



DONNELLY COLLEGE

**Academic and Student Affairs
Policy Manual**

2018-19



DONNELLY
COLLEGE
EST. 1949

Academic Action Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academics and Student Affairs

Policy Statement

An academic action is any action taken by faculty to prevent academically improper behavior or to penalize students who have committed academic improprieties. When it is determined that an academic impropriety has occurred, the faculty member may make an appropriate adjustment to the student's grade. The following are examples of academic actions intended either to prevent the continuation of an impropriety or to offset the advantage gained through an impropriety:

1. Verbal warning to the student that he or she is acting improperly.
2. Instructing the student to move to another seat or desk.
3. Collecting or voiding the student's examination, test or quiz, with or without the opportunity for a make-up grade. If a make-up is granted, it may include a grade reduction to offset the advantage the student gains from having additional time to study for the examination.
4. Adjusting the grade in an examination to offset the advantage gained by the student by continuing to work on the examination after the examination period has ended.
5. Adjusting the grade in an assignment to offset the advantage gained by the student by submitting the assignment late.
6. Giving a failing grade to or granting no credit for the work submitted.
7. Giving the student an F for the course.
8. Referral to the Vice President of Academic and Student Affairs and possible expulsion from the institution.

This list of examples is not meant to be all-inclusive, but is presented for giving guidance relative to appropriate academic action.

Procedure and Appeals for Academic Actions

No academic action involving a grade adjustment is subject to appeal. Nonetheless, at the earliest opportunity, the instructor should communicate the rationale for such an action to the student or students affected by it.

Whenever an academic action involves a grade adjustment, the instructor shall communicate to the student the nature of the impropriety and the intended academic action, and shall provide the student with the opportunity to be heard. If, after reviewing the situation with the student, the instructor determines that an academic action is required, he or she shall so notify the student. The instructor shall keep a record of the nature of the impropriety, of the time and date of its occurrence and, if applicable, of any relevant evidence. The instructor shall also keep a record of the academic action taken and of its rationale.

A student who believes that an academic action is unjustified or excessive may request mediation by the Department Chairperson of that academic department. The mediator serves as an advisor only and the student has no further recourse unless the action demonstrably affects the course grade earned, in which case the dissatisfied student, in accord with the established procedure for contesting course grades, may petition the Vice President for Academic and Student Affairs to evaluate the matter.

Publication Info

This policy is published on the College Intranet, the College Catalog and in the Student Handbook.



**DONNELLY
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Academic Dishonesty Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

The grades and credits earned by college students provide an important measure of the quality and extent of the academic achievement of students. The faculty, with the cooperation and support of the students, has the responsibility to preserve the integrity and significance of the grades and credits. This policy is designed to ensure that faculty and students achieve this responsibility in the following ways:

- First, it identifies the basic presumption underlying the integrity and significance of grades and credits.
- Second, it lists, defines, and forbids the behaviors that could undermine or be interpreted as undermining the integrity of the grades and credits.
- Third, it requires faculty to take reasonable steps to prevent academic irregularities from occurring and to take appropriate action when they do occur.

Grades and credits awarded are fair and equitable measures of academic achievement only on the presumption that the academic work submitted by each student is his/her own. Furthermore, the academic work presented by the student is presumed to be produced under the course conditions or rules time and resources allowed for the completion of an examination) common to all students in the course.

The moment this presumption is reasonably doubted, the integrity of grades and credits is seriously undermined. Therefore, faculty and students alike must ensure that the validity of grades and credits as the measure of academic achievement is preserved beyond any reasonable doubt.

Academic dishonesty is any form of academic impropriety committed by a student and involving a dishonest motive or intent.

The following actions are examples of academic dishonesty. They are not all inclusive of academic dishonesty:

1. Cheating on examinations, tests, or quizzes.
2. Leaving the room to text information about the test or to receive information during an examination, test or quiz time.
3. Copying from another student's examination test, or quiz.
4. Using unauthorized materials during an examination test or quiz.
5. Unauthorized collaboration with another person during an examination, test or quiz.
6. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of, or information about, an unreleased examination, test, or quiz.
7. Bribing another person to obtain a copy of, or information about, an unreleased examination, test, or quiz.
8. Bribing or allowing another person to substitute for oneself to take an examination, test, or quiz.
9. Submitting work previously submitted by another student in an earlier semester.

10. Submitting under one's name a research or term paper bought through the mail or on the internet from "paper mills."
11. Plagiarism, which shall mean the appropriation of another person's work, with or without that person's consent, and the unacknowledged incorporation of that work into one's own work.

An **academic impropriety** is any action by a student that undermines or is perceived to undermine the presumption that the academic work submitted by the student is his/her own. Furthermore, academic impropriety suggests that the student incurs an unfair advantage over other students in the production of the work in question.

An academic impropriety is any action by a student that undermines the basic presumption that the academic work submitted is that of the student and produced under the common rules set by the instructor. All academic improprieties are forbidden.

Academic improprieties may or may not involve dishonesty. Accordingly, the claim or determination that a student has engaged in academically improper behavior does not always require the claim or determination that the student acted dishonestly. Academic improprieties consist of two kinds: academic irregularities and academic dishonesty. Both require appropriate academic action by the faculty member. Academic dishonesty requires appropriate disciplinary action by the Vice President for Academic and Student Affairs.

Academic irregularities may or may not involve dishonesty on the part of the student. Any form of impropriety which may be committed without dishonest motive or intent on the part of the student and which is expressly described in this document, or is both described and prohibited by the instructor in a syllabus or other announcement.

The following actions are examples of academic irregularities during an examination, test, or quiz:

1. Failure to follow the instructor's seating arrangements or rearrangements during the examination, test or quiz.
2. Failure to follow the instructor's instructions concerning the distribution of the examination, test or quiz.
3. Failure to stop working on the examination, test or quiz at the end of the allotted time frame.
4. Communications in any way, shape, or form with any person other than the course instructor.
5. Looking at or in the direction of another person's examination, test or answer sheet.
6. Looking at or manipulating books, notebooks, papers, notes, cards, etc. that are not part of the examination, test, or quiz materials.
7. Looking at or manipulating any written or symbolized material that is not part of the examination, test, or quiz materials.
8. Looking at or manipulating phones, computers, calculators or other devices not required or authorized for use during the examination, test or quiz.

The following actions are examples of academic irregularities that may occur during the production of external assignments for course credit (including term papers, research papers, take-home examinations or tests, exercises, independent lab work, etc.):

1. Failure to submit the assignment at the time and date due.

2. Failure to acknowledge the incorporation of another person's work into one's own, including the failure to properly identify the source for the material that is paraphrased or quoted.
3. Failure to document properly all works consulted, paraphrased, or quoted.
4. Submitting the same work for more than one course, unless authorized to do so by the instructors of all the courses in question.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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Academic Freedom Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

Donnelly College accepts the definition of academic freedom contained in the 1940 Statement of Principles on Academic Freedom and Tenure agreed to by the American Association of University Professors and the Association of American Colleges. Following are the relevant principles to which the College ascribes:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution (1940).
2. Teachers are entitled to freedom in the classroom in discussing their subjects but should be careful not to introduce into their teaching controversial matter which has no relevance to the subjects being taught. (1940) Controversy is at the heart of the free academic inquiry which (this) entire statement is designed to foster. This passage serves to underscore the need for teachers to avoid persistently introducing intruding material which has no relation to the subject. Instructors are expected, however, to reflect a respectful attitude toward the teaching of the Roman Catholic Church.
3. As members of their community, teachers have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to the subjects, to their students, to their profession, and to their institutions. When they speak or act as private persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, teachers have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom

Publication Info

This policy is published on the College Intranet and in the Faculty Handbook.



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Alcohol and Drug Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

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

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

- Students who are twenty-one years of age or older who choose to consume alcoholic beverages should do so responsibly. They should consider the health and behavioral consequences to themselves and the impact upon others and the community at large. They should also make this choice with knowledge of College regulations and the laws of the State of Kansas.
- Students and employees are advised that the College will impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion or termination and referral for prosecution for violation of the alcohol policy.
- Because only a minority of Donnelly College students is of legal drinking age, and to minimize the prohibited use and abuse of alcohol, the College has established regulations limiting the use of alcohol and reducing the likelihood of illegal procurement.
- Students and employees are subject to all applicable local, State, and Federal laws regarding alcohol and other drugs, and are not exempt from enforcement of these laws by virtue of their status as students or employees or their presence on College property.
- Concerned individuals should consult State or Federal prosecutors or their own attorneys for legal advice or clarification of legal matters.
- The College does not provide sanctuary from the law, nor are students or employees immune from legal investigation or arrest from civil authorities.
- Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the following resource available on campus and in the community:
 - The Donnelly College Counseling Center (913) 621-8781
 - Alcoholics Anonymous (816) 471-7229
 - Heartland Regional Alcohol & Drug Assessment Center (913) 789-0951
 - Narcotics Anonymous (800) 561-2250
 - Substance Abuse Center of Eastern KS (913) 362-0045
 - Wyandotte Mental Health (913) 328-4600

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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Assessment of Student Learning Outcomes Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academic and Student Affairs

Policy Statement

Donnelly College assesses student learning at the course, program and degree levels on an annual basis to promote continuous improvement of student learning, as required for accreditation and mandated by the Board of Directors. Assessment of student learning will ensure compliance of the Higher Learning Commission's requirement that the institution demonstrates a commitment to education achievement and improvement through ongoing assessment of student learning (Criterion 4.B.)

Donnelly College engages in assessment as an ongoing process designed to enhance continuous improvement of student learning. Assessment supports faculty in improving student learning by documenting what students are learning and where improvement should occur. All full-time and adjunct faculty will collect and report assessment data for identified Learning Outcomes once per year. Data will be shared to the Campus Community. Faculty are responsible for incorporating any resulting improvements or adjustments to courses, programs and degrees based on assessment outcomes.

Publication Info

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EST. 1949

Attendance Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

Students are expected to attend every class session and be on time for every class session. Absences, late arrivals, and early departures may contribute to the final grade a student earns. Each academic program has a policy stating how many absences are permitted before the instructor will expect the student to withdraw from the course. Instructors will state the specific policy in the syllabus for the class. If a student has exceeded the number of allowed absences, faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic and Student and Student Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

Accommodation of Religious Observances

Donnelly College strongly supports the diversity of the beliefs and religions represented by our student body. The College will provide reasonable flexibility when religious observances occasionally conflict with academic obligations such as class attendance, activities, assignments, examinations and other course requirements. Students must inform instructors of such conflicts in advance and in a timely manner. Students remain responsible for all class work and other academic obligations missed as a result of their absence.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



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EST. 1949

Class Cancellation Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

Insufficient enrollment

The college may cancel a class before the start of a term due to low enrollment or for other reasons. Students will not be obligated for tuition and fees of courses that have been cancelled. The college will notify students when a decision has been made to cancel a class; however, students are encouraged to confirm their class schedules utilizing EMPOWER Self-Service prior to the term start and to replace lost credits in the event their schedule has been reduced. This may be important especially to students who are required to maintain a certain credit level to maintain financial aid, loan deferment or other eligibility.

Weather

On days when the weather is bad, College officials will make every effort to announce class cancellations no less than two hours prior to the affected class. Listen to local radio stations for the latest information on closings or visit www.donnelly.edu

Instructor absence

When an instructor is absent and the class is cancelled, an e-mail will be sent to all students enrolled in the class. The Registrar's office or the Academic and Student Affairs administrative assistant will post an official notice of class cancellation using a standardized printed poster.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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Class Standing Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academics and Student Affairs

Policy Statement

Freshman: 1-30 credit hours

Sophomore: 31-59 credit hours

Junior: 60-89 credit hours and completion of general education requirements equal to or equivalent of an Associate degree

Senior: 90 or greater credit hours and completion of general education requirements equal to or equivalent of an Associate degree

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



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EST. 1949

College Catalog

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academics and Student Affairs

Statement

Students are responsible for the information the catalog contains and are therefore encouraged to reference it often. Procedures, course titles and regulations may change, but decisions regarding individual programs, permanent records and transcripts are based on the year of the student's initial enrollment. The catalog will be invaluable in the years to come, particularly if a student transfers to another college.

Students may follow the requirements of one catalog only. Students completing program requirements in four or fewer years may follow either the catalog requirements in effect at the time of their initial enrollment or the requirements of any succeeding catalog in effect during their period of enrollment.

Declaring a Major or Program

It is important that students keep their program of study current at all times to ensure the student is completing the correct courses, financial aid is properly awarded, VA benefits are granted, and the degree is still available when the student is ready to graduate. Students can declare or change their program of study by meeting with their academic advisor.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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EST. 1949

Course Audit Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

A student who wishes to audit a class must register at the time of registration and pay 1/3 of the 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. Online, Healthcare, or Student Success courses may not be audited.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



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EST. 1949

Course Numbering System Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

100 Level - Introductory

These courses are broad surveys or an introduction to a discipline. They may have prerequisites, if it is a sequential course.

Assumptions: Students demonstrate appropriate reading, writing, and mathematical skills to comprehend fundamental college-level materials.

- Introduce students to terms, concepts, techniques, scholarly research and ways of thinking/learning within the discipline, typically in the context of a relatively broad survey of topics.
- Focus on incorporating, recalling, and understanding basic information and connections among facts and concepts.
- Include assessment/evaluation tools that place emphasis on expected outcomes within the discipline.
- Practice techniques necessary for the specific discipline.
- Recognize and create meaningful categories of terms and concepts from materials presented in the course.
- Focus on writing abilities that include but are not limited to composing definitions, paragraphs or essays.
- Practice fundamental reading, comprehension, and writing skills.
- Introduce critical thinking skills

200 Level - Intermediate

These courses have greater emphasis on understanding and making connections to terms and concepts within a discipline. They may have prerequisites.

Assumptions: Students are familiar with expository, narrative, and persuasive writing. Students have an understanding of qualitative and quantitative research information in their area of study.

- Extend understanding of terms and concepts within the discipline, although typically within a more specifically defined topic.
- Include assessment/evaluation tools that place emphasis on expected outcomes within the discipline.
- Develop the ability to integrate terms and concepts from throughout the discipline
- Apply analytical and communication skills demonstrated in other courses
- Connect relationships among terms and concepts within the discipline
- Develop written and oral communication skills
- Apply college-level reading, comprehension, and writing skills
- Employ critical thinking skills.

300 Level - Upper Division

These are advanced courses that provide depth of study in a specialized topic or practicum experiences. They

often require prerequisites and demonstrated readiness for advanced level of study.

Assumptions: Students are able to maintain a rigorous work load that includes, but is not limited to research, writing essays, projects, and meeting deadlines.

- Utilize the use of specialized terms, concepts, techniques and approaches which pertain to more specifically defined topics within a discipline
- Examine a wide variety of assessment and/or evaluation tools requiring outside sources of information to create divergent outcomes
- Construct relationships across multiple concepts for students to develop a deeper understanding of the discipline
- Identify independent values, biases, viewpoints, and theories within the discipline
- Assume the responsibility for seeking instructional assistance, work independently and cooperatively, while practicing time management skills for all course work
- Take part in self and peer evaluation for factual and/or conceptual knowledge within the discipline
- Apply critical thinking skills, concepts, theories, and cause and effect relationships for a more integrated knowledge base specific to the discipline
- Discern the use of appropriate independent sources of research information
- Compose written work and oral presentations appropriate to the discipline

400 Level - Upper Division

These are highly specialized courses, independent study, capstone seminars, capstone practicum experiences, and/or internships. Prerequisites, demonstrated level of readiness, the ability to work independently, and/or advancement within the major are required for this advanced level work.

Assumptions: Students have acquired a substantial amount of knowledge in their area of study. Students are producing an extensive amount of work that include, but not limited to essays, portfolios, and oral presentations.

- Develop and analyze the most current terms, concepts, theories, techniques, and approaches which shape the discipline.
- Formulate diverse responses and/or products that are created with minimal guidance from the instructor.
- Appraise innovative techniques and approaches that respect diverse assignments and/or projects.
- Constructively analyze, synthesize, and critique the use of scholarship in the discipline.
- Create independent application of writing assignments, oral presentations, and/or performances in the standards of the discipline.
- Work independently towards the solution of problems and creation of new outcomes.
- Construct independent evaluation of problems, solutions, and product creation that is potentially original to the discipline.
- Combine a wide variety of assessment and/or evaluation tools requiring primary and secondary resources research information to create divergent outcomes

Publication Info

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EST. 1949

Course Prerequisites Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course. The college catalog, the semester course schedule and EMPOWER Self-Service indicate course prerequisites. Students are responsible for understanding and adhering to prerequisite requirements for all classes.

Students who register for a course for which they have not met the prerequisite requirements may be removed from that class and receive no refund.

Students who are unable to register but believe they have satisfied a course prerequisite should consult their academic advisor.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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EST. 1949

Credit by Examination Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

Some students come to Donnelly College already having proficiency in one or more courses. You may obtain credit for these courses by successfully completing the exam (provided the academic divisions have comprehensive examinations available). Your transcript will show the credit earned. No letter grade is given; this credit will not affect your GPA (Grade Point Average). This credit does not apply to the residency requirement. Make arrangements through the appropriate academic division. Credit by examination will not remove D or F grades from your GPA.

Publication Info

This policy is published on the College Intranet and in the College Catalog.



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COLLEGE
EST. 1949

Credit for Prior Learning Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

To be eligible for Prior Learning Assessment (PLA), a student must have earned at least twelve (12) credit hours at Donnelly College. Credit through PLA may be awarded in one of four ways:

1. College Level Examination Program (CLEP)
2. Credit by Course Exam
3. Dante Subject Standardized Test
4. Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. Students interested in times and charges for taking a CLEP test should contact the University of Missouri – Kansas City Testing Center.

Applications for PLA through Course Exam or Portfolio begin with an interview with the Associate Dean or Director for the respective program area during the semester in which the credit is to be awarded. Credit that is awarded through Course Exam or Portfolio is charged at one-third the rate of tuition. This charge is assessed at the time credit is awarded. A maximum of 20 credit hours through PLA may be applied to an associate degree or to a bachelor's degree; in no case will more than 20 hours be awarded to a single student. Federal funds are not applicable for PLA.

International Baccalaureate

1. Donnelly College will accept International Baccalaureate coursework when students receive a designated score on the subject's test at the designated level according to the chart above.
2. Students are responsible for requesting and ensuring that score reports are submitted to the college Registrar from IB North America.
3. Students must be enrolled at Donnelly College during the term for which they are requesting credit.
4. Students are responsible for exploring the transferability of these credits at the institution to which they may seek to transfer.
5. College credit (no grade) will be posted on a student's transcript using Donnelly College course numbers.
6. A maximum of 30 hours of credit may be granted through International Baccalaureate coursework.

Publication Info

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Transfer Credit Evaluation Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

Donnelly College will use standard criteria for the approval of transfer credits. The criteria must ensure that all courses transferred and applied toward a degree demonstrate equivalence with the College's courses required for the degree or are of equivalent rigor.

In order to be in conformance expectations of the Higher Learning Commission's Assumed Practices, transcripts shall be evaluated according to the following:

1. Donnelly College grants credit for courses transferred from regionally accredited institutions.
2. Donnelly College does not accept credits for courses from non-accredited institutions. However, if the institution is in the accreditation process, the College is willing to re-evaluate a transcript if the student provides information on the institution's regional accreditation status and the year-specific syllabus for each course to be evaluated.
3. Donnelly College will only evaluate international transcripts that have been evaluated by either World Education Service, Inc. (WES) or Educational Credential (ECE). The evaluated transcript must come directly to the College, via the US Postal Service, from one of these agencies.
4. Only official transcripts are evaluated. Student grade reports or unofficial copies of the records are not acceptable.
5. Only courses awarded a 2.0 (C) grade or higher are accepted.
6. All transfer credit is reviewed on a case-by-case basis by the records office.
7. Faculty shall be consulted when transfer course content varies substantially from the College's established course description.
8. The College refrains from the transcription of credits from other institutions or providers that it will not apply to a Donnelly College program.
9. Acceptance of credit is not guaranteed until an evaluation has been conducted.
10. Students with non-traditional adult learner program experience or experiential learning may utilize the Credit by Examination process or the credit for prior learning process to attempt to earn credit.

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Enrollment Level Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academics and Student Affairs

Policy Statement

15 credit hours

The average number of college-level credits needed each semester to graduate in two years or four semesters. Note that some programs have a higher credit requirement and therefore require additional credits per semester or will take longer to complete.

12 credit hours

The minimum credit level to be considered enrolled full-time for purposes of financial aid, health and automobile insurance, Social Security, veterans' benefits and other purposes.

9 credit hours

The minimum credit level to be considered enrolled three-quarter time.

6 credit hours

The minimum credit level to be considered enrolled half-time

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Incomplete Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

The grade of incomplete is a temporary grade given at the discretion of the instructor upon request of the student. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements.

The instructor is responsible for providing written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier. The instructor may extend the incomplete deadline.

If the student does not make up the incomplete during the specified period, the grade of "I" will be re-designated as "F" and will be computed in the student's GPA.

A student will not be cleared for graduation with an incomplete grade on his or her academic record.

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International Students Enrollment Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

International students are required to follow Donnelly College admissions policies and procedures. Additional documents, such as bank statements and financial affidavits, will also be required. Further information can be found at <https://www.donnelly.edu/admissions/international>

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



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Last Day of Attendance Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

Federal regulations require faculty to report attendance information for students who have stopped attending class or those who never attended.

Financial aid may be reduced or cancelled based on student attendance information. The last date of attendance that was reported by faculty will remain unchanged, so the impact on the student's financial aid award (that occurred when the instructor reported the last date of attendance) for that semester will remain unchanged, as well.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



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EST. 1949

Military Leave of Absence Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

Donnelly College is approved by the state approving agency for the training of veterans under the provisions of Section 3675(a) (1) of Title 38, United States Code. Any veteran who leaves Donnelly to perform military service will be re-admitted with the same academic status as when they departed.

Publication Info

This policy is published on the College Intranet and in the College Catalog.



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New Student Orientation Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

A comprehensive orientation program makes a substantial impact on students' persistence, retention and completion in college. Donnelly College's Student Success Department has developed a mandatory New Student Orientation (NSO) program that aims at providing students with the necessary skills and tools for academic success.

- All new Donnelly College students are required to complete NSO prior to course registration.
- College Credit Now, Gateway to College, Correctional Facilities, non-credit courses, and auditing students are exempt from the NSO requirement.
- Students transferring in fifteen credit hours of college coursework with a grade of "C" or higher, may contact the Vice President of Academic and Student Affairs for consideration of an exemption to this requirement.

Exemptions

1. The student meets with an advisor to discuss the process and the necessary supporting documentation. At a minimum, the student must provide:
 - a. A typed and signed statement explaining the reason(s) for the exemption.
 - b. Unofficial transcripts listing a minimum of 15-credit hours of college courses with a grade of "C" or higher.
 - c. The student needs to provide sufficient information upon which the Vice President of Academic and Student Affairs can render a decision.
 - d. Lack of documentation supporting the appeal and incomplete or unclear appeals will not be considered.
2. The student typed and signed statement, and supporting documentation must be submitted by the student to the Academic and Student Affairs Office (room 115).
3. The Vice President of Academic and Student Affairs will review the exemption request and documentation provided.
4. The student and the Director of Student Success office will be notified of the decision within two business days after the appeal filing date.
5. All decisions of the Vice President of Academic and Student Affairs are final.

Publication Info

This policy is published on the College Intranet and in the Student Handbook.



DONNELLY
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Preferred Faculty Qualifications Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academic and Student Affairs

Policy Statement

Donnelly College is committed to maintain 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 has 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 Vice President of Academic and Student Affairs 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.

Alternative Credentials

Faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. Donnelly College considers competence in the field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous document excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Publication Info

This policy is published on the College Intranet and in the Faculty Handbook.



DONNELLY
COLLEGE
EST. 1949

Program Review Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

It is the policy of Donnelly College to review all academic programs on a recurring basis to ensure the academic integrity and currency of each program. The objective of the academic program review is to ensure compliance of the Higher Learning Commission's requirement that "the institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement." (Criterion 4.A).

This policy applies to all academic programs offered at Donnelly College.

The academic program review will be based on analysis of both quantitative and qualitative measures, including but not limited to enrollment trends, degrees conferred, graduation rates, instructional effectiveness, student learning outcomes, and student placement. An Academic Program Review Template with minimum metrics will be provided by the Office of Academic and Student Affairs.

The academic program review will ensure that the program is designed to meet the current and future needs of students and external stakeholders, has academic integrity, provides a coherent sequence of courses, and has a mission and goals that are aligned with the mission and strategic goals of Donnelly College.

Academic programs will be reviewed following a two-year rotation. The academic program review report must follow the format outlined in the Academic Program Review Template. The Program Review calendar will be maintained by the Institutional Research office.

Publication Info

This policy is published on the College Intranet and in the Program Review Handbook.



DONNELLY
COLLEGE
EST. 1949

Refund (Military) Policy

Reviewed and Approved Date: May 2018

Approved by: Administrative Council
Responsible Official: VP of Business Affairs

Policy Statement

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.

Publication Info

This policy is published on the College Intranet and in the College Catalog.



DONNELLY
COLLEGE
EST. 1949

Registration Credit Limit Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

The maximum number of hours a student is permitted to take in the Fall or Spring semester is 18 credit hours. For summer sessions, the maximum number of hours permitted is 9 credit hours. Online, off-campus, and evening courses taken concurrently are counted as a part of the total load. Students who have completed a minimum of 24 hours with a continuous record of a 3.25 overall GPA or better may petition the Vice President for Academic and Student Affairs to carry more hours. Petitions should be in writing and submitted at least 10 days prior to the onset of the semester.

When determining the number of credits for which they plan to register, students should consider the rigor of their selected coursework, their history of academic success, work and family obligations, and other factors that may impact a student's academic life.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



DONNELLY
COLLEGE
EST. 1949

Repetition of Coursework Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academics and Student Affairs

Policy Statement

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.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



DONNELLY
COLLEGE
EST. 1949

Student Code of Conduct Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

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

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs. Students should:

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

- b. Opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed door.
 - c. Using bathrooms intended for the opposite sex.
 - d. Misuse/ abuse of codes and access systems.
 - e. Covering, tampering with, or removing peepholes or room numbers.
4. Respect the rights and views of colleagues and those served. Treat all individuals with respect, courtesy, and good faith
5. Donnelly College students are responsible for the behavior of their guests.
6. Refrain from harassment. Discrimination in any form will not be tolerated or condoned at any time
7. Personal behavior of community members must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.
8. Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Conduct of Conduct Process in and of itself constitutes a violation of the process.

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

Please see the Student Handbook for an overview of the hearing process.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.



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EST. 1949

Teaching Load Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership

Responsible Official: VP of Academic and Student Affairs

Policy Statement

Most full-time faculty are hired for nine-month contracts. Faculty have the opportunity to accept summer assignment based on the summer schedule requirements. Adjunct faculty should be hired on a per course basis.

Faculty teaching loads during the academic year shall include such combinations of distance learning, day, evening, and weekend classes as the needs of the college require.

Guidelines for faculty teaching load – AA, AS, AAS, and Bachelor's degrees:

- Full-time faculty
 - 15 credit hours/semester (30 credit hours/academic year)
- Adjunct faculty
 - a maximum of 9 credit hours/semester
- Academic Chairperson
 - a maximum of 12 credit hours/semester (24 credit hours/academic year)
 - 3 credit hours release for academic administrative duties
- Administrator/Director/Staff
 - a maximum of 3 credit hours/semester (6 credit hours/academic year)

Publication Info

This policy is published on the College Intranet and in the Faculty Handbook.



DONNELLY
COLLEGE
EST. 1949

Withdrawal Policy

Reviewed and Approved Date: May 2018

Approved by: ASA Leadership
Responsible Official: VP of Academics and Student Affairs

Policy Statement

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

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

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

The deadlines for withdrawing are as follows:

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

The grade "W" will be issued when a student withdraws from a course. The grade (W) will appear on the student's academic record but will not be included in the GPA. Courses with a "W" are included in Donnelly's academic expectations as well as the calculation of Satisfactory Academic Progress.

Publication Info

This policy is published on the College Intranet and in the Student Handbook and College Catalog.