



DONNELLY COLLEGE

College Credit Now Handbook

This handbook contains information specific to College Credit Now (CCN).
For complete information on each of these topics refer to Donnelly College Catalog.
Prepared by the Office of Institutional Effectiveness – January 2018

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Welcome from the Dean

Welcome to College Credit Now (CCN) with Donnelly College. Our purpose is to assist your students by providing an affordable college level curriculum to help them succeed in their future higher education endeavors.

Student success is at the center of what we strive to accomplish on a daily basis. Based on Catholic teaching, we provide an opportunity to students from all religious and educational backgrounds to develop as a “whole person” – strong academic background, ethical behavior, community responsibility, and an understanding of the world around them.

This handbook is designed to answer questions about the requirements, expectations, processes, and services available to students enrolled in the CCN program.

We look forward to working with you and your students in furthering their opportunities through our continued partnership during this new the academic year.

About Donnelly College

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.

Mission Statement

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.

Vision Statement¹

The vision of Donnelly College is to advance the common good by being the most accessible and transformative Catholic college in the country.

- **Common Good**
Donnelly seeks to provide opportunity for all people, whether as groups or individuals, to reach their fulfillment more fully and easily. It encompasses respect, social well-being and development, and stability and security.
- **Accessible**
Donnelly maintains an open and welcoming environment for anyone seeking a post-secondary education. Costs are intentionally kept affordable to allow a quality private College experience. It also means an urban core location, an open admissions policy, program options to meet students' needs, and an opportunity to explore faith.
- **Transformative**
Donnelly seeks to provide an educational experience that encourages students to think as individuals, to develop relationships, and to take responsibility for helping the world become a better place.

Donnelly's Values¹

The three values are the pillars of our mission at Donnelly College:

- **Seek Truth**
As a Catholic institution of higher education we are a community of scholars, "fellow learners," seeking to discover and communicate truth as best we can grasp and understand it. We believe that faith and reason (fides et ratio) "...bear harmonious witness to the unity of all truth." (Ex Corde Ecclesiae, 17). A Catholic college "is a place of research, where scholars scrutinize reality with the methods proper to each academic discipline, and so contribute to the treasury of human knowledge. Each

¹ Approved by the Board of Directors on May 3, 2017.

individual discipline is studied in a systematic manner; moreover, the various disciplines are brought into dialogue for their mutual enhancement.” (Ex Corde Ecclesiae, 15). Donnelly College students, staff and faculty seek truth in all things.

- **Build Community**

Rooted in Benedictine and Christian values, Donnelly College is proud of its diverse and inclusive community. We seek “to do justice, and to love kindness, and to walk humbly with God” (cf Micah 6:8). Donnelly College faculty and staff seek to serve our students and the greater community, instilling in each person a sense of their great dignity, their personal vocation and their call to be servant leaders. Donnelly College is committed to build community in all places.

- **Pursue Excellence**

Donnelly College serves our faculty, staff and students best when we challenge each other to become “the best versions of ourselves.” We strive for excellence in scholarship, in the classroom and in our various extra-curricular activities. We strive for personal holiness and virtue through our varied religious traditions and practices. As a community and as individuals, we accept the ongoing challenge to grow and improve, to preserve and keep striving, to always reach higher in our goals and efforts. Donnelly College pursues excellence at all times.

Accreditation

Donnelly College is accredited by:

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1411
(312) 263-0456
(800) 621-7440
FAX: (312) 263-7462

The Higher Learning Commission (HLC) has placed Donnelly College in Kansas City, Kansas, on Probation. HLC took this action because it determined that the College does not meet HLC's Criteria for Accreditation related to assessment of student learning and institutional resources.

While on Probation, the College **remains fully accredited**, and it has the opportunity to remedy the issues that led to the sanction. Our next comprehensive visit will be September 2018. Donnelly College has been accredited since 1958. Following is a message from the Dean of the College relative to the Higher Learning Commission's action:

Our senior leadership, faculty, and staff have been working diligently to correct the deficiencies identified as part of the probation decision. We intend to be as transparent as possible and will provide regular updates about our progress as we move through the remediation process.

Donnelly College seeks to continually improve our academic offerings, campus experience and students' success. While currently engaged in a comprehensive review and improvement process, Donnelly remains committed to securing a bright future and building upon our legacy as an accessible, affordable Catholic college that is transformative for our students and our community.

Please don't hesitate to contact me (913-621-8776) if you have questions or concerns.

Blessings,

Pedro Leite, Dean of the College

Dates and Deadlines

Fall Offerings	
Course and schedule approval deadline	09/14/2018
Registration deadline for Fall courses	09/28/2018
Last day to withdraw	11/20/2018
Fall courses grades due	12/16/2018
Spring Offerings	
Course and schedule approval deadline	02/15/2019
Registration deadline for Spring courses	02/28/2018
Last day to withdraw	04/17/2019
Full year and Spring grades due	05/12/2019

Courses Available at the High School Setting

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 a college. Students participating in the College Credit Now (CCN) program must have written approval from their high school principal or advisor and have appropriate placement scores. Donnelly College follows the Kansas Board of Regents (KBOR) standards for dual credit enrollment.

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. Counselor may send such permission to the Registrar's office at registrar@donnelly.edu. A student who has been designated as "gifted" and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Registrar's office at the time of enrollment.

The following courses make up the Donnelly Core, our standard curriculum which emphasizes written and oral communications, mathematics, information technology, philosophy and theology, and serve as courses that integrate and bridge the other disciplines that students will study:

EN 111 Composition I

EN 112 Composition II

EN 140 Public Speaking

PH 210 Introduction to Philosophy

IT 111 Microcomputer Essentials

MT 130 College Algebra or any Math course with MT 130 College Algebra as a prerequisite

PH 225/RS 225 Foundations of Theology

*College level courses that are offered at the High School setting vary from school to school and are based on need and teacher qualifications.

Courses Available on Campus

College Credit Now (CCN) is available for courses offered on the main Donnelly College campus on a space-available basis.

High School Responsibilities

Course Approval

All courses must be approved each academic year by the Dean of the College. The school should send their syllabus in the Donnelly College syllabus template to the Office of Academic and Student Affairs crooman@donnelly.edu. The Dean of the College will review and either approves the course as it is or it will be sent back to the school with revisions needed. The syllabus template is available on the Donnelly College website under Faculty & Staff: Templates and can also be found here: [Donnelly Syllabus Template](#)

Grades

Grades must be turned in by the deadline each semester in the letter grade format for each student. Grades submitted are final. Any grade changes must be appealed to the Dean of the College before they are approved or posted.

Scheduling Courses

Course schedules must be submitted to the Donnelly College Registrar registrar@donnelly.edu by the deadline listed and must include the days and times the classes are meeting along with instructor information. If a course is being offered more than once at a school the courses will be assigned separate sections.

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.

Admission Requirements

High School students may take course for credit, if they:

1. Are classified as junior or senior by the standard where the student attends high school.
2. Meet placement score and prerequisite requirements for each course.

Enrollment Procedure

1. Students must complete the registration form for Donnelly College and have it signed off by the school counselor certifying that the student is at least a junior.
2. Test scores and payment must be turned in with the registration form.
3. Form must include all demographic information and a single line listing for each class individually with section, instructor, and schedule completed.
4. Social security number must be included to receive a 1098-T at the end of the year. Students who do not have a social security number on file will not be issued a 1098-T retroactively.

Payment/Tuition

Tuition for College Credit Now (CCN) courses are charged at the rate of \$60 per credit hour and must be paid at the time of registration.

Placement and Prerequisites

Students must meet all prerequisites as they are listed in the College Catalog as of August 1st, of each academic year. The catalog can be found on Donnelly College's website under Academics.

Test Scores

English				
Placement	ACT Average	SAT Writing	Compass	Accuplacer
College level	18	430	Read 80 Write 74	Read 75 Sent 71
Mathematics				
Placement	ACT	SAT	Compass	Accuplacer
MT 103	21	500	46	60
MT 130	23	540	66	81
MT 231	(Accuplacer + 80% or higher on Trig Waiver Exam)			100

Faculty Responsibilities

Faculty teaching College Credit Now courses are required to provide an updated syllabus for each course taught each year, turn in grades by the stated deadline, and provide corrections to any roster.

Faculty Qualifications

Faculty must meet the qualifications as determined by the Higher Learning Commission (HLC) to teach at the college level. (Appendix A).

For faculty who do not meet these criteria, Donnelly College may designate on a case-by-case basis, a qualified faculty member from Donnelly College to act as the instructor of record and oversee the course delivery at the high school.

New Faculty Human Resources

New faculty teaching College Credit Now must complete new hire paperwork after receiving approval to teach. The Office of Academic and Student Affairs will coordinate with all new faculty in getting this process completed prior to the Course and Schedule approval deadline.

Rosters

Faculty will be provided with a roster after the students have been registered. If there any changes or corrections to name, spelling, or section enrollment the faculty should correct the roster and send back right away to registrar@donnelly.edu to ensure accuracy in the records.

College Policies

Directory Information

Donnelly College designates the following student information as public or Directory Information:

- 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
- Photographs and student likenesses

Such information may be disclosed by the College for any purpose at the College's discretion. 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.

FERPA

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. 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.)

3. Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar 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.
4. One exception permitting 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.
5. Dependent students under 18 years of age:
 - a. 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.

Grievance Policy and Procedures

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.

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 Dean of the College within fifteen (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 Dean of the College 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 Dean of the College 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 Dean of the College, 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.

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:

- 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.
- 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.
- 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.
- Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- All testimony pertaining to the grievance will be held in confidence.
- Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
- 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:

- A statement of the purpose of the hearing.
- The issues considered.
- A summary of the evidence presented and findings of the facts as developed at the hearings.
- 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.

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 \$10.00 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.

The transcript form can be found here:

<https://www.donnely.edu/students/donnely-graduatestudent-transcript-requests>

Transcripts can also be ordered online here:

<https://www.parchment.com/u/registration/39355/account>

Appendix A – Faculty Credentials Guidelines

Note: The full Faculty Credentials Handbook is available online at:
<https://www.donnelly.edu/explore/faculty-resources>

Donnelly College is committed to maintaining full HLC accreditation compliance in the hiring of all faculty members. Each course in every discipline requires relevant experience and expertise to support the student learning outcomes that exist for each course or program in the College curricula. Such credentials may include a degree in the field associated with the course or program or alternative credentials that result in the same learning outcome.

1. General education courses: master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).
2. Associate degree courses: master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).
3. Baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate credit hours in the teaching discipline).
4. Success First courses: master's degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.
5. eLearning courses: faculty members who teach fully online or blended courses must successfully complete training as approved by the Dean of the College.

The Dean of the College may recommend/appoint a faculty member without the specified degree requirements whenever background or experience is deemed equivalent to academic credentials required to fulfill the responsibilities of the position.

Justification for such exceptions will be fully documented in the Human Resources files. All degrees must be from a regionally accredited college or university and verified by official transcripts. Payment for adjunct faculty will not be released until official transcripts are on file in the Human Resources office.