title IV) Funds.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR TITLE IV RECIPIENTS

Federal Regulations governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Work-Study Program, and the Federal Family Education Loan Program) require financial aid recipients to maintain academic progress toward a degree or a 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 66% 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.
- 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):**

Total credit hours attempted	Minimum Grade Point Average
1-24	1.4
25-48	1.8
49 or above	2.0

The Student Financial Aid Office will check your progress at the end of each term.

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 will 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. The estimated costs of attendance for a full-time (12+ credit hours) student is as follows:

Dependent student \$ 16,950
Independent student \$19,750
Estimated cost of attendance for students attending less than full-time:
3/4 time (9-11 credit hours) Dependent student \$15,588
Independent student \$18,388
1/2 time (6-8 hours) Dependent student \$14,226
Independent student \$17,026
Less than 1/2 time (1-5 credit hours) Dependent student \$1,364
Independent student \$1,364

Cost of attendance includes items such as room/board, transportation, personal expenses. **THIS IS NOT AN AMOUNT YOU HAVE TO PAY DONNELLY COLLEGE.** It is used in determining your eligibility for Federal, State, and Institutional Aid.

TUITION AND FEES

(All tuition and fees subject to change with Board of Trustees approval)

Degree Programs

Tuition:

Associate Degree Program: \$175 per credit hour.
Baccalaureate Degree Program: \$225 per credit hour.
English as a Second Language Program: \$175 per credit hour.

Additional Fees for Courses Listed Below:

\$50 CE 184
\$40 HC 110 HC 112 HC 115 HC 191
\$20 BL 101 BL 135 BL 136 BL 201 CH 100 CH 101 CH 102
HC 122 HC 123 HC 190 SC 101
\$10 FA 110 FA 112 FA 113 FA 114 FA 124 HC 113
\$7 For each credit hour of Computer Science (CS) and Computer Technology (CT) courses.

Note: \$10 for each credit hour of ESL coursework.

Returned check fee: \$20

Bridges to Success

\$200 per 8 week session (15 hours per week).

College Credits Now (CCN)

\$60 per credit hour.

DONNELLY COLLEGE REFUND POLICY

Students who officially withdraw in the Donnelly College Registrar's Office from all the classes for which they are enrolled are entitled to refunds according to the following policy. In cases of a course cancellation or a class schedule revision made by the college, a 100% refund will be issued.

Traditional Courses (Calculation A)

Withdraw prior to the first day of classes	100%
Withdraw the 1st week of classes	75%
Withdraw the 2nd week of classes	50%
Withdraw the 3rd week of classes	25%
Withdraw the 4th week of classes	25%
Withdraw after the 4th week of classes	No Refund

8-Week Classes

Withdraw prior to the first day of classes	50%
Withdraw the 1st week of classes	25%
Withdraw the 2nd week of classes	No Refund

ESL Classes (Calculation B)

Withdraw prior to the first day of classes	100%
Withdraw the 1st week of classes	75%
Withdraw the 2nd week of classes.....	50%
Withdraw after the 2 nd week of classes.....	No Refund

Week-end and 1 Credit Hour Classes (Calculation C)

Withdraw prior to first day of classes.....	100%
After class begins.....	No Refund

Health Care (CNA, CMA, HHA, CPT)

If class is scheduled same as Traditional, then calculation A is applied.

If class is scheduled as a **4 week** course, then calculation B is applied

If class is a **week-end** class then calculation C is applied.

Refund calculations are based on the day the student officially drops a class in the Registrar's office. Official drop/withdrawal means that the student notifies the Donnelly Registrar's Office in writing or in person that they will no longer be attending classes.

Donnelly College students, who receive Federal Student Aid and officially withdraw or are withdrawn from all courses, must have a calculation performed to determine the amount of aid that must be returned by the school and by the student to the Federal Student Aid (Title IV) Funds. Further information is available in the Financial Aid Office and the Business Office.

SERVICES FOR STUDENTS

ACADEMIC ADVISING

Academic advising is designed to help students increase self-confidence and self-direction, to set goals for success in college and to plan for transfer. Students will be assigned an academic advisor who will help plan academic programs and serve as a resource person in all aspects of college life throughout the student's enrollment at Donnelly. An academic advisor is available to assist students with personal, academic, and career concerns. The advisors also offer career counseling. Speakers and workshops will be available to students throughout the year.

TRANT MEMORIAL LIBRARY

The Library and Information Center provides a wide variety of learning resources and materials to assist students with course-related work, recreational reading and informational needs. The main collection, currently 30,000 titles, is classified according to the Dewey Decimal System. Magazines, newspapers, reference books, audio and video materials are available for student use. Through computer links with the OCLC network, other state and local networks, Donnelly has interlibrary loan access to the resources of the libraries in the metropolitan area and across the country. Study rooms and areas for individual and group study are available. Computers in the library are available for CD-ROM periodical, full-text and library database searching, tutorials for selected courses and SIGI Computerized Career Guidance.

TUTORING SERVICES

Tutoring is provided in the basic skills areas of English, reading, and math as well as other subject areas. Professional and peer tutors are available in the Tutoring Center.

STUDENTS WITH SPECIAL NEEDS

Students with special needs as a result of a physical or learning disability, who are seeking accommodation, should contact the Dean of Student and Community services for assistance.

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. Disciplinary sanctions may be taken by the College 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.

Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating, plagiarism, and lying 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. The Code of Conduct and standards of behavior expected of students are explained in the student handbook.

GRIEVANCES

Any student of Donnelly College alleging discriminatory treatment by a College employee 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 days of the alleged offense. All grievances must contain the following information:

- A clear and concise written statement of the grievance which includes 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.
- 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.
- 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 (5) 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 five (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:

- a) 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.
- b) Attendance at the hearing will be limited to persons having an official connection with the case. The grievant and/or responding person may choose to be accompanied by an advisor. 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.
- c) 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.
- d) Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- e) All testimony pertaining to the grievance will be held in confidence.
- f) Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.

- g) 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 three members. Within five (5) 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. The 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 the entire 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 fifteen (15) working days. The decision of the Board will be final.

GRADUATION

Donnelly College holds one graduation ceremony in May of each year to honor all candidates who complete degree requirements within the academic year.

In October, March, and July petitions to graduate are filed with the Registrar who certifies that degree requirements are being met. A graduation fee is assessed at the time of petition. Basic education requirements are to be completed before a student petitions for graduation.

Those students who complete requirements in December may receive diplomas without ceremony at the end of the term, but may also participate in the ceremonies the following May. Students who lack only three credits to graduate in May will be listed as candidates for July graduation and will be permitted to participate in the May ceremonies provided they have registered to take the missing course in the summer. Diplomas will be withheld until all requirements are completed.

Degree requirements for Associate in Arts, Associate in Science, and Associate in Applied Science, Bachelor in Arts, and Bachelor in Applied Science are listed on the following pages.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The degree of Associate in Arts is intended for those students who plan to continue their education in Accounting, Business Administration, Computer Technology, Education, English, History, Philosophy, Political Science, Psychology or Sociology.

GENERAL EDUCATION REQUIREMENTS

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or higher)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	3
		18

Distribution Requirements:

HUMANITIES

Five 3-credit hour courses in humanities chosen from EN, FA, HS, PH, or WL. At least one course must be chosen from PH. These courses are in addition to the Basic Education requirements listed above **15**

BUSINESS AND SOCIAL SCIENCES

Three 3- credit hour courses, one each chosen from three different disciplines from AN, BS, CE, EC, GE, PS, PY or SO. **9**

NATURAL SCIENCES AND MATHEMATICS

Two 3-5 credit hour courses, which must include one laboratory science course, chosen from BL, CH, CS, EG, PX, SC or MT. (MT courses must be MT 121 or above). **8-10**

OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

<h2 style="margin: 0;">ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS</h2>
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The degree of Associate in Science prepares students who plan to continue their education in Health, Mathematics and Engineering fields. Pre-professional programs are offered in Pharmacy, Nursing, Physical Therapy, Dentistry, Medicine, Engineering, Computer Science and Architecture.

General Education Requirements

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	<u>3</u>
		18

Distribution Requirements:

HUMANITIES

Two 3- credit hour courses chosen from EN, FA, HS, PH, or WL. At least one course must be chosen from PH. These courses are in addition to Basic Education requirements listed above. **6**

BUSINESS AND SOCIAL SCIENCES

Three 3-credit hour courses chosen from AN, BS, EC, GE, PS, PY, or SO. **9**

NATURAL SCIENCES AND MATHEMATICS

A minimum of 15 credit hours in this area including 3 credit hours of College Algebra (MT 130) or above and a laboratory science course. Chosen from BL, CH, CS, EG, PX, SC or MT. **15**

OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

The degree of Associate in Applied Science is designed to prepare students for areas that need specialized training. Areas of concentration may include Business, Information Technology, Allied Health and Administrative Assistant.

General Education Requirements

Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	<u>3</u>
		18

Distribution Requirements:

HUMANITIES

One 3-credit hour course in philosophy (PH).	3
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AREA OF SPECIALIZATION

A minimum of 30 credit hours in the area of specialization.	30
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OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:

- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

BACHELOR IN ARTS DEGREE REQUIREMENTS

The degree of Bachelor in Arts, major in Organizational Leadership, is designed to prepare learners for leadership roles in business entities, not-for-profit organizations, and government agencies. To do so, the curriculum, while including business skills, explores the broader concept of what makes leaders successful and provides learners with applied learning activities to develop the leader within them.

GENERAL EDUCATION REQUIREMENTS

1. An Associate in Arts, Associate in Science, or equivalent
2. Completion of a mathematics course with Intermediate Algebra as its prerequisite
3. Completion of two progressive semesters of a foreign language (Associate in Science students may complete two math courses with Intermediate Algebra prerequisite in lieu of the foreign language requirement)
4. Completion of prescribed 15 hours of upper division general education courses

DEGREE REQUIREMENTS

1. Completion of general education requirements with a G.P.A. of 2.0 or above
2. Completion of thirty hours of prescribed major courses with a G.P.A of 2.0 or above
3. Completion of 124 college level credit hours
4. Completion of 45 prescribed upper division credit hours
5. Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 earned from Donnelly College are required to earn a Bachelor's degree.

BACHELOR IN APPLIED SCIENCE DEGREE REQUIREMENTS

The degree of Bachelor in Applied Science, major in Organizational Leadership, is designed to prepare learners for leadership roles in business entities, not-for-profit organizations, and government agencies. To do so, the curriculum, while including business skills, explores the broader concept of what makes leaders successful and provides learners with applied learning activities to develop the leader within them. Additionally, the Bachelor in Applied Science allows the student to complete an area of concentration.

GENERAL EDUCATION REQUIREMENTS

1. Completion of Associate in Arts general education equivalency
2. Completion of a mathematics course with Intermediate Algebra as its prerequisite
3. Completion of prescribed 15 hours of upper division general education courses

DEGREE REQUIREMENTS

1. Completion of general education requirements with a G.P.A. of 2.0 or above
2. Completion of thirty hours of prescribed major courses with a G.P.A of 2.0 or above
3. Completion of 124 college level credit hours
4. Completion of 45 prescribed upper division credit hours
5. Completion of at least 30 credit hours at Donnelly College and 24 of the last 30 earned from Donnelly College are required to earn a Bachelor's degree
6. Completion of an approved concentration



BACCALAUREATE CONCENTRATIONS

ADMINISTRATIVE ASSISTANT CONCENTRATION

Area of Specialization: A minimum of 30 credit hours. Recommended Business/Technology courses.

BS 101	Introduction to Business	3 hrs.
BS 116	Business Communications	3 hrs.
BS 121	Accounting I*	3 hrs.
BS 123	Accounting on Computers	3 hrs.
CT 104	Microcomputer Operating Systems	3 hrs.
CT 112	Presentation Software	3 hrs.
CT 113	Word Processing	3 hrs.
CT 114	Desk Top Publishing	3 hrs.
CT 115	Webpage Design	3 hrs.
CT 116	Using the Internet	1 hrs.
CT 119	Spreadsheets	3 hrs.
CT 124	Database	<u>3 hrs.</u>
Total		34 hrs.

BUSINESS CONCENTRATION

Area of Specialization: A minimum of 30 credit hours. Recommended Business/Economics courses.

BS 101	Introduction to Business	3 hrs.
BS 102	Principles of Management	3 hrs.
BS 110	Human Resources Management	3 hrs.
BS 121 & 122	Accounting I* and II*	6 hrs.
BS 210	Introduction to Marketing	3 hrs.
BS 231 & 232	Business Law I and II*	6 hrs.
EC 201 & 292	Macroeconomics* and Microeconomics	<u>6 hrs.</u>
Total		30 hrs.

INFORMATION TECHNOLOGY CONCENTRATION

Area of Specialization: A minimum of 30 credit hours. Recommended Information Technology courses.

CT 104	Microcomputer Operating Systems	3 hrs.
*CT 119	Advance Spreadsheets (Microsoft Excel)	3 hrs.
*CT 124	Advance Database	3 hrs.
*CS 123	Fundamentals of Programming	3 hrs.
*CS 130	Inside the PC	3 hrs.
*CS 135	Problem Solving and Programming I	3 hrs.
*CS 181	Cooperative Education Practicum I	3 hrs.
BS 215	Essential of Management Information Systems	3 hrs.
*CT 210	Network & Telecommunication	3 hrs.
*CT 230	Introduction to System Design & Analysis	<u>3 hrs.</u>
Total		30 hrs.

NATURAL SCIENCE CONCENTRATION

BL 101	Principles of Biology	5 hrs.
CH 100	General Chemistry	5 hrs.
BL 136	Physiology and Anatomy	5 hrs.
BL 141	Environmental Science	3 hrs.
BL 201	Microbiology	5 hrs.
SC 101	Physical Science	5 hrs.
Natural Science elective		<u>3 hrs.</u>
Total:		31 hrs.

LIBERAL ARTS CONCENTRATION

PH 110	Introduction to Philosophy	3 hrs.
PH	A philosophy elective	3 hrs.
EN	A literature elective	3 hrs.
HS	One history sequence	6 hrs.
HS 123	World's Living Religions	3 hrs.
FA	A fine arts elective	3 hrs.
WL	A foreign language sequence	6 hrs.
	Liberal Arts elective(s)	<u>3 - 6 hrs.</u>
	Total:	30 hrs.

MATHEMATICS CONCENTRATION

MT 121	Introduction to Statistics	3 hrs.
MT 232	Calculus and Analytic Geom II	5 hrs.
MT 136	Trigonometry	3 hrs.
MT 233	Calculus and Analytic Geom III	5 hrs.
MT 231	Calculus and Analytic Geom I	5 hrs.
	Mathematics, engineering, physics, and/or computer science electives	<u>9 hrs.</u>
	Total:	30 hrs.

FINE ARTS CONCENTRATION

FA 105	Music Appreciation	3 hrs.
FA 110	Art in the World	3 hrs.
EN 144	Readers' Theatre	3 hrs.
EN 146	Introduction to Theatre Drama	3 hrs.
	Studio Art Electives	3 - 6 hrs.
	Music Electives	3 - 6 hrs.
	Fine Art Electives	3 - 9 hrs.
FA 181	Coop Education Practicum	<u>3 hrs.</u>
	Total:	30 hrs.

SOCIAL SCIENCE CONCENTRATION

PY 101	General Psychology	3 hrs.
SO 100	Introduction to Sociology	3 hrs.
PS 101	Principles of Political Science	3 hrs.
EC 201	Principles of Macroeconomics	3 hrs.
PS	1 political science elective	3 hrs.
EC 202	Principles of Microeconomics	3 hrs.
PY	1 psychology elective	3 hrs.
Electives chosen from any social science discipline		<u>9 hrs.</u>
Total:		30 hrs.

CERTIFICATE PROGRAMS

Administrative Assistant Certificate Program

The Administrative Assistant Certificate Program is designed to provide adequate training to those who are interested in working in a modern office equipped with the latest business technologies. Persons receiving this certificate will be able to utilize available office technologies and procedures to perform tasks and/or to assist office administrators in performing their tasks.

Prerequisite Competencies: (Take 1-9 hours from this group) These classes may be needed to meet course prerequisites but will not apply toward required certificate hours.

CT 103	Keyboarding Mastery (or waived through testing-25 wpm, 85% accuracy)	3 cr.
EN 095	Conventional English (or waived through testing)	3 cr.
MT 080	Arithmetic (or waived through testing)	3 cr.

Required Courses: (15-19 hours-Students must complete each required course with a C or better)

BS 101	Business Organization & Management	3 cr.
	or	
BS 210	Introduction to Marketing	3 cr.
BS 171	Entering the World of Work or waived through work experience	1 cr.
CT 111	Microcomputer Essentials (Prerequisite: CT 103 or waived through testing)	3 cr.
CT 114	Desktop Publishing (Prerequisite CT 103 or waived through testing)	3 cr.
CT 116	Using the Internet (Prerequisite CT 111)	1 cr.
CT 126	Business Solutions with Microsoft Office (Prerequisite CT 111 or waived through testing)	3 cr.
CT 140	Graphic Design (Prerequisite CT 111)	1 cr.
EN 111	English Composition I	3 cr.

(6-15 hours of electives)

Recommended Electives:

BL 100	Medical Terminology	3 cr.
BS 121	Accounting I	3 cr.
BS 181	Cooperative Education Practicum I	3 cr.
PY 101	Psychology	3 cr.
PY 201	Human Relations (Prerequisite PY 101/SO100)	3 cr.
SO 202	Human Relations (Prerequisite PY 101/SO 100)	3 cr.
SO 101	Sociology	3 cr.

The Administrative Assistant Certificate requires completion of a minimum of 30 credit hours including the required 15-19 hours in BS/CT and a minimum typing speed of 50 wpm with 95% accuracy.

Allied Health Certificate

Required Courses:

HC 110	CNA	6 cr.
HC 112	HHA	1 cr.*
HC 105	CPR	1 cr.
HC 113	Medical Ethics	1 cr.
HC 115	CMA	5 cr.*
BL 130	Nutrition	3 cr.
EN 143	Interpersonal Comm.	3 cr.
HC 116	Pharmaceutical Calculations	1 cr.
HC 122	Pharmacy Tech I	3 cr.
HC 123	Pharmacy Tech II	3 cr.
Elective		<u>3 cr.</u>
		30

BUSINESS CERTIFICATE

Area of Specialization: A minimum of 30 credit hours. Recommended Business/Economics courses.

BS 101	Introduction to Business	3
BS 102	Principles of Management	3
BS 110	Human Resources Management	3
BS 121 & 122	Accounting I* and II*	6
BS 210	Introduction to Marketing	3
BS 231 & 232	Business Law I and II*	6
EC 201 & 292	Macroeconomics* and Microeconomics	<u>6</u>
Total		30

Information Technology Certificate Program

The Information Technology Certificate program provides training to those interested in assisting others in an office equipped with current technology and students who wish to pursue careers in the analysis, design, creation and management of information technology systems.

Required Courses:

CT 104	Microcomputer Operating Systems (Prerequisite CT 111)	3 cr.
CT 111	Microcomputer Essentials (Prerequisite CT 103 or waived through testing)	3 cr.
CT 119	Advance Spreadsheets (Microsoft Excel)	3 cr.
CT 124	Advance Database	3 cr.
CS 123	Fundamentals of Programming (Prerequisite MT 103 or its equivalent with minimum grade of C)	3 cr.
CS 130	Inside the PC	3 cr.
CS 135	Problem Solving and Programming I	3 cr.
CS 181	Cooperative Education Practicum I	3 cr.
CT 210	Network & Telecommunication	3 cr.
CT 230	Introduction to System Design & Analysis	<u>3 cr.</u>
		30 cr.

TRANSFER AND ARTICULATION AGREEMENTS

Donnelly College maintains approved and updated articulation agreements with the other accredited colleges and universities in Kansas City and the surrounding region. Special transfer arrangements have also been established in particular cases.

Credit by Prior Learning Assessment

To be eligible for Prior Learning Assessment (PLA), a student must have earned at least twelve credit hours at Donnelly College. Credit through PLA may be awarded in one of four ways:

College Level Examination Program (CLEP)

Credit by Course Exam

Dante Subject Standardized Test

Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. The area CLEP testing site is the University of Missouri-Kansas City. Students interested in times and charges for taking a CLEP test should contact the University of Missouri - Kansas City testing center.

The Donnelly College Library administers DANTES Subject Standardized Tests. A \$40 money order made out to "DSST Program" is due before taking the test. A check or \$12 cash is due for the Donnelly College Library's administration of the test. A transcription fee of \$15.00 per credit hour is due at the time credit is awarded. Applications for PLA through Course Exam or Portfolio begin with an interview with the Academic Dean during the first two weeks of the semester in which the credit is to be awarded. A fee of \$30.00 per credit hour is charged at the time of application and a transcription fee of \$15.00 per credit hour is charged at the time credit is awarded.

A maximum of 20 credit hours through PLA may be applied to an Associate's degree. Federal funds are not applicable for PLA.

Associate Degree in Nursing

Students can also take required courses that transfer to Kansas City Kansas Community College, Penn Valley Community College, and Johnson County Community College. After two years of clinicals at these institutions, students become eligible to be Registered Nurses.

Tech Prep

Advanced standing credit has been approved for certain coursework sequences offered by members of the Tech Prep Consortium of Eastern Kansas, including USD 500, Turner and Bishop Ward high schools. Up to 12 hours of college credit will be granted by Donnelly College after successful completion of an additional 15 hours of Donnelly College coursework. Students must demonstrate competency in the articulated skills. Specific information about the course sequences and requirements are available through the school district(s).

ATS Agreement Description

Donnelly College and the Kansas City, Kansas Area Technical School have an articulation agreement through which ATS credit can be applied toward an Associate in Applied Science degree at Donnelly College.

To be eligible for this advanced standing credit, students must have:

- a. successfully completed (grades of C or above) a certificate at the Kansas City, Kansas ATS in one of the 21 articulated areas of study within the last five (5) years.
- b. official transcripts from ATS (and all other secondary and post-secondary institutions attended) on file at the Donnelly College registrar's office.
- c. successfully completed a minimum of twelve (12) credit hours of coursework at Donnelly College.

Upon completion of all of these requirements, it is the student's responsibility to file a petition with the Dean requesting advanced standing credit in a technical field. *No credit for ATS coursework will be applied unless all of these conditions have been met.* In some circumstances, the College may require additional proof of competency in the technical field prior to awarding the credit.

Students will be expected to complete all of the general education requirements of the Associate in Applied Science degree. This degree requires a minimum of 64 credit hours for completion which will include the ATS articulated credit but which will exclude any developmental coursework necessary for enrollment in required classes. All college policies apply to students in this program.

TRANSFER TO A FOUR-YEAR INSTITUTION

Because Donnelly is an accredited college, area colleges and universities accept credits toward baccalaureate degrees. Most of these institutions provide course equivalencies and transfer guides to assist students, who are also encouraged to see the Donnelly Transfer Advisor for assistance in this process.

SPECIFIC PROGRAMS/ARTICULATIONS

BENEDICTINE COLLEGE

Under this agreement, a student who has completed an Associate in Arts degree is accepted with junior standing at Benedictine College in one of the following majors: English, History, Political Science, Business Administration, and Sociology.

DONNELLY/BENEDICTINE SUCCESS PROGRAM

Students who have not met the usual admission criteria at Benedictine can enroll in fundamental courses at Donnelly and then transfer.

NATIONAL AMERICAN UNIVERSITY

National American University and Donnelly entered into an articulation agreement whereby National American University agrees to admit all graduates of Donnelly associate degree programs into National American University's Bachelor of Science degree programs. Additionally, students who successfully complete an Associate in Applied Science degrees and diploma programs can transfer semester credit hours.

UNIVERSITY OF MISSOURI AT KANSAS CITY (UMKC)

Donnelly and UMKC maintain an articulation agreement that includes 2 + 2 programs that students can complete at UMKC after attending Donnelly.

ENGINEERING TRANSFER PROGRAMS

Donnelly College has established formal transfer agreements in engineering programs with area universities. Under these agreements students may take the first two years of the engineering program at Donnelly and then transfer to a university to complete the program and receive the bachelor degree. Donnelly College has approved transfer agreements with Kansas State University, University of Missouri-Kansas City, University of Missouri-Columbia, and University of Missouri-Rolla.

NURSING TRANSFER PROGRAMS

Donnelly College has established formal transfer agreements in nursing programs with area colleges. Under these agreements, students complete the first two years at Donnelly and transfer to the four-year college to complete the bachelor degree. Specific agreements have been established with the College of St. Luke, Avila University, Research College of Nursing/Rockhurst University, Mid-America Nazarene, University of Missouri at Kansas City, and the University of Kansas.

DONNELLY TO ROCKHURST CONNECTION - Provisional Admittance Program

This program assists students to improve their academic skills and confidence at Donnelly. Students take an approved curriculum at Donnelly for one or two years and then transfer to Rockhurst University to complete a bachelor degree.



ENGLISH AS A SECOND LANGUAGE PROGRAM

Courses in English as a Second Language.

The English as a Second Language program, as part of Donnelly College's degree programs, is designed to give special training in the use of the English language to students who are not native speakers of English. The group includes international students aspiring to study in the United States, recent immigrants who need English to enhance their professional life, and American citizens who want to improve their education in English.

The program assists students to cope with and adjust to different cultural patterns each semester by a balance of classroom instruction, enrichment experiences, and social gatherings. The Intensive English as a Second Language Program furthers the cause of intercultural understanding and international peace.

The English as a Second Language Program offers open flexible admission. International students may enroll every month i.e., 10 times a year. This arrangement allows for the rapid polishing of skills for the partially fluent.

Courses in English as a Second Language are offered at twelve different levels of difficulty in the following skill areas:

Reading and Vocabulary
Listening/Speaking and Pronunciation
Composition
Grammar

Placement tests and interviews are administered to determine the level of difficulty in which each student should enroll. Pre- and post-tests are given at the beginning and at the end of each semester to determine student progress.

TOEFL (Test of English as a Foreign Language) is administered at the end of each semester and exit interviews provide academic recommendations for each student.

A TOEFL score of 500 and Composition score of 5 out of 6 are required for full participation in the degree program at Donnelly College.

Credits for English as a Second Language courses do not apply to the degree program. Attendance and home study are required daily.

BRIDGES TO SUCCESS PROGRAM

Bridges to Success is an intensive college-preparatory program that individually prepares students who do not have a high school diploma or GED for college-level coursework.

Students must meet several requirements before being placed into the program, including appropriate entrance scores and an expressed intention to pursue higher education. Bridges exposes each student to college-preparatory coursework, initiates an individualized education plan, gives access to Donnelly's academic and community resources, and provides supplemental life skills workshops. Upon successful passage of the Ability to Benefit (ATB) test, Bridges to Success students become eligible for enrollment as full Donnelly College students.

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INDEX

A		Credit by Prior Learning 40	P	
Academic Advising 24			Phi Theta Kappa..... 11	
Academic Honors..... 11		D	Philosophy – Gen. Ed. 7	
Academic Calendar 6		Dean’s List 11	Profile 4	
Academic Expectations 12		Directory Information 15	R	
Academic Information 10		E	Registration..... 8	
Academic Policies and		Engineering Transfer 42	Repetition of Courses 13	
Procedures 13		ESL..... 43	Rockhurst Connection 42	
Accreditation 5		F	Refund Policy	
Administrative Staff 80		Faculty 48	Military..... 13	
Admissions 8		Family Education Rights and	Federal Student Aid	
Assessment Plan 11		Privacy Act..... 15	Funds Title IV 21	
Associate in Applied		Financial Aid 16	Donnelly College..... 24	
Science 30		G	S	
Associate in Arts 28		Grade Appeal Process 10	Satisfactory Progress	
Associate in Science 29		Grading System 10	Title IV Recipients..... 22	
Attendance 13		Graduation 27	Senior Citizens 9	
Audit 13		Grievance Process 26	Special Needs 25	
ATS Agreement 42		H	Services for Students..... 24	
B		Honor Roll 11	T	
Baccalaureate Program 31		I	Table of Contents..... 2	
Baccalaureate Degree 76		Incomplete Grade 10	Tech Prep..... 40	
Benedictine College		Intensive English 43	Transcripts 14	
Articulation 41		International Students 9	Transfer and Articulation	
Board of Trustees..... 48			Agreements 40	
Bridges to Success..... 45		L	Transfer of Credit 14	
C		Letter Grades, Grade Points	Tuition and Fees 23	
Certificate Programs 14		& Explanations 10	Tutoring Services..... 25	
Administrative Asst 37		Library 25	U	
Allied Health..... 38		M	University of MO-KC 42	
Business..... 39		Mission Statement..... 1	V	
Information Technology 39		N	Veterans 9	
Changing Class Schedule 13		National American	W	
Code of Conduct 25		University 42	Withdrawal from Class	
College Credit Now		Nursing Transfer	or from School 13	
(C.C.N.)..... 8		Programs 42		
Colors and Logo 5				
Creative Writing Award 11				
Credit Hours 10				