



2018-2019

# COLLEGE CATALOG



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\*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.

# 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 as well as their 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 Kansas City, Kansas, 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

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 STATEMENT

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 VALUES

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 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 and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; PH: (312) 263-0456 or (800) 621-7440; FAX: (312) 263-7462; [www.ncahlc.org](http://www.ncahlc.org).

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 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.

## MEMBERSHIPS

Association of Catholic Colleges and Universities  
Council for Higher Education Accreditation  
Council for Opportunity in Education  
Higher Learning Commission  
Hispanic Association of Colleges and Universities  
Kansas Association of Colleges for Teacher Education  
Kansas Association of Collegiate Registrars and Admissions Officers  
Kansas Board of Nursing  
Kansas City Kansas Chamber of Commerce  
Kansas Council of Practical Nurse Educators  
Kansas Independent College Association  
National Association for the Advancement of Colored People

## PHILOSOPHY OF GENERAL EDUCATION

Donnelly College has consistently maintained a strong commitment to the liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students' place in the world and their pursuit of truth. Therefore, the College's general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities which will enable them to become educated participants in a diverse global community.

### Donnelly College Learning Outcomes:

1. **Communication Skills:** Students will communicate effectively in writing and speaking.
2. **Technology and Information Literacy Skills:** Students will demonstrate proficiency in information literacy skills.
3. **Symbolic Problem Solving:** Students will demonstrate competency in qualitative and quantitative problem solving.
4. **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth.
5. **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally.
6. **Academic Inquiry:** Students will engage independently and effectively in lifelong learning.
7. **Values:** Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.

## Academic Calendar 2018-2019

### Fall 2018

Faculty workshop	Aug.14-15
Registration (Extended Enrollment)	Aug.13-16
Fall semester begins	Aug. 20
Last day for schedule changes	Aug. 24
Labor Day - no classes	Sept. 3
Classes resume	Sept.4
Convocation Day/Matriculation Day	Sept. 13
Mid-term grades due	Sept. 30
Quarter ends	Oct. 13
Fall mid-semester classes begin	Oct.15
Last day for students to withdraw from classes	Nov. 20
Class work ends at 10 p.m.	Nov. 20
Thanksgiving vacation - no classes	Nov.21-23
Classes resume	Nov. 26
Final Exams	Dec. 10-12
Fall semester ends at 10 p.m.	Dec.12
Grades due by 11:59 p.m.	Dec.16

### Spring 2019

Faculty workshop	Jan. 9
Registration (Extended enrollment)	Jan.7-10
Martin Luther King Day - no classes	Jan. 21
Spring semester begins	Jan. 14
Last day for schedule changes	Jan. 18
Mid-term grades due	Feb. 24
Quarter ends	Mar.9
Spring mid-semester classes begin	Mar. 11
Spring Break	Mar.18-23
Classes resume	Mar.25
Last day for students to withdraw from classes	Apr. 17
Easter Break - no classes	Apr. 19-20
Classes resume	Apr. 22
Final exams	May 6-8
Spring semester ends at 10:00 p.m.	May 8
Graduation Mass and Commencement	May 11
Grades due by 11:59 p.m.	May 12

### Summer 2019

Registration (Enrollment)	May 27-31
Summer session begins	June 3
Last day for schedule changes	June 4
Independence Day - no classes	July 4
Last day for students to withdraw from classes	July 18
Summer session ends	July 30
Grades due by 11:59 p.m.	Aug. 4

# **Admissions Policies**

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 or successfully passed the GED examination.

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**

- Complete an application and return it to the Admissions Office.
- If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid), electronically selecting Donnelly College to receive the results.
- Request official transcripts be sent to Donnelly College Registrar. See Transcripts for Admissions for more detail.
- Placement testing is required for first-time college students and some transfer students. Placement into College Level courses (100 or above) a reading score of 64 or above on the Placement Test. Preparatory courses and College Level courses must not be taken concurrently.

## **ADMISSIONS DEADLINE**

Students are encouraged to apply for admission to Donnelly College up to two semesters before beginning courses at Donnelly. Applying early allows students time to take care of any needs related to the application process (such as applying for scholarships, taking placements tests, and/or enrolling in classes) by priority deadlines.

Students who do not meet the priority deadlines must be admitted to Donnelly College and enrolled in courses on or before the Friday before classes begin (by noon).

## **TRANSCRIPTS FOR ADMISSIONS**

All traditional degree-seeking students must have graduated high school to take classes at Donnelly College. A GED or college transcript will also be accepted as certification of high school completion. Students who have served in the military may provide their DD-214 in place of a transcript if the DD-214 has high school completion information on it. (Non-traditional students include dually-enrolled high school students and Gateway to College students).

As a part of the admissions and enrollment process, students must submit an official copy of all transcripts to the Donnelly College Registrar's Office. If a student is currently enrolled at another institution (either high school or college), the student can submit an official transcript that lists previous courses taken and courses that are in progress at the time of admissions. Final official transcripts must be submitted before enrolling in classes for the following semester.

What transcripts are required?

1. First-time college students have high school transcript or GED certificate indicating the date of graduation. Students

who have served in the military may provide their DD-214 in place of a transcript if the DD-214 has high school completion information.

2. Transfer students have college or university transcript(s).
3. 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.

## **FOREIGN EDUCATION TRANSCRIPTS**

Students who graduated from an international (foreign) high school high school transcript(s) and/or diploma must be officially evaluated by an approved transcript evaluation service. Transcript(s) and/or diploma must meet United States high school equivalency standards. A completed Document by Document report is required. The Student assumes all responsibility for costs associated with the evaluation.

Evaluations must be performed by a current National Association of Credential Evaluation Services (NACES) member. Please see their website for information on finding current members and their contact information. <http://www.naces.org>

## **PLACEMENT TESTING**

Placement testing is required for first-time college students and some transfer students. Students without recent ACT or SAT scores take a series of placement exams in our Testing Center before enrolling in classes. Transfer students must send an official college transcript form from their previous institution in order to enroll in classes.

Incoming students who were not previously enrolled and/or do not have college credit need to have ACT or Accuplacer scores for placement. If the student was originally placed with a Compass score, and has been continuously enrolled in classes, s/he does not need to take the Accuplacer test.

### **Conditional Admission**

Students who score in an identified range on either the Accuplacer or ACT test are considered “conditionally admitted” to college-level courses at Donnelly College. Conditionally admitted students participate in a program shown by research to increase retention and provide a stronger foundation for future academic work. As a participant in the program, the student's first semester course schedule will include: Composition I (EN 111), First Year Experience (CCS 101), math course (MT\_\_\_\_), an elective course and Strategies Support for Academic Success (CCS 103). This schedule classifies the student as full-time (12+ credit hours). If a student is enrolling part-time, the schedule will be adjusted. Students are strongly encouraged to work no more than 20 hours per week during the semester.

Conditionally admitted students agree to the following:

- Take the prescribed course load of no more than 15 credit hours their first semester.
- Meet with an assigned mentor at least once every two weeks throughout the semester.
- Attend tutoring or receive supplemental instruction at least weekly.
- Be involved in and/or attend at least one extra-curricular activity during the semester.
- Speak with their course instructor if a D or F is received on any assignment, quiz, or test.
- Complete a grade check form to be signed by instructors throughout the semester.

## PLACEMENT POLICIES

### Advanced Placement Test

Donnelly College uses the College Board Advanced Placement Tests to award graduation credit and/or advanced placement in courses. Donnelly College assigns credit rather than a grade. Advanced Placement scores are evaluated for transfer credits in the same manner as college transfer credits. The table below shows the Donnelly College equivalencies:

Subject	Score	Equivalent	Credits
Biology	3	BL 101 and 101.1	5
Calculus AB	3	MT 231	5
Calculus BC	3	MT 232	5
Chemistry	3	CH 101	5
Computer Science A	3	IT 111 and IT 123	6
English Language	3	EN 111	3
	4-5	EN 111 and 112	6
English Literature	3	EN 220	3
		EN 220 and 221	6
Environmental Science	3	BL 141	3
US Government and Politics	3	PS 111	3
Human Geography	3	GE 101	3
Physics B	3	PX 110	5
Physics C	3	PX 111	5
Psychology	3	PY 101	3
Spanish Language	3	SP 101	5
	4-5	SP 101 and SP 102	10
Statistics	3	MT 121	3
US History	3	HS 120 and 121	6
World History	3	HS 101 and 102	6

### Credit by Prior Learning Policy

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.

Subject	Level	College Equivalent	Credits
Biology	5-7 HL	BL 101 and BL 101.1	5
Chemistry	6-7 HL	CH 101	5
Computer Science	5-7 HL	IT 111	3
		IT 123	3
English Language	5 HL	EN 111	3
	6-7 HL	EN 111 and EN 112	6
French	5-7 SL	WL 130	5
	5-7 HL	WL 130 and WL 230	10

<b>Geography</b>	6-7 HL	GE 101	3
<b>History</b>	6-7 HL	HS 120 & 121	6
<b>Mathematics</b>	6-7 HL	MT 231	5
	6-7 SL	Placement into courses w/ College Algebra as a prerequisite	
<b>Physics</b>	5-7 SL	PX 110	5
	5-7 HL	PX 110 and PX 111	10
<b>Psychology</b>	5-7 HL	PY 101	3
<b>Spanish</b>	5-7 SL	SP 101	5
	5-7 HL	SP 101 and SP 102	10

## CREDIT TRANSFER EVALUATION

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.

## REVERSE TRANSFER AGREEMENT

Donnelly College participates in a universal reverse transfer program with Kansas' community colleges. This innovative program allows you to receive your associate's degree from your most recent community college by combining the credits you earned at the community college AND the credits you earn while here at Donnelly College. Incoming transfer students to Donnelly College from any of Kansas' nineteen public community colleges or either of Kansas' two non-profit 2-year colleges are eligible to receive the benefits of the reverse transfer program.

- Any student who transfers at least 45 credit hours from either an accredited public Kansas community college or 2-year private non-profit college may participate.
- At the end of the academic year, if you have earned a total of 60 credit hours (at least 45 from the community college plus the remainder at Donnelly College), the College will send your official transcript to the indicated community college.
- Your home community college will review your complete transcript, and if you have met the degree requirements, the community college will award you your associate's degree and mail it to you.

## 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.

### Transfer from a two-year institution

Donnelly College has articulation agreements established with community colleges to accept credits toward our bachelor degree programs. The Registrar will also do a course by course evaluation of credits earned at other regionally accredited institutions. A minimum grade of a C is required to fulfill a Donnelly College academic requirement.

### 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.

### School Specific Agreements

Donnelly College has the following articulation agreements:

- Avila University
- Cleveland University
- Emporia State University.
- Highland Community College

## **HEALTHCARE CERTIFICATE REQUIREMENTS**

Tuberculosis (TB) test is required to participate in the PN and CNA programs. If a student is unable to complete this requirement via skin test, the student should receive a chest x-ray. Completion of the TB test is a state regulation. Nursing students must also provide documentation of negative PPD within 1 year or chest x-ray, re-evaluated for signs & symptoms of TB, Hepatitis B vaccination or signed waiver documentation, listing of all childhood diseases to include measles, mumps, and chickenpox or titers, and color blind screening.

Students in the PN and CNA programs are also required to pass a drug screen test as a part of their respective programs. Students who do not pass the drug screen test will not be allowed to continue in their health care courses. In order to reapply to the healthcare program the student must take a five-panel drug screen test through US Healthworks. The student is financially responsible for this test. The student must provide documentation of passing results to be eligible to reapply to the healthcare program at Donnelly College. An additional drug screen test will take place at the beginning of the healthcare programs (PN, CNA).

Students who do not pass two drug screen tests must appeal to the Vice President of Academic and Student Affairs for continuation in the healthcare program. The appeal must include a typed explanation of what has changed in their life since previously applying to the healthcare program, why they should be reconsidered for the healthcare program, and proof of drug rehabilitation or recovery.

Some programs may require additional vaccinations, background checks, criminal history checks, etc.

## **VETERANS**

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.

## **VISITOR VISA**

Students with a visitor visa (Business: B-1/Tourism: B-2) are not permitted to take any courses.

# Student Finance

## TUITION AND FEES\*

All tuition and fees are subject to change with Board of Directors approval.

<b>Tuition</b>	
Traditional Associate and Bachelor's degrees	\$295 per credit hour
Nursing Certificate and Degrees	\$375 per credit hour
Certified Nurse Aid (C.N.A.)	\$665 for 90 credit hour program
Lansing Correctional Facility	\$75 per credit hour
College Credit Now (CCN)	\$60
<b>General Fees</b>	
Audit Fee	\$100 per credit hour
Credit by Exam Fee	\$120 per credit hour
Graduation Fee	\$100 one time
IT Fee (All IT/IS Classes)	\$15 per credit hour
Lab Fee (All Science/Art Classes)	\$30 per semester
Assessment Fee for New Students	\$30 one time
Assessment Fee for Courses Below 100 level	\$30 flat per semester
Online Class Fee	\$15 per credit hour
Student Activity Fee (All students)	\$5 per credit hour
Transcript Fee (Official)	\$10
<b>Program Specific Fees</b>	
<b>Nursing Program - LPN</b>	
Lab Supplies (1st semester only)	\$60
ATI fee (see semester)	\$1,400
Program Completion & Testing Fee (final semester)	\$275
<b>Nursing Program – ADN</b>	
ATI fee (see semester)	\$2,000
Program Completion & Testing Fee (final semester)	\$300
<b>Urban Teacher Education Program</b>	
Course Fee (per course)	\$30
Prescreening and Testing Fee	\$165
Internship Application Fee	\$25
Mentor Fee	\$250

## ESTIMATED COST OF ATTENDANCE

The estimated cost of attendance for a full-time (12+ credit hours) student:

- Student Living Off-Campus, \$24,150
- Student Living with Parents, \$21,850

Estimated cost of attendance for students attending less than full-time:

- 3/4 time (9-11 credit hours)
- Student Living Off-Campus, \$22,126
  - Student Living with Parents, \$19,826

1/2 time (6-8 hours):

- Student Living Off-Campus, \$20,100
- Student Living with Parents, \$17,800

Less than 1/2 time (1-5 credit hours):

- Student Living Off-Campus, \$18,074
- Student Living with Parents, \$15,774

Cost of attendance is an estimate that includes items such as room/board, transportation, school supplies, and 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.

## TYPES OF 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 that are US Citizens or Permanent Residents 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  
William D. Ford Federal Direct Loan Program

### State

Kansas Comprehensive Grant

## 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. The Financial Aid Office will use the summer enrollment period as a trailer.
3. Students eligible for Federal Pell grants will be awarded based on a formula available in Donnelly's Financial Aid Office.
4. Institutional aid will be determined on an individual 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.

## **RETURN OF FEDERAL STUDENT AID (TITLE IV) FUNDS POLICY**

Donnelly College students who receive Federal Financial Aid (Title IV funds) and withdraw from or fail to complete 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 sixty percent (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 Director of Instruction by the Registrar for determination of the last date of student participation in an academically related activity.
5. 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. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loans
3. Federal Pell Grants
4. Federal SEOG

(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 fifty percent (50%). Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The Direct Loan program 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 here 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 Regulation governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program and the Student Loan Programs) requires financial aid recipients to maintain academic progress toward a degree or certificate.

At Donnelly College, students must maintain the following standards in order to continue eligibility for financial aid:

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

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

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

**The student 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, the student will be placed on Financial Aid Warning.

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

## SCHOLARSHIPS

1. Applicants seeking scholarships/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 twenty-five percent (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 admissions application if possible. Academic Scholarship awards are ultimately based on final, official transcripts
6. College Scholarships, Requirements, and Criteria:

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

### Bishop Donnelly Scholarship

(*limited number*) – 50% tuition and fees

- 3.0 or greater cumulative GPA
- Completion of FAFSA by March 1st
- Renewable up to 4 semesters with a 3.25 college GPA
- Limit of 5 new recipients per award year
- Response to selected essay question

### Bizfest Scholarship

(*limited number*) – high school senior – \$2,000 per semester

- 3.5 cumulative grade point average required
- Response to selected essay question
- Submit signed Bizfest certificate acknowledging program completion
- Renewable up to 4 semesters with a 3.25 college GPA
- Limit of 4 new recipients per award year

### The Henry W. Bloch Scholarship

(*limited number*) – 100% tuition at Donnelly, transferable to UMKC to cover 4-year degree

- High-school diploma or GED
- US Citizen or Permanent Resident
- Must reside in Kansas City Metropolitan area
- Cumulative 2.5 or greater grade point average
- Letter of recommendation
- Interviewed by Bloch Committee
- Must demonstrate financial need

This scholarship is renewable for or up to six consecutive semesters at Donnelly College, if minimum GPA of 2.5 is maintained, and six consecutive semesters at UMKC, excluding summer semesters. Conditions include:

- Students must attend full-time (minimum 12 credit hours)
- Students must apply for federal and state financial aid
- Students must participate in the Bloch Scholar Program
- Students must meet with an advisor regularly

### Catholic High-School Grant

(*Unlimited*) -\$1,000/semester

- Provide an official transcript indicating graduation from an accredited Catholic high school
- This scholarship is renewable for 8 semesters towards a bachelor's degree, excluding summer semesters
- Maintain full-time enrollment status

### CAMP Grant

(*limited number*) – up to \$1,650 per semester (for 1 year)

- Be a US citizen or Permanent Resident
- Be identified as a current or former migrant
- Enroll as a full-time student with freshman status
- Commit to participate in all required Heartland CAMP services and activities
- More information on [www.heartland-camp.org](http://www.heartland-camp.org)

### Donnelly Grant

(*limited number*) – amount varies

- Must complete all necessary process' for admissions
- Reserved for students who are unable to complete a FAFSA
- Award amount is based on financial need
- Apply with Institutional Aid Application via Admissions or Financial Aid Office
- Provide verification of information on Institutional Aid Application upon request
- Monsignor Swetland Grant (*limited number*) – amount varies
- Must complete a FAFSA and verify information on the FAFSA upon request
- Demonstrates financial need per Donnelly College financial aid policy

### KC Scholars

Whether you're a high school student or adult learned who is looking to continue your education, you may be eligible to apply for the Ewing Marion Kauffman Foundation's new KC Scholars program and attend Donnelly College. KC Scholars is available to low and modest income students living in Cass, Clay, Jackson, and Platte counties in MO and Johnson and Wyandotte counties in KS. Application is available at [www.kcscholars.org](http://www.kcscholars.org).

### KC Scholars - Traditional Scholarship

Up to \$10,000 per year (Available starting Fall 2018)

- Application submitted by student in their 11th grade year
- Renewable up to 5 years
- Must maintain a 2.5 GPA or higher

### KC Scholars – Adult Learner

Up to \$5,000 per year (Available starting Fall 2017)

- Age 24 and older
- Renewable up to 5 years

### **National Science Foundation STEM Scholarship**

(*limited number*) – up to \$2,000 per semester

- Be a US citizen, National of the US, Refugee, or Permanent Resident
- Pursuing a degree in a STEM Field (Science, Technology, Engineering, and Mathematics)
- Enroll as a full-time student
- Demonstrate financial need as defined for undergraduate students by the FAFSA
- Maintain a minimum overall GPA of 2.5 with a minimum of a 3.0 GPA in STEM subjects

### **Presidential Scholarship**

Associate Degree (*limited number*) – high school senior – 100% tuition and fees

- Cumulative 3.5 or greater grade point average
- Minimum 24 on ACT or Donnelly placement test equivalent
- Renewable up to 4 semesters with a 3.25 college GPA
- Limit of 5 new recipients per award year

### **Sister Jerome Scholarship**

(*limited number*) – 75% tuition and fees

- 3.25 or greater cumulative GPA
- Demonstrates financial need
- Response to selected essay question
- Renewable up to 4 semesters with a 3.25 college GPA
- Limit of 5 new recipients per award year

### **Scholarships Awarded Annually (funded by donors)**

Bess Spiva Timmons Scholarship  
Call to Share/Catholic Archdiocese Scholarship  
Cor Cristi Scholarship Fund  
Donnelly Dash Scholarship  
Donnelly Dean's Scholarship  
Donnelly Presidential Scholarship  
Donnelly REACH Scholarship  
Fr. Ray Davern's Dream Scholarship  
Goppert Foundation Scholarship  
Henry W. Bloch Scholars Program  
Ira K. Witschner Scholarship  
KCK African American History Committee Scholarship  
Lucie Jane Desloge McAnany Scholarship  
Mary Elizabeth Martin Scholarship  
Rev. Tom Bettencourt Scholarship  
Sisters of Charity Scholarship  
The Richardson Educational Opportunities Trust Scholarship  
UPS Scholarship

### **Endowed Scholarships Awarded Annually**

50th Anniversary Endowed Scholarship  
Alumni Hall of Fame Scholarship  
Archbishop Strecker Scholarship  
Archbishops' Endowed Scholarship Fund  
Archdiocese Transformations Endowed Scholarship Fund  
Art's Mexican Endowed Scholarship  
Benedictine Sister's Scholarship  
Beverly J. Denk Endowed Veterans' Scholarship Fund  
Breidenthal Family Endowed Scholarship  
Charline Bush Schmelzer Endowed Memorial Scholarship  
Clarence H. Goppert Endowed Scholarship  
Edwin J. & Helen McAnany Endowed Scholarship  
Forster-Powers Endowed Scholarship  
Fr. Thomas R. Bettencourt Scholarship  
Gloria M. Vusich Memorial Scholarship  
Guadalupe N. Valdovino Memorial Scholarship Fund  
Helen Crilly Endowed Memorial Scholarship Fund  
J. Ernest Dunn Endowed Scholarship Fund  
JCCC Endowed Scholarship  
JJ Owens Family Scholarship Endowment  
John & Florence Horan Scholarship  
Laurence Blanton/Rozella K. Caldwell Swisher Scholarship  
Lonnie Scott Endowed Scholarship Fund  
Marion Bloch Endowed Scholarship Fund  
Mark E. Donnelly Endowed Memorial Scholarship  
Mary Hawver MT Nester Scholarship Fund  
Mayme & Anthony D'Agostino Endowed Scholarship  
Peggy Hoytal Endowed Memorial Scholarship Fund  
Rev. Raymond J. Davern Endowed Scholarship  
Robert & Patricia Clune Endowed Scholarship  
Sister Fran Cross Endowed Scholarship  
Sister Joanna Bruner, SCL Endowed Nursing Scholarship  
Sr. Diana Seago Endowed Scholarship  
Sr. Virginia Minton Endowed Scholarship  
Steven J. Sanders Memorial Scholarship Fund  
Sunderland Family Endowed Scholarship Fund  
Susan Keim Scholarship  
The Alberto F. Cabrera Scholarship  
The Joseph Endowed Scholarship  
The Ken Gibson & Jackie Snyder Scholarship  
The Marianne D. Sieg Scholarship Fund for Religious  
The Philip and Mary Jo Doherty Scholarship Fund  
Timothy Kruse Augustinian Health Care Scholarship  
Tony and Bernice Skabialka Endowed Scholarship  
William Randolph Hearst Endowed Scholarship

## **STATE AND INSTITUTIONAL GRANTS/SCHOLARSHIPS**

1. Applicants seeking scholarships/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 charged at a level of twenty-five percent (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 admissions application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

## **STUDENT LOAN POLICY**

1. Students interested in the William D. Ford Federal Direct Loan program must meet with a Financial Aid officer. Steps to apply will be provided to eligible students.
2. Students who apply for a Direct Loan and are receiving institutional need-based aid may have the institutional aid rescinded and the loan funds will replace the institutional aid.
3. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid. Students may appeal the decision of the Director of Financial Aid to the Vice President of Business Affairs.

## **STUDENT LOAN DISCLOSURES & DISBURSEMENT INFORMATION**

1. Loan disbursements will be delivered in one (1) disbursement each semester. Dates will be set based on your enrollment. Enrollment requirements state a student must be in at least six (6) credit hours. Attendance will be checked each time a disbursement is received. Attendance will be reviewed by the Financial Aid office online. If your attendance cannot be verified online, a class attendance sheet will be mailed to the student to be completed by the teacher and returned to the Financial Aid Office.
2. Loan disbursements will be used to pay charges to the student's account to include tuition, fees, books, and other incurred charges prior to a refund being issued. The disbursement date is not the day you will receive your refund. After your funds have been released to the college, your enrollment and attendance will be verified by the Financial Aid Office and then your student loan funds will be credited to your Donnelly College student account.
3. You will be notified when your loan disbursements are credited to your account. You have the right to cancel or decline the loan funds. The Financial Aid Office will verify attendance and enrollment for each disbursement. The Business Office will not release any remaining funds without prior approval by your academic standing from the Financial Aid Office.
4. The Business Office will deliver any excess funds to the student. Current address information will be your responsibility to maintain timely correspondence.
5. We recommend you keep a file of your student loan records. Please be a responsible borrower. You are encouraged to keep copies of loan correspondence.

## **SENIOR CITIZENS PROGRAM**

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, space available basis. Enrollment cost for senior citizens is \$60 per credit hour.

# **Services for Students**

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## **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 a four-year degree. Students are 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 academic and career concerns. Speakers and workshops will be available to students throughout the year.

## **CAMPUS MINISTRY**

Campus Ministry is open to all DC students regardless of religious background and seeks to meet all students' spiritual needs. Our ministry is based in prayer, scripture study and worship, as well as individual care and guidance, advocacy, catechesis, community celebrations, evangelization and social justice activities. Donnelly also offers Mass on campus several times a week.

## **CAREER SERVICES**

The Career Services is a resource where students can receive assistance in the areas of career planning and job search. A variety of services are provided to give guidance to students as they go about choosing, preparing for and entering a career. Additionally, the Career Center develops relationships with employers to provide internship/practicum opportunities for Donnelly College students.

## **COUNSELING CENTER**

Donnelly's Counseling Center offers many counseling services to our students, faculty and staff free of charge. Visits to the Counseling Center and the contents of counseling sessions are strictly confidential.

## **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 the College for assistance.

## **SUPPLEMENTAL INSTRUCTION**

Supplemental Instruction is a student facilitated study group that can help students achieve success in challenging classes. SI sessions:

- Allow students to interact with one another and a student tutor in order to understand difficult concepts.
- Allow students to work together to find an answer, reinforcing understanding of the material from class or textbooks.
- Are a place to continue discussions from class and focus on class material. SI Leaders are trained to guide students with activities and thought-provoking questions.

## **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 14,114 titles, is classified according to the Dewey Decimal System. A small selection of magazines, reference books, audio and video materials are available for student use. Through computer links with the State Library of Kansas (using the State Library of Kansas card free to all Kansas residents), students, faculty, and staff have access to databases. Donnelly has interlibrary loan access to the resources of libraries in the KC metropolitan area and across the state of Kansas. Study rooms and areas for individual and group study are available. Computers in the library are available for periodical, full-text, and library database searching.

## **TUTORING SERVICES**

Free tutoring is provided in the basic-skill areas of English, reading and math as well as other subject areas. Professional and peer tutors are available in the tutoring center.

# **General Policies**

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## **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
- Dates of attendance, degrees and awards received
- 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.

## **DRUG AND ALCOHOL POLICY**

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

## **EMERGENCIES**

In an emergency, an on-site administrator will respond. Once an incident is identified, the administrator will work with security to assess the situation and take the appropriate action.

- In case of a fire, follow the evacuation plan posted on campus and steps outlined in the Emergency Evacuation Plan found online.\*
- In case of a tornado, take shelter in areas identified on the evacuation plan posted on campus and follow steps outlined in the Emergency Evacuation Plan found online.\*
- In case of illness or serious injury, follow the procedures identified on the evacuation plan posted on campus and outlined in the Emergency Evacuation Plan found online [donnelly.edu / Students/Resources](http://donnelly.edu / Students/Resources)
- After the situation has been resolved, the necessary media will be notified.
- The President of Donnelly College and the Marketing Director will work with the media to issue a statement on behalf of the College.
- Statements or descriptions of an emergency situation made by students, faculty, and/or staff will be considered unofficial.

## **FERPA**

The Family Education Rights and Privacy Act (FERPA) give 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 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.

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.

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.

## **GRIEVANCE POLICY**

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

If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 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 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.

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.

## **MISSING STUDENT**

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

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

### **Reporting a Missing Person**

1. Any person of the college community, including both employees and students, should contact the Dean of the College. Any college employee who receives a report of a possible missing student must immediately refer such report to the Dean of the College.
2. The Dean of the College will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good faith effort to make contact with the student or an emergency contact using any information the student has provided to Donnelly College for this purpose.
3. The Dean of the College will gather all essential information about the student from the reporting person and from the student's acquaintances.
4. The Dean of the College will then contact the appropriate personnel including the Title IX Coordinator and Donnelly College Security team.
5. Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in

locating the student or it is apparent immediately that the student is missing, The Dean of the College or Donnelly College Security will contact the Kansas City, Kansas Police Department to report the student as a missing person and they will take charge of the investigation.

### **Missing Person Emergency Contact**

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

### **Parent/Guardian Notification for Students under 18 years of age**

If a reported missing student is under the age of 18 and is not emancipated, the Dean of the College will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student.

### **Law Enforcement Notification**

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

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

## **NON-DISCRIMINATION**

As a Catholic College founded by the Benedictine Sisters of Mount St. Scholastica and the Archdiocese of Kansas City in Kansas, Donnelly College believes in the inherent dignity and worth of every person. As such, the College is committed to providing an open and welcoming environment free from discrimination to its students, faculty, staff, and alumni.

Donnelly College does not discriminate on the basis of a person's age, race, color, sex, gender, religion, creed, nationality, ethnicity, disability, veteran status, or family status, or any other characteristic protected by applicable law in admission to, access to, treatment in, or employment in its educational programs and activities.

Nothing in this statement shall require the College to act in a manner contrary to the beliefs and moral teachings of the Catholic Church. In addition, the College reserves the right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance its Catholic identity and tradition.

The following person has been designated to handle inquiries regarding the non-discrimination policies:  
Vice President of Business Affairs, Phone: 913-621-8765

## **OFFICIAL EMAIL ADDRESS**

The student's Donnelly College e-mail address is the official electronic address used by the College for all communications including academic and financial information. It is the student's responsibility to check e-mail regularly and read all e-mail from the college. Students who prefer to use an alternate e-mail address to receive official College notices should make certain they have implemented the mail forward option using the appropriate process. If a student initiates contact to an instructor or staff member from a non-Donnelly account, the recipient may reply to the message by redirecting it to the student's Donnelly e-mail.

## **PEER-TO-PEER POLICY**

Peer-to-peer applications are defined as programs which allow computers to share data in the form of music, movies, games or any computer file or software over a local network and the Internet. The College does not, at this time, block the use of peer-to-peer applications on any part of its network.

The College understands that there are legitimate academic uses for such applications. However, use of these applications has been known to cause problems, which can affect the entire College community.

The College expects that all computers and networks on the campus will be used in a manner consistent with the Computer Policy & Standard Practices and compliant with applicable law. The College is under no obligation to protect a user from a complaint or action arising from violation, or alleged violation, of the law. Users should understand that the fact that material is available for free on the Internet does not mean that accessing such material is authorized by third party rights-holders.

The College prohibits the use of peer-to-peer applications on its networks to transmit or exchange any music, software or other materials in which the intellectual property is held by any third party. Any use of our network in violation of this policy will be subject to discipline. However, the College allows and encourages the use of peer-to-peer applications for legitimate academic purposes without violation of applicable law, infringement of third party rights, or violation of the College's policies, including this Peer to Peer Policy.

The College will endeavor to see that the community is not adversely affected by the use of peer-to-peer programs. When such programs are seen to affect the network in a manner not consistent with College policies or are degrading the performance of the network, appropriate action will be taken against the user. In addition, bandwidth management technology will be used on the network to make sure peer-to-peer programs do not degrade network speeds.

The community should be aware that peer-to-peer applications are not necessarily harmless and in using them one may inadvertently consume excessive network band width, violate copyright and/or other laws, share confidential information, or jeopardize computer security. Disproportionate bandwidth usage and copyright and other third party infringement are violations of the College's Computer Usage Policy.

## **SMOKING POLICY**

Smoking is prohibited in all college-owned student residences, vehicles, and all academic and administrative buildings. Outdoor smoking is limited to the three designated smoking areas listed below.

There are three designated smoking areas on campus. Smoking is limited to a 3 foot perimeter from the ash receptacle at each designated location.

- Lower entrance to Marian Hall, just outside the blue awning. The ash receptacle is located near the sidewalk outside this door.
- Outside the main tower at the bottom of the steps leading to the picnic area. This location is found by going around the building towards the Events Center and continuing down the steps. The ash receptacle is located in the concrete inlet at the bottom of those steps.
- Smokers must dispose of cigarette/tobacco remains in the designated ash receptacles. Please continue to keep these areas of our campus clean.

## **STUDENT IDENTIFICATION**

The student ID card is your official identification while enrolled at Donnelly College. It should be carried with you at all times and available to present to college officials upon request. You may need to present your student ID card when:

- Utilizing services in Financial Aid, Academic Advising, Counseling, the Business Office, or Computer Services
- Registering for your parking sticker
- Using your Bistro Donnelly meal plan
- Participating in intramural sports programs
- Being admitted to student events
- Checking out a laptop

Cards will be confiscated if presented by someone other than the cardholder. Fraudulent use of the card will result in disciplinary action. Student ID cards are not to be collected and held as collateral for the temporary use of equipment, services, etc.

## **VISITORS ON CAMPUS POLICY**

Only registered students, faculty, staff, and approved guests are allowed in areas of academic setting at Donnelly College. This includes but is not limited to: computer labs, classrooms, laboratories, and the library. The presence of children in classes is only permitted in unusual circumstances and requires the permission of the instructor.

Children on campus must be under direct guardian/parental supervision and under control at all times. Children cannot be left unattended in any area of the college including but not limited to administrative areas, lobby, Bistro, etc.

Children of employees are permitted on campus with approval of supervisor.

## **VOTER REGISTRATION**

As a service to Donnelly College students, hard copies of voter registration forms for both Kansas and Missouri are available at the Donnelly College Library, 7<sup>th</sup> floor, 608 N. 18<sup>th</sup> St. Kansas City, KS.

- Kansas voters can register on-line here:

<https://www.kdor.ks.gov/Apps/VoterReg/Default.aspx>

- Missouri voters can find registration paperwork here:

<https://www.sos.mo.gov/votemissouri/request>

## **WEAPONS FREE CAMPUS POLICY**

To ensure that Donnelly College maintains a safe environment and free of violence for all students and employees, the College prohibits the possession or use of weapons on College property. A license to carry the weapon does not supersede the College policy.

"College property" is defined as all college-owned or leased buildings or vehicles under the College's control. Weapons include, but are not limited to, firearms (concealed and open carry), explosives, knives, pellet or BB guns, Tasers, stun guns, wooden or metal batons, bows and arrows and other weapons that might be considered dangerous or that could cause harm. Legal weapons must be kept locked in one's own vehicle while on College property and the owner assumes responsibility for such personal property.

Donnelly College reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a student, employee, or a visitor has a weapon on College property. While on duty on College property, police officers and other law enforcement personnel are authorized to carry weapons.

# Academic Policies

## ACADEMIC ACTION

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.

## ACADEMIC INTEGRITY

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.

## ACADEMIC HONORS

### Dean's List

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

### Honor Roll

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

### Phi Theta Kappa

Students with a cumulative GPA of 3.5 or higher after earning 12 credits at Donnelly are eligible for initiation into Phi Theta Kappa. This international honor society for community colleges combines academic excellence with community service.

### Latin Honors

Qualifying graduating baccalaureate students are awarded Latin Honors based on the following cumulative grade point averages:

Cum Laude: 3.25-3.499

Magna Cum Laude: 3.5-3.749

Summa Cum Laude: 3.75-4.0

### Honors Scholars

To graduate with a Donnelly College academic Honors Scholars designation students must have a cumulative GPA of 3.5 at the time of graduation and "A" or "B" in all Honors Program courses.

### Sister Mary Faith Schuster Awards

Each year, awards are given to students in the areas of writing (poetry, fiction, nonfiction) and visual art.

## **ACADEMIC PROBATION AND SUSPENSION POLICY**

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

1. The student must complete 67% of all credit/non-credit courses attempted.
  - a. Courses with grades of I, W, F, or U will not be considered completed hours.
  - b. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
2. The student also must maintain a minimum 2.00 semester and cumulative grade point average (GPA).

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

1. If the student is earning a minimum 2.50 semester and cumulative GPA, and completing 67% of all credit/non-credit courses attempted, they are in **good academic standing**.
2. If the student is earning a 2.00-2.49 semester or cumulative GPA, and completing 67% of all credit/non-credit courses attempted, they are in good standing but required to meet with an academic advisor to develop a success plan.
3. If the student is earning less than a 2.00, or is not completing 67% of all credit/non-credit courses attempted, they will be placed on **academic probation** and will be required to meet with an academic advisor to develop an academic probation contract.
  - a. A student on academic probation who earns a semester GPA less than 2.00 will be placed on **academic suspension** and may not enroll for the following semester.
  - b. A student on probation who fails to complete 67% of all credit/non-credit courses attempted will be placed on **academic suspension** and may not enroll for the following semester.

## **ATTENDANCE POLICY**

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.

## **CHANGING COURSE SCHEDULES**

Changes may be done during the first week of classes only. Any changes after the semester that time require the written approval of the Dean of the College. A course that is dropped by the deadline identified above will not appear on the student's official record.

After the designated time noted above, a student may withdraw from a course. Withdrawing from a course results in a "W" on the student's official record. Please refer to Donnelly College's Withdrawal policy for more information.

## **CLASS CANCELLATION**

### 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](http://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.

## **CLASS STANDING**

### **Freshman:**

1-30 credits

### **Sophomore:**

31-59 credits

### **Junior:**

60-89 credits 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

## **COURSE AUDIT**

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 courses below college level may not be audited.

## COURSE NUMBERING SYSTEM

### 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 course 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.

## COURSE PREREQUISITES

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.

## CREDIT BY EXAMINATION

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.

## CREDIT HOURS

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

## ENROLLMENT LEVEL POLICY

### 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.

## GRADING SYSTEM

### **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 an incomplete. Grades are awarded on a four-point system.

Grades and the corresponding grade points per credit hour are as follows:

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 credit hours attempted. In calculating GPA, the hours with P, W, I, and/or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring grade point averages.

### **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 Vice President of Academic and Student Affairs within 12 weeks of the end of the semester in which the grade was assigned. The Program Director/Associate Dean will then contact the appropriate faculty member and will provide follow-up with the student. If appropriate, the Program Director/Associate Dean will schedule a meeting of the involved individuals within 30 days. If the outcome of the appeal to the Program Director/Associate Dean does not resolve the issue satisfactorily, the student may then appeal in writing to the Vice President of Academic and Student Affairs, who will convene a grievance committee and follow the procedures outlined in the college catalog.

## **Incomplete Grade**

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.

## **Mid-Term Grades**

Faculty provides mid-term grades for freshman students approximately 10 days prior to the beginning of the second 8 week session.

Faculty meets individually with any student making either a "D" or "F" in their courses and advises them accordingly. Mid-term grades are also shared with the Vice President of Academic and Student Affairs and the Academic Advisors. Advisors meet individually with students who are making a "D" or "F" in more than one course in order to explore options more broadly with the student as well as discuss financial aid implications for withdrawing from a course, etc.

## **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 three or fewer 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, Associate in Applied Science, Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Science are listed under Degree Requirements.

## **INTERNATIONAL STUDENTS ENROLLMENT**

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 <http://www.donnelly.edu/admissions/international>

## **LAST DAY OF ATTENDANCE**

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.

## **MILITARY LEAVE OF ABSENCE**

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.

## **NEW STUDENT ORIENTATION**

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.

All decisions of the Vice President of Academic and Student Affairs are final.

## **REGISTRATION CREDIT LIMIT**

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.

## **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 one-hundred percent (100%) refund will be issued.

### **16 Week Classes**

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

### **8-Week Classes**

Withdraw prior to the first day of classes	100%
Withdraw the 1 <sup>st</sup> week of classes	75%
Withdraw the 2 <sup>nd</sup> week of classes	50%
Withdraw the 3 <sup>rd</sup> week of classes	No Refund

### **4-Week Classes**

Withdraw prior to the first day of classes	100%
Withdraw the 1 <sup>st</sup> week of classes	No Refund

### **Weekend Classes**

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

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.

## **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.

## **REPETITION OF COURSEWORK**

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.

## **STUDENT CODE OF CONDUCT**

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

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college. 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:
  - Bullying - Intimidating, or otherwise threatening any other individual on campus or at a campus sponsored event.
  - 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
  - Burglary
  - Theft
  - Arson or fires started on campus
  - Excessive noise or disruptions.
  - Violent behavior: verbal and non-verbal
  - Fighting on campus
  - Use of weapons on campus
  - Indecent exposure or behavior, illicit sexual behavior, or lewd conduct
  - 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:
  - 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
  - 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
  - Using bathrooms intended for the opposite sex
  - Misuse/ abuse of codes and access systems
  - 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.

## TRANSCRIPTS

### Official Transcripts for Admissions

As a part of the admissions and enrollment process, students must submit an official copy of all transcripts to the Donnelly College Registrar's Office. If a student is currently enrolled at another institution (either high school or college), the student can submit an official transcript that lists previous courses taken and courses that are in progress at the time of admissions. Final official transcripts must be submitted before enrolling in classes for the following semester.

### Requesting a Transcript

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. 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.

## WITHDRAWAL

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.

# Degree Requirements

## THE DONNELLY CORE

At Donnelly College, Associate of Arts and Associate of Science degree seeking students are required to complete a standard curriculum of twenty-four hours that provides the foundation for further academic study. This standard curriculum, known as the Donnelly Core, emphasizes written and oral communications, mathematics, information technology, philosophy and theology. The following courses make up the Donnelly Core, and serve as courses that integrate and bridge the other disciplines that students will study:

### DONNELLY COLLEGE LEARNING OUTCOMES

The Donnelly College faculty has articulated seven student learning outcomes that constitute the foundation of the College's general education.

1. **Communication Skills:** Students will communicate effectively in writing and speaking.
2. **Technology and Information Literacy Skills:** Students will demonstrate proficiency in information literacy skills.
3. **Symbolic Problem Solving:** Students will demonstrate competency in qualitative and quantitative problem solving.
4. **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth.
5. **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally.
6. **Academic Inquiry:** Students will engage independently and effectively in lifelong learning.
7. **Values:** Students will demonstrate moral and ethical behavior in keeping with our Catholic identity

### DONNELLY CORE (24 credit hours)

**EN 100** Freshman Seminar or **CCS 101** First Year Experience or **CCS 100** College and Career Success

**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 pre-requisite

**PH 225/RS 225** Foundations of Theology

Additional requirements in the Natural Sciences, the Humanities, and the Social Sciences serve to complete general education requirements, and vary by degree program. These requirements to help address the needs and interests of students, and may be selected to help address requirements at the student's anticipated transfer institution. A limited number of electives also comprise each degree program, which also permits further focus or helps to address requirements at the student's anticipated transfer institution. See Associate of Arts Degree Requirements and Associate of Science Degree Requirements for more information.

## Concentrations

In the Associate of Applied Science degree and the Bachelor of Applied Science degree, one of the requirements is an approved concentration. An approved concentration is 30 credit hours in the following disciplines:

- Business
- Information Technology
- Nursing

# **ASSOCIATE DEGREES**

## **Associate of Arts**

### **GENERAL REQUIREMENTS:**

1. Complete a minimum of 60 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.
6. Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required Humanities or Social Science courses to meet this requirement.
7. Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement.

### **PROGRAM LEARNING OUTCOMES**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Arts in Liberal Arts degree, students will demonstrate:

1. Proficiency and creativity in written and verbal communication.
2. Effective use of current technology in support of academic work.
3. Proficient use of qualitative and quantitative methods in problem solving.
4. Critical and Analytic thinking across a range of disciplines.
5. A commitment to ethics and integrity in academic and professional relationships, within the community and the environment.
6. The ability to conduct research using sources, strategies, and approaches across disciplines.

### **Donnelly Core (24 credit hours)**

**EN 100** Freshman Seminar or **CCS 101** First Year Experience or **CCS 100** College and Career Success

**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 pre-requisite

**PH 225/RS 225** Foundations of Theology

### **Natural Sciences (8-10) credit hours)**

Students must complete one 5-credit hour Natural Science courses with a laboratory **and** one 3-5 credit hour course Natural Science course from the following disciplines to satisfy the Natural Science Requirement:

- Biology
- Chemistry
- Science

### **Humanities (9 credit hours)**

Students must complete three 3-credit hour courses from two different disciplines:

- English
- Fine Arts
- History
- Philosophy
- Religion
- Spanish

### **Social Science (6 credit hours)**

Students must complete two 3-credit hour courses from two different disciplines:

- Anthropology
- Business
- Economics
- Education
- Geography
- Psychology
- Sociology)

### **Electives (11-13 credit hours)**

#### **U.S. Constitutional Requirement**

Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement. Courses that satisfy this requirement include:

**HS 121** Early American History

**HS 122** Late American History

**PS 101** Principles of Political Science

**PS 111** American Government

**PS 112** State and Local Government

#### **Non-Western Civilization Requirement**

Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement. Courses that satisfy this requirement include:

**HS 101** Early World Civilization

**HS 102** Modern World Civilization

**GE 101** Geography

# Associate of Science

The degree of Associate of Science is designed to prepare students with a comprehensive general education particular for the future student in healthcare, mathematics, science, and technology.

## GENERAL REQUIREMENTS:

1. Complete a minimum of 60 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.
6. Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required Humanities or Social Science courses to meet this requirement.
7. Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement

## PROGRAM LEARNING OUTCOMES

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Science in Liberal Arts degree, students will demonstrate:

1. Proficiency and creativity in written and verbal communication.
2. Effective use of current technology in support of academic work.
3. Proficient use of qualitative and quantitative methods in problem solving.
4. Critical and Analytic thinking across a range of disciplines.
5. A commitment to ethics and integrity in academic and professional relationships, within the community and the environment.
6. Use of the scientific method.

## Donnelly Core (24 credit hours)

**EN 100** Freshman Seminar or **CCS 101** First Year Experience or **CCS 100** College and Career Success

**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 pre-requisite

**PH 225/RS 225** Foundations of Theology

## Natural Sciences (13-15 credit hours)

Students must complete two 5-credit hour Natural Science courses with a laboratory **and** one 3-5 credit hour course Natural Science course from the following disciplines to satisfy the Natural Science Requirement:

- Biology
- Chemistry
- Science

## Humanities (6 credit hours)

Students must complete two 3-credit hour courses from two different disciplines:

- English
- Fine Arts
- History
- Philosophy
- Religion
- Spanish

## Social Science (6 credit hours)

Students must complete two 3-credit hour courses from two different disciplines:

- Anthropology
- Business
- Economics
- Education
- Geography
- Psychology
- Sociology

## Electives (9-11 credit hours)

### U.S. Constitutional Requirement

Students must complete one course that satisfies the U.S. Constitution requirement. The student may use one of their required humanities or social science courses to meet this requirement. Courses that satisfy this requirement include:

**HS 121** Early American History

**HS 122** Late American History

**PS 101** Principles of Political Science

**PS 111** American Government

**PS 112** State and Local Government

### Non-Western Civilization Requirement

Students must complete one course that satisfies the non-western civilization requirement. The student may use one of their required humanities or social science courses to meet this requirement. Courses that satisfy this requirement include:

**HS 101** Early World Civilization

**HS 102** Modern World Civilization

**GE 101** Geography

# **Associate of Applied Science**

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, Mathematics, and Practical Nursing.

## **GENERAL REQUIREMENTS:**

1. Complete a minimum of 60 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.

## **PROGRAM LEARNING OUTCOMES**

### **Associate of Applied Science (AAS), Concentration in Business**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Applied Science degree with a concentration in Business, the graduate should be able to demonstrate:

1. Academic appropriate written and oral communications.
2. An understanding of business theories.
3. An understanding of their leadership style.
4. Service leadership by participating in a service-learning initiative.

### **Associate of Applied Science (AAS), Concentration in Information Technology**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Applied Science degree with a concentration in Information Technology, the graduate should be able to demonstrate:

1. Knowledge of computer hardware and operating systems.
2. Knowledge of current computer programming tools, techniques, and languages.
3. Knowledge of current tools and techniques of computer networking.
4. An ability to function effectively in teams to accomplish a common goal.
5. An ability to communicate effectively.

### **Associate of Applied Science (AAS), Concentration in Practical Nursing**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Practical Nursing Program, graduates will be able to demonstrate:

1. Collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision-making.
2. Use information and client care technology to support the delivery of safe, quality client care.
3. Participate in quality improvement activities assessing their effect on client outcomes.
4. Provide an environment that is safe and reduces risk of harm for clients, self, and others.
5. Provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
6. Use current evidence as a basis for nursing practice
7. Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.

### **Communications (12 credit hours)**

**EN 100** Freshman Seminar or **CCS 101** First Year Experience or **CCS 100** College and Career Success

**EN 111** Composition I

**EN 112** Composition II

**EN 140** Public Speaking

### **Math, Science, & Technology (6 credit hours)**

**IT 111** Microcomputer Essentials

**MT 103** Intermediate Algebra or a class with MT 103 as a prerequisite

### **Humanities (3 credit hours)**

**PH 210** Introduction to Philosophy

### **Social Science (6 credit hours)**

**PY 101** General Psychology

**BS 103** Personal Finance

### **Electives (3 credit hours)**

From any discipline

### **Concentrations**

30 credit hours in the following disciplines:

- Business
- Information Technology
- Practical Nursing

# Associate of Applied Science in Registered Nursing

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, Mathematics, Practical Nursing, and Registered Nursing.

## GENERAL REQUIREMENTS:

1. Complete a minimum of 60 credit hours.
2. Must have a cumulative GPA of 2.0 or above for all courses.
3. Complete the last 15 credit hours at Donnelly College.
4. Unless noted, no courses will be used to meet more than one of the specific requirements.
5. Students must apply for the associate degree by submitting an application form to the Registrar's Office.

Active Prior Learning – Active LPN – 15 credit hours

## PROGRAM LEARNING OUTCOMES

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Applied Science degree with a concentration in Nursing, students will be able to demonstrate:

1. Effective communication methods to manage client needs and to interact with other health care team members.
2. Skills required for management of care to meet client needs using available resources and current technology
3. The ability to adapt using the nursing process to think critically and make safe, effective clinical judgments incorporating evidenced-based practice.
4. The student will be able to demonstrate the ability to gather information to plan care for clients and the community
5. The ability to Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
6. The student will demonstrate a recognition of the importance of effective lifelong learning
7. The implementation of professional standards and scope of practice with legal, ethical, and regulatory frameworks

### Communications (6 credit hours)

**EN 111** Composition I

**EN 112** Composition II or **EN 140** Public Speaking

### Math, Science, & Technology (7 credit hours)

**BL 201** Microbiology with lab

**MT 130** College Algebra

### Humanities (2 credit hours)

**HC 114** Health Care Ethics

### Social Science (3 credit hours)

**PY 101** General Psychology

### Nursing Concentration (36 hours RN curriculum)

**BL130** Fundamentals of Nutrition

**NU206** LPN to RN transitions

**NU208** Advanced Skills

**NU207** Nursing Pathophysiology with lab

**NU209** Medical Surgical Nursing III

**NU209.1** Medical Surgical Nursing III clinical

**NU210** Advanced Pharmacology

**NU212** End of Life/Palliative Care

**NU221** Medical Surgical Nursing IV

**NU221.1** Medical Surgical Nursing IV clinical

**NU223** Public & Community Health

**NU222** Leadership

**NU225** NCLEX-RN Review

# BACCALAUREATE DEGREES

Baccalaureate degrees granted by Donnelly College must adhere to the following provisions and degree requirements, as described below. These represent minimum degree requirements, and there may be variations that exceed these requirements unique to specific programs. Programs may require, for example, minimum grades or GPA requirements beyond these minimums. Contact your academic advisor for program specific requirements.

## Bachelor of Arts in Organizational Leadership

### REQUIREMENTS:

1. Completion of a general education curriculum leading to an Associate of Arts or Associate of Science degree.
2. Completion of required coursework with cumulative GPA of 2.0 or higher.
3. Completion of at least 30 credit hours of concentration courses with a grade of C or better.
4. Completion of at least 120 college-level credit hours.
5. Completion of at least 45 upper-division credit hours.
6. Completion of the last 30 credit hours at Donnelly College.
7. Satisfactory completion of a Mathematics course with MT 103 – Intermediate Algebra as its prerequisite.
8. Satisfactory completion of two progressive semesters of a foreign language, or the completion of two Mathematics courses with MT 103 – Intermediate Algebra as a prerequisite, or the completion of two computer programming language courses.
9. Satisfactory completion of an upper-division Religion course.

### PROGRAM LEARNING OUTCOMES

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Bachelor of Arts in Organizational Leadership degree, students will demonstrate:

1. A scholarly approach to oral and written communication.
2. The capacity to differentiate and critique leadership theory and behavior as it applies to groups and organizations.
3. The aptitude to analyze qualitative and quantitative data to make informed decisions.
4. The ability to engage in self-evaluation in order to create an effective personal leadership approach.
5. The capability to evaluate and apply ethical considerations as they relate to leadership theories and social responsibilities.
6. An understanding of their leadership style and application of that style to various situations.
7. Service leadership to others by developing a service-leadership plan that integrates theory and practice.

### General Education (15 credits)

- BS 301** Economics for Managers  
**BS 302** Survey of Accounting and Financial Management  
**BS 310** Introduction to Marketing  
**BS 315** Financial Decision Making  
**RS 301** Comparative Religions

### Concentration Coursework (30 credits with a “C” or better in each)

- OL 301** Leadership Fundamentals I  
**OL 302** Informational Technology as a Leadership Instrument  
**OL 303** Elements of Management and Supervision  
**OL 304** Leadership Processes and Communication  
**OL 340** The Art and Practice of Community Leadership  
**OL 400** Leadership Fundamentals II  
**OL 401** Legal, Ethical, and Spiritual Dimensions of Leadership  
**OL 403** Organizational Theory and Behavior  
**OL 404** Multicultural Issues in Leadership  
**OL 499** Capstone: An Academic Senior Level Integ.

# Bachelor of Applied Science in Organizational Leadership

## REQUIREMENTS:

1. Completion of a curriculum leading to an Associate of Applied Science.
2. Completion of required coursework with a cumulative GPA of 2.0 or higher.
3. Completion of at least 30 credit hours of concentration courses with a grade of C or better.
4. Completion of at least 120 college-level credit hours.
5. Completion of at least 45 upper-division credit hours.
6. Completion of the last 30 credit hours at Donnelly College.
7. Satisfactory completion of a Mathematics course with MT 103 – Intermediate Algebra as its prerequisite.
8. Satisfactory completion of an upper-division Religion course.
9. Completion of an additional approved concentration\*.

## PROGRAM LEARNING OUTCOMES

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Organizational Leadership program students should be able to demonstrate:

1. A scholarly approach to oral and written communications;
2. The capacity to differentiate and critique business theories and impacts to the organization;
3. The aptitude to analyze qualitative and quantitative data to make informed decisions;
4. An understanding of their leadership style and application of that style to various situations;
5. The capacity to function effectively on teams to establish goals, plan tasks, meet deadlines, and produce deliverables
6. The capability to evaluate and apply ethical considerations as they relate to leadership theories and social responsibilities
7. Service leadership to others by developing a service-leadership plan that integrates leadership and business theories to practice.

## General Education (15 credits)

- BS 301** Economics for Managers  
**BS 302** Survey of Accounting and Financial Management  
**BS 310** Introduction to Marketing  
**BS 315** Financial Decision Making  
**RS 301** Comparative Religions

## Concentration Coursework (30 credits with a “C” or better in each)

- OL 301** Leadership Fundamentals I  
**OL 302** Informational Technology as a Leadership Instrument  
**OL 303** Elements of Management and Supervision  
**OL 304** Leadership Processes and Communication  
**OL 340** The Art and Practice of Community Leadership  
**OL 400** Leadership Fundamentals II  
**OL 401** Legal, Ethical, and Spiritual Dimensions of Leadership  
**OL 403** Organizational Theory and Behavior  
**OL 404** Multicultural Issues in Leadership  
**OL 499** Capstone: An Academic Senior Level Integ.

# Bachelor of Science in Information Systems

## REQUIREMENTS:

1. Completion of a general education curriculum leading to an Associate of Arts or Associate of Science in Information Technology or a related field.
2. Completion of required coursework with a cumulative GPA of 2.0 or higher.
3. Completion of at least 42 credit hours of concentration courses with a grade of C or better.
4. Completion of at least 120 college-level credit hours.
5. Completion of at least 45 upper-division credit hours.
6. Completion of the last 30 credit hours at Donnelly College.
7. Satisfactory completion of a Mathematics course with MT 103 – Intermediate Algebra as its prerequisite.
8. Satisfactory completion of two Science courses with a laboratory, or the completion of two Mathematics courses with MT 103 – Intermediate Algebra as a prerequisite, or the completion of two computer programming language courses.
9. Satisfactory completion of an upper-division Religion course.

## PROGRAM LEARNING OUTCOMES

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Bachelor of Science in Information Systems degree, students will demonstrate:

1. An ability to communicate effectively on multidisciplinary teams with a wide range of people.
2. An ability to use the techniques, skills, and modern computing tools necessary for technological practice.
3. The aptitude to analyze qualitative and quantitative data to make informed decisions.
4. An ability to ethically design a system, component, or process to meet desired needs within realistic constraints.
5. The capacity to function effectively on teams that understand the impact technology has in a local, national, and global context.
6. Recognition of the need for, and willingness to engage in life-long learning through a continuous investigation of contemporary issues.
7. The capacity to make informed decisions in computing practice based on an understanding of professional, legal, and ethical responsibilities.

## Concentration Courses (42 credit hours)

- IS 303** Essentials of Management Information Systems  
**IS 304** Disaster Recovery and Business Continuity  
**IS 305** Information Security Management  
**IS 310** Network & Telecommunication II  
**IS 311** Information Systems Project Management  
**IS 315** Object-Oriented Programming  
**IS 325** Advanced Database  
**IS 401** Cryptography and Network Security Fundamentals  
**IS 410** Business Analytics  
**IS 415** Enterprise Software Installation & Maintenance  
**IS 417** Server Virtualization  
**IS 499** Capstone: An Academic Senior Level Integ.  
**IS 300-400** Level Elective  
**IS 300-400** Level Elective

## Required Courses (15 credit hours)

- BS 302** Survey of Accounting & Financial Management  
**BS 315** Financial Decision Making  
**MT 121** Introduction to Statistics  
**OL 401** Legal, Ethical, and Spiritual Dimensions of Leadership  
**RS 301** Comparative Religions

# **Academic Programs**

## **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 degree in a related area.

Certificate programs include:

- Allied Health
- Business
- Information Technology
- Practical Nurse

A student must declare the intention to earn a certificate at the time of registration and apply for the certificate with the Vice President of Academic and Student Affairs after requirements have been completed.

## **PRACTICAL NURSING**

Our Practical Nursing program features a part-time schedule, small class sizes with caring faculty, state-of-art training labs, and dedicated academic supports for healthcare students

The program begins each January and August, with up to 25 students in each cohort. The program comprises 39 credit hours across 16 months

Students enter the program through a competitive selection process. Candidates must submit a complete application and must undergo a state-mandated drug screen and criminal background check.

## **PROGRAM LEARNING OUTCOMES**

In addition to the general education learning outcomes – communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values - upon successful completion of the Certificate in Practical Nursing, students should be able to demonstrate:

1. Aspects of a safe, effective care environment, including coordination of care, safety and infection control.
2. Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease.
3. Psychological integrity, including coping, adaptation and psychosocial adaptation.
4. Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential and physiological adaptation.

## **COLLEGE CREDIT NOW (CCN)**

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 CCN program must have written approval from their high school principal or advisor and have appropriate placement scores.

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

## **CORRECTIONAL FACILITY PROGRAMS**

Donnelly College is proud to offer an on-site Associate Degree program to the inmates of Correctional Facilities. As a Catholic institution, we believe this program has a truly Christian aim to assist prisoners and directly complements our school's founding mission "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."

## **GATEWAY TO COLLEGE**

Gateway to College provides an alternative path to high school graduation while earning college credit towards an associate degree.

Eligibility requirements:

- 16 – 20 years old
- Behind in credits for high school graduation
- Motivated to graduate from high school
- Interested in going to college

## **SUCCESS FIRST**

### **Reading and Writing**

Students who have graduated from high school (or have the equivalent of a high school diploma) and score in a certain range of scores on a standardized test (i.e., ACT or Accuplacer) are required to enroll in and successfully complete Success First courses prior to enrolling in college-level courses. The 12-credit hour program includes CCS 096, CCS 097, CCS 098 and CCS 100. This program takes an entire semester to complete.

## **PROGRAM LEARNING OUTCOMES**

In addition to the general education learning outcomes-communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values-upon successful completion of the Success First program, students will demonstrate:

1. Effective communication; both in written and oral form
2. A literal comprehension of college level readings
3. A range of reading rates according to reading purpose
4. Prewriting techniques to develop ideas for paragraphs and essays
5. The ability to give and receive effective feedback to improve writing
6. The use of standard English grammar and effective sentence skills
7. The characteristics, habits and attitudes of an effective learner

## **Intensive English**

This an intensive English language program for incoming Donnelly College students whose Accuplacer scores for reading and writing are slightly lower than what is required for Success First (Reading/Writing) classes or have a TOEFL score between 400-499. This program will focus on academic English vocabulary, reading comprehension, academic writing, and grammar. Academic listening and speaking will be addressed through class content. The goal of the program is for students to enter Donnelly College classes (Success First or regular classes) after one semester.

The Intensive English is a 14-credit hour program that meets Monday, Wednesday, and Friday for two hours and Tuesday and Thursday for three hours with an ESL instructor (12 credit hours), and has two hours of required tutoring a week with an ESL tutor (2 credit hours).

Students who earn a "B" (3.0) or better average in these courses are eligible to take the standardized test (Accuplacer, according to Testing Office policies) at the end of the semester. Students who earn qualifying test scores or a minimum of a "B" (3.0) average in these courses advance to college-level courses.

Because some of these credits are below the 100-level they do not count toward an associate's degree. However, financial aid and scholarship money may be used to pay for Success First courses. Contact Financial Aid for more information.

Students in Success First are also required to take CCS 100 College Success Skills. This course carries three college credits and is designed to help strengthen study skills for success in college.

## **PROGRAM LEARNING OUTCOMES**

In addition to the general education learning outcomes—communication skills, technology and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values-upon successful completion of the Success First program, students will demonstrate:

1. An understanding of phonemic awareness, word analysis, and high frequency word recognition
2. Expanded recognition and usage of vocabulary
3. Reading strategies that build comprehension
4. Improved oral fluency
5. Written production of complex sentences and short essays

## **Math**

Students can take any level-appropriate math course (as determined by Accuplacer math test).

## **HONORS PROGRAM**

The Honors Program seeks to cultivate a community of academically motivated students who want to pursue challenging educational experiences. Students meeting the criteria described below can enroll in Honors coursework. To graduate with an academic Honors Scholars designation students must complete at least 11 credit hours of Honors coursework with a cumulative GPA of 3.5 at the time of graduation and "A" or "B" in all Honors Program courses.

### **Criteria for the Honors Program:**

Submit an application packet to the Honors Coordinator. The packet must contain at least three of the following five criteria:

- Letter of recommendation from current or previous instructor
- GPA 3.5 or higher for incoming Freshmen or transfer students
- ACT composite of 26 or higher
- Essay written in a controlled setting
- Interview with the Honors Program Committee

Applications with the required criteria are due the Monday before the Fall and Spring semester begins and will be reviewed for acceptance by the Honors committee. Applications can be submitted to the Student Success lobby on the second floor.

Students will receive Honors credit if:

- An Honors Contract is submitted to the Honors Coordinator by the end of the fourth week of the semester,
- Additional agreed upon coursework\* and meeting times are completed, and
- A final grade of B or higher is earned

\*Additional coursework is agreed upon between the Honors faculty member, student, and Honors Coordinator and includes one or more of the following:

- Extra or extended assignments
- Honors term paper
- Extra readings and assignments
- Presentations
- Lab research
- Other

# Course Descriptions

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## ANTHROPOLOGY

### **AN 101 Cultural Anthropology (3 Credits)**

This course offers the study of human cultures and development of social institutions and provides a comparative study of societies from prehistoric to modern times, focusing primarily on the economic, political and social structures, and belief systems.

Prerequisite: Placement into College Level Courses

### **AN 108 Introduction to Popular Culture (3 Credits)**

This course is designed to introduce students to some of the myriad texts, events and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how US American popular culture helps to shape our lives.

Prerequisite: Placement into College Level Courses

## BIOLOGY

### **BL 101 Principles of Biology (4 Credits)**

This laboratory course deals with the processes and principles common to all living systems and with the diversity generated by evolution. Major emphasis is placed on cell biology, genetics, plants and animal diversity, and vertebrate structure and functions.

Corequisite: BL 101.1

Prerequisite: Placement into College Level Courses

### **BL 101.1 Principles of Biology Laboratory (1 Credit)**

This introductory lab examines basic biological concepts by focusing on the structures and function of plants and animals. The laboratory includes microscope work, field trips, dissections and the scientific method. Meets for 2 hours per week. BL 101.1 students must be currently enrolled in BL 101 or have successfully completed BL 101 within the last three years.

Corequisite: BL 101

Prerequisite: Placement into College Level Courses

### **BL 110 Lifetime Fitness and Community Wellness (3 Credits)**

Educational in nature with emphasis on personal hygiene, community health and health education, this course covers diverse topics such as wellness, mental health, stress, nutrition, weight management, communicable disease, non-communicable disease, reproductive health, parenting, substance abuse, aging, and ecology. Socioeconomic and sociocultural factors that impact the wellness of specific cultural groups will also be discussed.

Prerequisite: Placement into College Level Courses

### **BL 130 Fundamentals of Nutrition (3 Credits)**

This course in human nutrition and diet includes a dietary calculation (analysis) and evaluation. The classification and composition of foods, minerals and vitamins and their functions in the human organism are also studied. The course is designed to enhance the understanding of nutrition science in ways that apply to everyday life, which will include studying the relation of nutrition to various health problems.

Prerequisite: Placement into College Level Courses

### **BL 136 Physiology and Anatomy (4 Credits)**

Lecture, discussion, demonstration and laboratory in this in-depth study of the human body will concentrate on the integration of the knowledge of the body structure with physiological activities. This course will include the study of cells, skeletal, muscular, cardiovascular, respiratory, nervous, digestive, excretory, endocrine and reproductive systems.

Corequisite: BL 136.1

Prerequisite: BL 101

### **BL 136.1 Physiology and Anatomy Laboratory (1 Credit)**

Laboratory exercises are designed to supplement lecture topics and include microscopy, the study of models, dissection and physiological experiments. Students will study the relationship of structures to function in the organ systems of the human body. Emphasis will be on identification of the anatomical features and their functions.

Corequisite: BL 136

Prerequisite: BL 101

### **BL 141 Environmental Science (3 Credits)**

This course is an introduction to the interactions of plants and animals within their environment. It considers natural ecosystems and populations, including nutrient cycles, energy flow, competition, predation and natural selection. The human's role in the environment is analyzed with emphasis on air and water pollution, energy use and population growth.

Prerequisite: Placement into College Level Courses

### **BL 201 Microbiology (5 Credits)**

Fundamental principles of microbiology are studied in this class, with special emphasis on the physical and chemical properties of the bacterial cell, including metabolism, growth and pathogenicity. Immunological reactions and practical laboratory procedures are included.

Prerequisite: (CH 100 or CH 101) and BL 101

# BUSINESS

## **BS 101 Introduction to Business (3 Credits)**

This introductory survey course in the field of business focuses on the basic principles of the American free enterprise system. The course sets forth and discusses the fundamentals of starting a business, including the forms of business organization such as proprietorships, partnerships, limited liability corporations, as well as the interrelationships between the basic business functional areas - economics, management, accounting, finance and marketing.

Prerequisite: Placement into College Level Courses

## **BS 102 Principles of Management (3 Credits)**

This course covers the basic functions of management and explains the nature of organization and organizational theories and types. It also explains the importance of effective communication within the organizational structure, develops and defines the techniques for directing and motivating employees, explains the effects of change on an organization, and develops techniques for coping with exchange effects.

The application of business ethics in managerial decision-making is also explained and discussed.

Prerequisite: Placement into College Level Courses

## **BS 103 Personal Finance (3 Credits)**

This course emphasizes various aspects of personal finance such as budgeting, borrowing, saving and investment opportunities. The emphasis includes legal and economic aspects of life and auto insurance, home ownership and various methods of detecting and preventing fraudulent practices.

Prerequisite: Placement into College Level Courses

## **BS 104 Principles Supply Chain Management (3 Credits)**

This course will focus on the concepts, principles, and techniques for managing supply chains and operations in the manufacturing and service sectors. An overview of the terminology, fundamental concepts, and functional scope of responsibility encountered in the field of supply chain and operations management will be discussed. Operations management is the discipline devoted to improving decision making within and between organizations that is devoted to the development, production, and delivery of goods and services within a global economy. Operations management depends heavily on an efficient supply chain model to achieve success in any business.

Prerequisite: Placement into College Level Courses

## **BS 110 Human Resources Management (3 Credits)**

This course is designed to familiarize students with the principles of human resources management. It discusses the human resource function as an integral part of management and differentiates between the roles of the personnel and line manager in the management of human resources. The course also defines and evaluates strategic planning, recruitment, selection and training, as well as the primary methods of human resource development and employee appraisal. Major components of EOE regulations and other personnel and human resources-related laws are also covered.

Prerequisite: Placement into College Level Courses

## **BS 116 Business Communications (3 Credits)**

This course examines various forms of business communication. From the formulation of ideas to the development of an accurate and effective business document, students will learn the mechanics of business writing.

Prerequisite: Placement into College Level Courses

## **BS 121 Principles of Accounting I (3 Credits)**

This course provides an introduction to the process of recording, classifying, summarizing and interpreting business transactions for sole proprietorships and corporations. Preparation of statements, the accounting cycle, internal control, and standard procedures and practices are included.

Prerequisite: Placement into College Level Courses

## **BS 122 Principles of Accounting II (3 Credits)**

Emphasis is on accounting procedures for partnerships and corporations, manufacturing accounts, analysis of balance sheet and income statement classification, branch and cost-accounting principles, budgetary control, and special reports.

Prerequisite: BS 121

## **BS 138 Income Tax Procedures (3 Credits)**

This course is designed to provide a detailed explanation of the federal tax structure. Students will learn the basic body of laws governing taxation and how to use appropriate tax forms.

Prerequisite: Placement into College Level Courses

## **BS 152 Introduction to Entrepreneurship (3 Credits)**

This course is an introduction to basic venture-development concepts including terminology, consumer research techniques, planning, project development, goal setting and a hands-on application of learned principles.

Prerequisite: Placement into College Level Courses

## **BS 181 Cooperative Education Practicum I (3 Credits)**

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Prerequisite: Approval from Program Director

## **BS 220 Legal Environment of Business (3 Credits)**

This course, which is open to non-business majors, provides an overview of the legal process, the nature and sources of laws, government regulations and administrative law as they affect business and other types of organizations.

Prerequisite: Placement into College Level Courses

## **BS 231 Business Law I (3 Credits)**

This course examines rights and responsibilities associated with contracts, negotiable instruments and related topics in the legal and social framework. Basic concepts and a brief history of business law will be discussed.

Prerequisite: Placement into College Level Courses

**BS 232 Business Law II (3 Credits)**

This course is a continuation of Business Law I and examines various aspects of sales, warranties, agency, commercial papers and personal property in the context of business law.

Prerequisite: BS 231

**BS 301 Economics for Managers (3 Credits)**

This course is designed to provide the student with an overview of key economic principles in both theory and practice. The course will emphasize real-world examples which will enhance the understanding of economics as applied to world events, corporate strategies and human behavior.

Prerequisite: Junior Level standing or above

**BS 302 Survey of Accounting and Financial Management (3 Credits)**

This course addresses the importance of financial information in the management of modern businesses, as well as non-profit, educational and governmental organizations. It also emphasizes financial decision-making skills needed in a variety of leadership situations.

Prerequisite: MT 103 or higher; Junior Level standing or above

**BS 303 Essentials of Management Information Systems (3 Credits)**

An examination of how information systems are used in the corporate world to enhance and achieve goals and objectives. The emphasis is on how managers use different MIS methodologies in a variety of situations. Functional business areas such as financial information systems, information security, operational production systems and business planning are used to enhance the learning process.

Prerequisite: IT 111

**BS 310 Introduction to Marketing (3 Credits)**

This survey course treats the basic principles of the marketing process.

Special emphasis is given to marketing strategy plus the marketing mix which includes a determination of target markets with the appropriate products, distribution, promotion and prices.

Prerequisite: Junior Level standing or above

**BS 315 Financial Decision-Making (3 Credits)**

This course addresses the importance of good financial decision-making in the success of all modern organizations, be they businesses, non-profits, or governmental organizations. The course looks at the management process and how management uses financial information in the planning, control and evaluation functions. The emphasis of the use of budgets to provide savvy leaders, executives, and managers with the ability to take stock of organizational direction, refine goals and objectives, share the mission with staff, determine organizational position in the environment, direct resources to appropriate ventures, and motivate employees to greater levels of productivity.

Prerequisite: BS 302 or BS 121; Junior Level standing or above

## SUCCESS FIRST

**CCS 040 Success First Intensive English (14 Credits)**

This high intermediate intensive English course integrates grammar, listening, speaking, writing and reading to prepare students for college level classes.

Prerequisite: Placement as determined by the Testing Center/Success First Director

**CCS 096 Writing Essentials (4 Credits)**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice specific strategies to improve grammar, sentence structure, word choice, and organization in academic writing. Students will also practice applying critical thinking skills to a variety of printed material and responding to that material in using the writing process. A variety of writing experiences such as journals, in class essays, college essays and projects will be included during the semester. A service learning project will be included to enhance student engagement and relevancy.

Prerequisite: Placement into college level courses

**CCS 096.2 Writing Strategies (2 Credits)**

This course is designed to use whole language to strengthen proficiency in writing and language skills. Students will practice applying critical thinking skills to a variety of printed material and responding to that material using the writing process.

Prerequisite: Placement as determined by the Testing Center/Success First Director

**CCS 097 Reading Essentials (4 Credits)**

This course is designed to use whole language to strengthen proficiency in reading and language skills. Students will practice specific strategies to improve vocabulary, reading rate, and comprehension. Students will also practice applying critical thinking skills to a variety of printed material and responding to that material in a variety of ways, including speaking and writing. A service learning project will be included to enhance student engagement and relevancy to the study of reading. Prerequisite: Placement as determined by the Testing Center/Success First Director

**CCS 097.2 Reading Strategies (2 Credits)**

This course is designed to help students improve their literal, interpretive and critical reading comprehension and vocabulary skills. Emphasis is placed upon structured vocabulary development and college level reading skills.

Prerequisite: Placement as determined by the Testing Center/Success First Director

**CCS 098 Success First Lab (1 Credit)**

This class is designed to use current technologies to support student reading and writing skills, as well as acquaint students with the computer skills that they need for success in a beginning college schedule. Topics will include using Moodle and Donnelly email system, use of online homework systems and review from the internet, MLA formatting basics, and basics of research on the internet. Some class time will also be used to do Compass review practice in an environment that approximates the actual exam. Class will meet one hour a week.

Prerequisite: Placement as determined by the Testing Center/Success First Director

### **CCS 100 College and Career Success (3 Credits)**

This course is designed to give students training and experiences that will allow them to be successful in a college setting. Topics to be covered include: understanding college culture, increasing self-esteem and motivation, setting goals, learning styles, memory development, listening skills, note-taking skills, study skills, test-taking, critical thinking skills, and career issues.

Prerequisite: Placement as determined by the Testing Center/Success First Director

### **CCS 100.2 College and Career Success (2 Credits)**

This course is designed to use whole language to give students training and experiences that will allow them to be successful in a college setting. Topics to be covered include: understanding college culture, increasing self-esteem and motivation, setting goals, learning styles, memory development, listening skills, note-taking skills, study skills, test taking, critical thinking skills and career issues.

Prerequisite: Placement as determined by the Testing Center/Success First Director

### **CCS 101 First Year Experience (3 Credits)**

This course is designed to give students training and experiences that will allow them to be successful in a college setting. Topics to be covered include: understanding college culture, locus of control and personal responsibility, increasing self-esteem and motivation, setting goals, time management, memory development, listening skills, note-taking skills, study skills, test-taking, critical thinking skills, financial literacy, and basic career exploration.

Prerequisite: Placement as determined by the Testing Center/Success First Director

### **CCS 103 Support for Academic Success (1 Credit)**

This course helps students eliminate common obstacles to successful reading, writing, and performance in 100 level classes. Through guided lessons in time management, note-taking systems, testing-taking strategies, editing papers, and research skills, students will develop confidence in their academic abilities. Journaling will be employed as an aid to student reflection about their work and progress in their content area classes. Meetings with an academic coach and required tutoring sessions are also incorporated into the course.

Prerequisite: Placement into Conditional Admission program

### **CCS 170 Career Awareness and Exploration (1 Credit)**

This course is designed to help the student examine personal values, interests and skills, and to explore the existing possibilities for maximizing one's potential in a career. Information about the present and future world of work will be presented as part of the exploration process.

Prerequisite: Placement into College Level Courses

## **CHEMISTRY**

### **CH 100 General Chemistry (5 Credits)**

This introduction to the fundamental concepts of chemistry develops the principles of general chemistry with an introduction to organic and bio-chemistry. This course is designed for liberal arts students and students majoring in the health sciences.

Prerequisite: Appropriate Math Placement and Placement into College Level Courses

### **CH 101 College Chemistry I (5 Credits)**

This course is designed for students who plan to major in science. Content includes atomic and molecular structure and chemical compounds, chemical formulas and equations, bonding, gas laws, properties of gases, liquids, and solids, and acid-base theory. This course meets the needs of pre-engineering, pre-dentistry, pre-medicine, pre-veterinary and pre-pharmacy students. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week.

Prerequisite: Appropriate Math Placement and Placement into College Level Courses

### **CH 102 College Chemistry II (5 Credits)**

This is a continuation of CH 101. Course content includes chemical equilibrium, electrochemistry, pH, K<sub>sp</sub>, chemical thermodynamics, descriptive chemistry and organic chemistry. The laboratory emphasizes quantitative analysis. CH 101 and CH 102 provide the necessary background for enrollment in organic, physical and analytical chemistry. The course includes four one-hour lectures and a 2 1/2 hour laboratory each week.

Prerequisite: CH 101

## **ECONOMICS**

### **EC 201 Principles of Macroeconomics (3 Credits)**

This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines macro-structural issues such as general laws of the market, Gross Domestic Products (GDP), unemployment, inflation, business cycle, fiscal and monetary policies, money and banking, comparative economic systems, economic growth and development, international trade and finance, and the globalization of the economy.

Prerequisite: Appropriate Math Placement and Placement into College Level Courses

### **EC 202 Principles of Microeconomics (3 Credits)**

This course is designed to introduce the basic concepts, methods and theories in the field of economics. Beginning with an introduction to the field of economics, history of economic thought, economic theory and methodology, this course examines microeconomic topics such as consumer-demand theory, utility analysis, production processes, cost of production, markets and market structures, competition and the notion of efficiency, wage determination, downsizing, regulations, unionization, economic growth and development, international trade and finance, and the globalization of the economy.

Prerequisite: Appropriate Math Placement and Placement into College Level Courses

## **EDUCATION**

### **ED 101 Intro to Urban Education (1 Credit)**

This course is an introduction to urban education in elementary school settings and will give prospective teachers a snapshot of teaching as a profession, the opportunity to determine whether teaching is their preferred career choice and to provide prospective teachers with a number of learning opportunities in a variety of ways.

Prerequisite: Placement into College Level Courses

**ED 104 Elementary Music Methods (3 Credits)**

This course is designed for students majoring in elementary education. The student will learn how to implement meaningful music activities in the classroom. These activities will focus on the development of a child's musical growth through singing, listening, rhythm and creative movement experiences. Emphasis will be placed on Kindergarten through fifth grade.

Prerequisite: Placement into College Level Courses

**ED 105 Instructional Media and Technology (3 Credits)**

This course provides an experience in Technology for students in the Education program. Emphasis is on current trends and issues, readings, and research findings related to the use of technology in education. This course will help you reflect the role various forms of electronic and digital technology can play in the teaching/learning process and how you can engage these processes in your classroom. You will become skilled in some of the many digital tools used in today's schools. In addition, you will be exposed to basic theories of communication, selection, evaluation and research, and will be assisted in determining appropriate applications of these theories and techniques in educational settings.

Prerequisite: Placement into College Level Courses

**ED 106 Elementary Art Methods (3 Credits)**

This course is an introduction to the discipline of Visual Arts for the elementary school art teacher based upon an examination of the broader goals of art. Students will explore the elements and principles of art, study content, evaluation, and critique that are reflective of a mature and consistent philosophical orientation to art education. Curriculum exercises include working from both traditional and contemporary notions of art while embracing the broad disciplines of production, heritage, aesthetics, and criticism. Preparation of a teaching portfolio serves to prepare the student for field experience and teacher certification, as well as create a deeper understanding and appreciation of art.

Prerequisite: Placement into College Level Courses

**ED 107 Introduction to Teaching as a Profession (3 Credits)**

This course will increase awareness of the teaching profession and of the student's possible role as a teacher. Career opportunities in education will also be investigated. This course will include field experiences in a variety of educational settings.

Prerequisite: Placement into College Level Courses

**ED 108 Multicultural Education (3 Credits)**

This course is designed to introduce students to various approaches to multicultural education as well as to increase their understanding of purposes and aims of these approaches. Students will explore different classroom environments and activities and their impact on the education of diverse students.

Prerequisite: Placement into College Level Courses

**ED 301 Perspective Education for Culturally & Linguistically Diverse Learners (3 Credits)**

This is an introductory course designed to help students develop a foundational understanding of language acquisition and teaching theory with emphasis on the linguistically and culturally diverse learner. It acquaints the teacher candidate with historical perspectives, philosophical frameworks, legal implications, subject matter methodologies, classroom instruction, parent involvement, and current issues that affect linguistically and culturally diverse students and the school programs serving them.

Corequisite: ED 302, ED 304

Prerequisite: Junior Level standing or above

**ED 302 Elementary Social Studies Methods (3 Credits)**

The purpose of this course is to introduce candidates to curriculum and instructional methods used by professional elementary social studies educators. Candidates will review the social studies curriculum as it relates to learning and development, differences in learning styles, critical thinking, problem solving and performance skills, active learning and motivation, inquiry, collaboration and supportive classroom interaction, instructional planning, assessment, reflection and professional growth, and professional leadership. 10 hours of field experience required.

Corequisite: ED 301, ED 303, ED 304, ED 310

Prerequisite: Junior Level standing or above

**ED 303 Elementary Reading Methods (3 Credits)**

This course will explore effective instructional practices that support all learners. This course is an introduction to theories of reading, effective reading practices and methods of assessment for working with students of diverse needs. Students will learn to use multiple resources, strategies, and techniques to teach a skill. Students will learn to adapt curriculum and resources to meet the needs of challenged readers and gifted readers. Students will develop lesson plans. The goal of this course is for candidates to acquire practical knowledge of the acquisition of literacy, reading theories, effective methods for the teaching of reading, and a variety of assessment and evaluation tools. The knowledge provides students with a basic foundation for designing meaningful lessons and creating an environment to meet the literacy needs of children with a variety of abilities. This course includes a 20 hour field experience with opportunities to observe and apply concepts learned in class.

Corequisite: ED 302, ED 304

Prerequisite: Junior Level standing or above

**ED 304 Techniques for Instructional Success (3 Credits)**

This course will examine instructional models and effective teaching practices, probe theories and research evidence applicable to various models, consider how diverse learning styles impact various models, and explore the dichotomy between the research on teaching and the practice of teaching. Candidates will develop curriculum and instructional strategies appropriate to all learners Pre-K-12. Emphasis is on developing knowledge of the KSDE Standards, lesson planning, and various teaching strategies for all learners. (10 practicum hours required)

Corequisite: ED 301, ED 302, ED 303, ED 310

Prerequisite: Junior Level standing or above

**ED 310 Practicum/Seminar A (1 Credit)**

Seminar is designed to prepare Teacher Candidates for the Principles of Learning and Teaching (0622) exam. Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure and practical information in regard to taking and passing the Principles of Learning and Teaching (0622) exam.

Corequisite: ED 302, ED 304

Prerequisite: Full Admittance to the Urban Teacher Education Program

**ED 312 Elementary Language Arts Methods (3 Credits)**

In this course you will study the basic content in communication, including the exploration of current issues, materials, technologies, techniques, and methods for teaching the process components (reading, writing, speaking, listening, viewing, and visual representation). A variety of applications of these process components will be explored to enable you to become scholarly, reflective, and proactive in planning, implementing, and evaluating effective language arts programs for diverse learners and English Language Learners. Topics include: how children learn language; language rich classrooms; the reading and writing processes; the listening process; conversations; dramatic activities; reading and writing stories, reports, and letters; reading and writing poetry; and spelling, handwriting, and grammar tools. Also, a focus will be on integrating children's literature in all areas of the curriculum as a means to provide multicultural and global perspectives. 10 hours of field experience required.

Corequisite: ED 320

Prerequisite: Junior Level standing or above

**ED 315 Literacy and Linguistics (3 Credits)**

This course is designed to prepare students with the essential knowledge and skills to implement differentiated instruction that meets the individual needs of English Language Learners. The course will present strategies to support language and literacy development, with a focus on reading, writing, listening, speaking, and comprehension in all content areas. The course provides students with effective, manageable strategies for meeting the needs of an increasingly diverse student population and explores cultural and social aspects of the English Language Learner. Students experience planning instructionally diverse lessons, based on assessment data, within the context of a standards-based curriculum. Students learn how to provide quality experiences and learning environments that allow students to be successful in school and in life.

Corequisite: ED 320

Prerequisite: Junior Level standing or above

**ED 316 Elementary Physical Education and Health (3 Credits)**

This course is designed to present Candidates with current methods and techniques of teaching physical education to elementary students. This course is designed to teach methods, techniques, learning styles, and skills necessary to recognize the developmental, physical, mental, emotional, and social growth of the elementary age learner. Emphasis will be placed on the importance of health and physical education as an integral part of the elementary curriculum and the impact on child development. Candidates will participate in class activities and discussion on relative topics in the specialized field of health and physical education. (10 Hours of field experience required).

Corequisite: ED 320

Prerequisite: Junior Level standing or above

**ED 320 Practicum/Seminar B (1 Credit)**

Seminar is designed to prepare Teacher Candidates for the Praxis II (0011). Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure information and practical information in regard to taking and passing the PRAXIS II (0011) exam.

Corequisite: ED 312, ED 315, ED 316

Prerequisite: Junior Level standing or above

**ED 400 Test and Measurements (3 Credits)**

This course is designed to provide Candidates an overview of key concepts of testing and measurement and practical assessment methods commonly used in K-6 schools. Teacher Candidates will explore the elements of measurement and assessment and their application in the use and interpretation of test. Teacher Candidates will understand the role assessment of learning plays in the instructional process and student learning. (10 hours of field work required)

Prerequisite: Senior Level standing

**ED 401 Elementary Mathematics Methods (3 Credits)**

This course is designed to introduce content and methods for teaching mathematics to elementary students. Teacher Candidates are actively engaged in the methods of teaching concepts encountered in the elementary school curriculum. Teacher Candidates will be familiar with instructional techniques and appropriate materials for teaching mathematics in elementary grades to diverse learners. Teacher Candidates will investigate the teaching of mathematics, as well as how children learn mathematics at the elementary level. Teacher Candidates will learn how to teach mathematics so that learners see relationships and connections within and between mathematic ideas. 20 hours of field experience is required.

Prerequisite: Senior Level standing

**ED 402 Elem Science Methods (3 Credits)**

Helps students develop skills and abilities in science teaching methods, applications of technology, safety practices, and the creation of integrated science curricula. Examines science teaching based on contemporary theory, practice, and standards. This course is designed as a presentation of current teaching methods as well as relevant approaches for teaching science in the elementary school. Materials, methods, and strategies for teaching life, physical, and earth sciences will be presented. The course will help Teacher Candidates develop an understanding and appreciation of science that will impact student learning, attitudes, and skills essential to science literacy. This course includes a 10 hour field experience with opportunities to observe and apply concepts learned in class.

Prerequisite: Senior Level standing

**ED 403 Language Assessment and Appraisal (3 Credits)**

This course is an exploration of various assessment issues and strategies specific to English language learners. Students will gain a current knowledge base which will enable them to effectively assess English language learners and report assessment results to students, parents, and other appropriate entities. Students will learn formal and informal assessment techniques related to reading, writing, speaking and listening and will be able to use the results of assessment to create appropriate and effective instruction delivering ESL methodologies. Students will be familiar with assessment issues affecting special needs and gifted and talented English language learners.

Prerequisite: Senior Level standing

**ED 404 Foundations of Urban Education (3 Credits)**

This course is an in-depth study of the American educational system. It explores the sociological, political, historical, and philosophical foundations of American education. The course will analyze the political and historical constructs of urban education. Candidates will engage in a reflective process to examine the theoretical precepts that schools are founded upon. Candidates will reflect upon their own beliefs, assumptions, values, and experiences regarding schooling/urban schooling and what they bring to the teaching profession. This is a challenging course that will require Candidates to think critically from an academic standpoint and on a personal level. Candidates will gain understandings that will allow them to be reflective practitioners and effective change agents. 10 hours of field experience required.

Prerequisite: Senior Level standing

**ED 410 Practicum/Seminar C (1 Credit)**

Seminar is designed to prepare Teacher Candidates for the ESOL Praxis (0361). Teacher Candidates will have the opportunity to connect theory with practice as they intently observe and work in classrooms. Seminar will allow Candidates to do a weekly check-in and discuss concerns and/or celebrations regarding their field experiences. Candidates will gather licensure information and practical information in regard to taking and passing the ESOL Praxis (0361) exam.

Prerequisite: Senior Level standing

**ED 415 Teaching Internship and Seminar (12 Credits)**

The internship is a 15-week, unpaid, full-semester, full-time, full-day required clinical component of the teacher preparation program for Donnelly College. Teacher Interns seeking initial teacher licensure. During this time the intern is under the direct supervision of a Clinical Field Supervisor and certified Cooperating Teacher in the area in an accredited, state approved school. The aim of the Teacher Intern is to develop their observation, analysis, reflection, and conferencing skills within a classroom setting. Over the course of the placement, the Teacher Intern will gradually assume the duties and responsibilities necessary for teaching students. Duties and responsibilities will include but not limited to preparing lesson plans, teaching lessons, student assessments, and student progress evaluations. Interns are required to complete ten seminar sessions during their internship. The seminar is designed to provide the Teacher Intern an opportunity to process, synthesize and evaluate their teaching experience as well as provide licensure information, practical employment information.

Prerequisite: Senior Level standing

## PRE-ENGINEERING

**EG 103 Introduction to Engineering (2 Credits)**

This course provides an introduction to engineering with an emphasis on basic principles of product design and development, terminology and communication in the field, calculations and computer applications, professionalism, ethics, teamwork, and application of the engineering approach in case studies..

Prerequisite: Placement into College Level Courses

**EG 107 Introduction to 2-D Comp-Aided Drafting (3 Credits)**

In this course, taught using a combination of lecture and laboratory sections, students will be introduced to Engineering Graphics using two-dimensional operations of computer-aided design and drawing using Auto-CAD software. The course includes basic features and topics such as layer control, geometric constructions, orthographic projections, dimensioning and roles, tolerancing, section views and working drawings.

Prerequisite: EG 103

**EG 108 Advanced Computer Aided Drafting (3 Credits)**

A continuation of EG 107, taught using a combination of lecture and laboratory sections, this courses uses skills developed in two-dimensional drafting for engineering graphics using 3D Computer Aided design tools and includes topics such as 3D modeling and 3D display, customizing AutoCAD and advanced drawing techniques.

Prerequisite: EG 107

**EG 181 Special Studies: Coop Education Practicum (3 Credits)**

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Prerequisite: Approval from Program Director

**EG 200.3 Practicum in Computer-Aided Drafting (3 Credits)**

The application of information obtained in earlier EG courses will be employed as students solve actual real work-world problems as assignments. The practicum will be done under the supervision of an Engineer from a local Engineering firm. Enrollment is limited and may vary from semester to semester and requires permission of the instructor.

Prerequisite: EG 108

# **ENGLISH**

## **EN 100 Freshman Seminar (3 Credits)**

Freshman Seminar is designed to provide an academic context for students to explore thematic questions related to the world around them, their interior world, how creativity and science contribute to their understanding of the external and internal worlds, and how the spirit of the human condition is affected. These explorations will emerge within this fourfold conceptual framework integrating the liberal arts and sciences. To facilitate investigations, students will learn and apply academic skills necessary for success in college.

Prerequisite: Placement as determined by the Testing Center

## **EN 108 Introduction to Popular Culture (3 Credits)**

This course is designed to introduce students to some of the myriad texts, events and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how US American popular culture helps to shape our lives.

Prerequisite: Placement into College Level Courses

## **EN 111 English Composition I (3 Credits)**

This course develops skills in writing the major types of composition such as description, narration, example, analysis, definition, classification, comparison/contrast and cause/effect. Students will practice techniques needed in writing reports and learn basic library skills used in research.

Prerequisite: Placement into College Level Courses

## **EN 112 English Composition II (3 Credits)**

This course focuses on writing essays and articles which include basic writing approaches with special emphasis on persuasion, argumentation and the research paper.

Prerequisite: EN 111

## **EN 113 Writing for Academic Purposes (2 Credits)**

This course is designed especially for those students who have successfully completed English Composition II and are resuming coursework after a hiatus for five or more years as it is a review in the elements of composition and research. This course presents an intensive practice of the basic skills of writing mechanics, topic selection and development, and clarity and organization in writing. Students improve their writing process through pre-writing, drafts, and revision through extensive writing practice and will review research paper writing in MLA, APA, and Chicago formats. Students will learn methods of gathering information, organizing ideas, and audience identification. Writing for the different disciplines is stressed. Although this course does not fulfill degree requirements, it can be paired with any upper level course that requires journals, essays and term papers.

Prerequisite EN 112

## **EN 115 Poetry of the Hebrew Scriptures (3 Credits)**

This class covers the reading, interpretation and analysis of the poetry in the Old Testament with attention given to the epic stories, cycles and history, as well as the drama and varied lyric forms. Literary allusions will also be studied as needed to understand other literature.

Prerequisite: Placement into College Level Courses

## **EN 135 Literature for Children (3 Credits)**

This course is an introductory study of children's literature with emphasis on the interpretation and using quality literature with children of varying needs. It is designed to give experience in selecting what is best and appropriate for children. Finally, it is intended to help students recognize and value good children's literature for its artistic merits and for its importance to children.

Prerequisite: EN 111

## **EN 136 Literature of the Black Tradition (3 Credits)**

This course will focus on the vernacular tradition through the present-day historical and cultural contexts of Black Literature. Students will review the historical periods, i.e. Slavery, Reconstruction, the Harlem Renaissance, the Black Arts Movement, and the literature that serves as a forerunner in the next century.

Prerequisite: EN 111

## **EN 140 Public Speaking (3 Credits)**

The course is based on the educational philosophy that students learn by doing. Students will learn to research, organize, practice and present speeches. Both traditional and innovative communication skills will grow out of an understanding of basic concepts of human communication. This course fulfills the college oral communication requirement.

Prerequisite: EN 111 (May be taken concurrently)

## **EN 143 Interpersonal Communication (3 Credits)**

This course provides knowledge and participative learning experiences in the use of verbal and non-verbal interpersonal communication techniques. Students learn the importance of communication skills in improving human relations. This course fulfills the college oral communication requirement.

Prerequisite: Placement into College Level Courses

## **EN 145 New Testament Biblical Literature (3 Credits)**

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the gospel and epistolary material within a cultural, historical and literary context.

Prerequisite: EN 111

## **EN 146 – Introduction to Theatre (3 credits)**

This course is an introductory course in acting. The student will become familiar with the two aspects of acting: uninhabited use of the body and expressive use of voice in an organized stage play environment. The student will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, action scoring, script analysis, storytelling, and duet and ensemble acting. The culmination of this course will be the public presentation of a one-act play. This course fulfills the college oral communication requirement

Prerequisite: EN 111

## **EN 193 Special Studies: Honors Seminar (1 Credit)**

This course is a seminar for members of the Phi Theta Kappa National Honor Society. Students will study topics that involve an interdisciplinary approach, are of current interest, and are issue-oriented. The special topics are selected annually by the Honors Program Committee of Phi Theta Kappa.

Prerequisite: Membership in Phi Theta Kappa

## **EN 203 Topics in Literature: The Immigrant's Song (3 Credits)**

This course introduces students to literature by and about exiles, immigrants, and refugees, and it focuses on the construction of "transnational" identities and "global citizens."

Prerequisite: EN 112

**EN 215 Creative Writing (3 Credits)**

This course provides the student with options in advanced writing and the opportunity to publish student manuscripts. The mechanics and techniques of creativity will be the emphasis in the composing of poetry, fiction and non-fiction.

Prerequisite: EN 112

**EN 220 World Literature in English (3 Credits)**

This course includes reading, interpretation and analysis of representative short fiction, poetry, long-form fiction and drama from various cultures. Students will also be introduced to the basic vocabulary of literary criticism.

Prerequisite: EN 112

**EN 221 Survey of World Mythology (3 Credits)**

This course surveys some of the world's great mythologies and introduces students to the basic and universal elements of myth: the hero, the climactic battle, the machinations of the gods, the flaws of the human, and the perpetual struggle between good and evil. Students will focus on both historical context and enduring relevance, and will compare the tenets of myth to our contemporary world.

Prerequisite: EN 111

**EN 222 Introduction to Shakespeare (3 Credits)**

This course will connect Shakespeare's plays to students through looking at common themes and issues of concern in the 16th and 17th centuries that still apply today. Students will discuss the historical, political, cultural, and religious contexts in which Shakespeare wrote his works. Throughout this course, students will study Shakespeare's plays and poetry. This course is designed for students beginning college-level study of Shakespeare. This course will introduce students not only to Shakespeare's plays but also to current Shakespeare studies. For this reason, students will read historical background and critical articles in addition to the five plays.

Prerequisite: EN 111

**EN 302 Religion in Film (3 Credits)**

This course will explore how religious beliefs and behaviors are represented in film. It will use a range of movies to examine how spiritual and ethical issues are addressed in secular cinema for mass audiences. Through lectures, screenings, and discussions we will examine film's impact on our religious imagination, ethnical discourse, and notion of community.

Prerequisite: EN 112

**EN 303 Bible as Literature (3 Credits)**

The Bible was written by several people, in different languages, over a vast period of time, yet it nonetheless has a unity that is worth exploring as a work of literature. Over the course of this semester, students will read the entire Bible and discuss theories of authorship, genre and the history of the Bible's literary influence. While the Bible cannot be discussed without considering religion, please note this is not a religious studies course.

Prerequisite: Junior Standing or above, Departmental Permission or EN 112

**EN 304 Writing Workshop: Poetry (3 Credits)**

Students will spend time writing and workshopping poems, as well as studying the fundamentals of poetry, including line, dictation, syntax, image, trope, rhetoric, and rhythm.

Prerequisite: Junior Standing or above or Departmental Permission

**EN 305 American Literature: Beginnings to 1865 (3 Credits)**

This course covers American literature from the country's beginnings to 1865. In this course, you will be introduced to a variety of different writers, which will help you develop a sense of how literature and culture changed from the colonial period through the antebellum period. This course will also explore the different forms popular in these eras.

Prerequisite: Junior Standing or above or Departmental Permission

**EN 325 Survey in Recent World Fiction (3 Credits)**

This course will focus on global fiction from the last 50 years and will examine issues such as colonialism and post-colonialism, globalization and the global phenomenon, and important critical issues of our time such as fundamentalism, environmental crisis, the refugee crisis, and exile. Designed to be reading and discussion-oriented rather than lecture based.

Prerequisite: EN 112

**EN 401 The Victorian Novel (3 Credits)**

In this course students will explore the rich variety of novels that appeared in England during the reign of Victoria (1837-1901). Students will consider the socioeconomic, cultural, historical and political factors that influenced the style of this time, reading five novels and selected essays that offer a deeper analysis of the texts and their authors.

Prerequisite: Junior Standing or above; Departmental Permission or any 300 level English

## FINE ARTS

**FA 104 Survey of the Arts (3 Credits)**

This class is an exposure to Music, Visual Art, Drama and Dance from beginning of recorded time to present day. It will explain the relationship that has existed between every form of creativity. Instruction will be taught through a variety of media and activities. Prerequisite: Placement into College Level Courses

**FA 105 Music Appreciation (3 Credits)**

Through developing listening skills, this course is an introduction to the history, styles, forms and composers of music. It is a humanistic approach and study of music as related to thoughts, values, concerns, aesthetics, art, society and problems of people throughout their history.

Prerequisite: Placement into College Level Courses

**FA 110 Art in the World (3 Credits)**

This course, taught from a multicultural perspective, is an introduction to art history and the elements of design. It will include examples of the foremost painters, paintings, sculptors and architecture of the world. By understanding the art elements, the student may better appreciate the world of art, as well as develop sensitivity to these elements in everyday life. Slide lectures, written reports, field trips to local museums and discussion sessions will be included.

Prerequisite: Placement into College Level Courses

### **FA 112 Drawing I (3 Credits)**

This course explores basic drawing techniques such as scale, proportion, figure, head and perspective. The elements and principles of art structure each weekly lesson. Exercises in pencil (graphite and colored), charcoal and pen will result in drawing from four categories. Out-of-class reading, written and oral reports along with field trips are required.

Prerequisite: Placement into College Level Courses

### **FA 113 Painting I (3 Credits)**

This course offers experience in tempera, water color and acrylic painting. Various techniques will be rendered while the elements and principles of design are evaluated in compositions. Out-of-class reading, reports and field trips are required to recognize the artist's skills and painting categories.

Prerequisite: FA 112

### **FA 114 Drawing II (3 Credits)**

Techniques will be further developed while additional drawing media is introduced. More time is expected to be spent on assignments. Written and oral reports will be done from outside reading and field trips.

Prerequisite: FA 112

### **FA 124 Painting II (3 Credits)**

Additional painting media will be explored along with techniques in mixed media. A more in-depth interpretation of art elements and principles are studied in every painting category. Written and oral reports will be accomplished from outside reading and field trips.

Prerequisite: FA 113

### **FA 140 Graphic Design (3 Credits)**

This is a beginner's level course in design, utilizing the computer as a creative tool. Emphasis will be on learning principles of well-designed illustrations and graphics layouts using Adobe Illustrator (may be subject to upgrade to version), with a brief introduction to Adobe InDesign CS5 for design layout, and Photoshop as a platform for scanning and photo manipulation. This course will deal with creative solution to design problems and design aesthetics.

Prerequisite: IT 111

### **FA 181 Cooperative Education Practicum (3 Credits)**

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum experiences do not fulfill any department requirements and are offered on a by-arrangement basis.

Prerequisite: Placement into College Level Courses

### **FA 205 American Film Culture (3 Credits)**

This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster films. Students will discuss the sociological needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical features film, a class lecture, discussion and periodic exams.

Prerequisite: SO 100

## **GEOGRAPHY**

### **GE 101 World Geography (3 Credits)**

This course introduces the basic concepts, theories and techniques in geography as they are applied to the study and analyses of various regions of the world in terms of their cultural characteristics, resources, socioeconomic development, population trends, geopolitical conflicts, wars, and alliances. Its subject matter is the planet Earth and its development.

Prerequisite: Placement into College Level Courses

## **GATEWAY TO COLLEGE**

### **GTC 010 CP Writing Skills (3 Credits)**

This course will focus on establishing a basic fundamental knowledge of Language Arts as it relates to writing. Students will investigate the basic structure of sentences including simple, complex, and compound sentences. Students will be able to identify the purpose of a sentence including types of sentences found in written works in order to establish sentence fluency and grammatical structure with parts of speech. Students will be introduced to several forms of expository writing to demonstrate language and writing proficiency.

Prerequisite: Acceptance into Gateway to College Program

### **GTC 020 CP Reading Skills (3 Credits)**

This course will focus on establishing a basic fundamental knowledge of Language Arts. Students will learn several types of reading strategies in order to become proficient readers, including SQ3R. Key components of the class will involve learning how to differentiate facts and opinion as well as how to summarize and paraphrase. Students' vocabulary will be increased through class activities and weekly lists. In addition, students will be introduced to various forms of writing.

Prerequisite: Acceptance into Gateway to College Program

### **GTC 030 Academic Lab (3 Credits)**

This lab is designed to provide a specific time and space for students to study and work on school work. The student will have access to an assortment of books, computers and other reference materials as well as tutoring services.

Prerequisite: Acceptance into Gateway to College Program

### **GTC 040 Computer/Aplia (1 Credit)**

This course is designed to provide opportunities for students to become familiar with the College computer systems, utilize educational web resources, and learn how to identify and cite academic sources. Students will also improve research, writing, communication, collaboration, and presentation skills.

Prerequisite: Acceptance into Gateway to College Program

### **GTC 050 Advisement (1 Credit)**

This is a survey course of communications skills needed in the business environment. Students will gain experience writing and revising business emails, letters, resumes, and job search documents. Course content also includes creating a business proposal and plan, delivering oral presentations, and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. Students will work both individually and in teams and will exit the course with a clear understanding of the importance of communication in business.

Prerequisite: Acceptance into Gateway to College Program

### **GTC 060 Advanced JAG (.5 Credit)**

This is an advanced course of communications skills needed in the business environment. Students will gain experience writing and revising business emails, letters, resumes, and job search documents. Course content also includes creating a business proposal and plan, delivering oral presentations, and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. Students will work both individually and in teams and will exit the course with a clear understanding of the importance of communication in business.

Prerequisite: Acceptance into Gateway to College Program

## **HEALTH & RECREATION**

### **HR 125 Principles of Health & Fitness (1 Credit)**

This course is designed to introduce students to the concepts and principles related to health and fitness that can be implemented to promote a healthy lifestyle and lifelong fitness. Principles presented include cardiovascular fitness, flexibility, muscular strength and endurance, nutrition, body composition and weight control, fitness assessment and variables of program design. Two contact hours, lecture/lab.

Prerequisite: Placement into College Level Courses

### **HR 126 Team Sports I (1 Credit)**

This team sports class is designed for students who enjoy high energy activities and can work with others on teams of different sizes. This class will place emphasis on several different types of sports including soccer, basketball, flag football, volleyball, kickball, and softball. Students will be presented with the rules and regulations of each sport and practice the skills to be successful in each sport. Students will have the opportunities to take a leadership role as a captain, officer, or a team member to make the Sports team successful. Additionally, students will evaluate and record their fitness scores and performance.

Prerequisite: Placement into College Level Courses

### **HR 127 – HR 133 Soccer (1 Credit)**

Fundamental skills and knowledge necessary for the recreational purposes of soccer participation are discussed, including rules, conditioning and strategies of soccer. This is an activity course which requires participation in the Donnelly College Soccer Club, including practices and competitions.

Prerequisite: HR 126

## **HISTORY**

### **HS 101 Early World Civilizations (3 Credits)**

This course is a comparative analysis of major global development from the dawn of humankind to the Renaissance. Key concepts such as the nature of history, culture, civilization and world view will be stressed. This survey of influential ideas and patterns will stress the cultural, economic, religious, technological and artistic developments of humankind.

Prerequisite: EN 111

### **HS 102 Modern World Civilizations (3 Credits)**

This course is a survey of the development of world culture and human activity from early modern times to the present. Twentieth century global history and patterns will be stressed.

Prerequisite: EN 111

### **HS 111 Early Western Civilization (3 Credits)**

This course is a survey of the development of Western Civilization from antiquity through the Renaissance and Reformation. Emphasis is placed on the cultural contributions of the Egyptian, Greek and Roman civilizations as well as the Medieval period.

Prerequisite: EN 111

### **HS 112 Modern Western Civilization (3 Credits)**

This course is a survey of modern European history from 1648 to the present time. The Enlightenment, the use of the modern nation-state, World War I and II post-war problems of the 20th century will be stressed.

Prerequisite: EN 111

### **HS 121 Early American History (3 Credits)**

This course is a survey of American history from the period of the exploration and colonization through the Civil War. The contributions of all Americans will be emphasized in this course.

Prerequisite: EN 111

### **HS 122 Late American History (3 Credits)**

This course is a survey of American history from Reconstruction to the present time. The contributions of all Americans will be emphasized in this course.

Prerequisite: EN 111

### **HS 125 The Immigrant Experience, Then and Now (3 Credits)**

This course examines the history and cultures of the various immigrant groups which have immigrated to the United States after the post-Civil War industrial era up through contemporary times. The experiences of the new immigrants will also be addressed. Contrasts and similarities of experiences of the immigrants in the local metropolitan area will be studied as well as those of their respective cultural contributions. Lectures, guest speakers and field trips will be provided.

Prerequisite: EN 111

### **HS 221 Black-American History (3 Credits)**

This is a course in the study of the history and culture of Black Americans. This study will take us from their African origins to contemporary times. This course is designed to provide a historical look at "the other Americans" and how and when they came to North America and what happened to them when they got here. This study should help the student gain a clearer understanding of American reality.

Prerequisite: EN 111

### **HS 222 Chicano Experience (3 Credits)**

This course will trace the history of the presence of Mexican-Americans in the United States, from the Mexican-American War of 1846-1848 and up to the present, with special attention given to the second half of the 20th Century and current issues in the Mexican-American community. Through the study of texts - poetry, essays, short stories, novels and biographies - the viewing of videos and interactions with Mexican-Americans through experiential and service-learning we will examine current issues and explore the questions of identity that all immigrant groups must face. The major questions addressed in this course will be those of identity, cultures and the struggle for place, recognition and justice in our society.. This course will ask you to become aware of the Chicano experience and to allow that awareness to inform your own cultural identity.

Prerequisite: EN 111 and EN 140 (May be taken concurrently)

### **HS 301 Immigration in the United States (3 Credits)**

This course examines the history and cultures of the various immigrant groups which have emigrated to the United States from the 1600s to the present. Contrasts and similarities of experiences of the immigrants will be addressed.

Prerequisite: Junior Level standing or above

## **INFORMATION SYSTEMS**

### **IS 303 Essentials of Management Information Systems (3 Credits)**

An examination of how information systems are used in the corporate world to enhance and achieve goals and objectives. The emphasis is on how managers use different MIS methodologies in a variety of situations. Functional business areas such as financial information systems, information security, operational production systems and business planning are used to enhance the learning process.

Prerequisite: Junior Level standing or above and IT111

### **IS 304 Disaster Recovery and Business Continuity (3 Credits)**

Disaster Recovery and Business Continuity Design is a course that provides students with disaster recovery and business continuity concepts and enables them to use these concepts in businesses.

Prerequisite: IS 303

### **IS 305 Information Security Management (3 Credits)**

This course provides an introduction to computer and network security. Coverage includes developing strategies to manage information security issues and protect organizations IT assets. Students will learn hacking techniques, system log analysis, intrusion detection and packet filtering techniques. Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be significant part of any business plan.

Prerequisite: IS 303

### **IS 310 Advanced Network & Telecommunication (3 Credits)**

This course explores networks as a primary symbol and mechanism for a variety of information-related experience. The advancement of interconnected information and communication technologies has made networks one of the dominant ways of analyzing the use and flow of information among individuals, institutions, and societies. The course starts with the basis of graph theory and moves to understand network structures such as social networks, environmental webs, IT and infrastructure systems, telecommunications networks, and market distribution and allocation structures. The course will cover advanced data communications and networking hardware and software for applications in industry including standards, architecture, operations, systems maintenance and management.

Prerequisite: Junior Level standing and IT 210

### **IS 311 Information Systems Projects Management (3 Credits)**

This course discusses the processes, methods, techniques, and tools that organizations use to manage information systems projects. The course covers methodologies for initiating, planning, executing, controlling, and closing projects.

Prerequisite: IS 303

### **IS 315 Object-Oriented Programming (3 Credits)**

Introduction to object-oriented programming is for students with procedural programming background. Data encapsulation, information hiding, built-in classes and libraries, inheritance, polymorphism, simple graphical user interfaces, user-defined classes and event-driven programming concepts will be explored. Basic object-oriented design, maintainable software, software reuse, class hierarchies, design patterns and Unified Modeling Language (UML) will be introduced. The fundamental concepts of object oriented programming will be studied using the Java programming language.

Prerequisite: Junior Level standing and IT 210

### **IS 325 Advanced Database (3 Credits)**

This course will cover the principles and techniques of Database Administration using the Oracle DBMS. Set up and maintain a dynamic virtualization platform across Oracle enterprise using the detailed information contained in Oracle Press guide. Oracle VM Implementation and Administration contains key virtualization concepts, practical instructions, examples, and best practices. Design of Oracle VM server farms, build and deploy virtual machines, handle provisioning and cloning, and work with Oracle VM Manager. Monitoring, tuning, and security techniques are also covered in this comprehensive course.

Prerequisite: Junior Level standing, IT 125and IT 210

### **IS 401 Cryptography and Network Security Fund (3 Credits)**

This course provides students with an in-depth understanding of concepts and principles relating to the practice of cryptography and network security concepts, tools, and procedures for preventing, mitigating, and responding to security threats. Cryptography Network security compliance and operational security, threats and vulnerabilities, applications, data and host security, access control and identity management, and cryptography are explored.

Prerequisite: Senior Level standing and IS 305

**IS 402 Cloud Computing (3 Credits)**

This course introduces students to the basics of the emerging cloud computing from both the business and technical perspective. The course will discuss implementing and governing a cloud environment, security for individuals and organizations, cloud-based implementations that include software-as-a-service, platform-as-a-service, and infrastructure-as-a-service as well as application of cloud-based data storage solutions, collaboration tools, and remote backups.

Prerequisite: Senior Level standing and IS 303

**IS 403 Cybercrime (3 Credits)**

This course explores cybercrime relating history, environment, legal issues, and future of network and computer crime. In this course, students will investigate different types of computer criminals, research criminal motivation and their methods of attack. Weekly case studies will be used to analyze the present of cyber-intelligence, cyber espionage, and cyber-attacks throughout the United States and the world.

Prerequisite: Senior Level standing and IS 303

**IS 410 Business Analytics (3 Credits)**

This course focuses on the processes and techniques used in transforming data to knowledge and creating value for organization. Students learn analytical components and technologies used to create dashboards, data mining methods for trend analysis, and intelligent systems for decision support.

Prerequisite: Senior Level standing

**IS 415 Enterprise Software Installation & Maintenance (3 Credits)**

Enterprise Software Installation and Maintenance allows administrators to manage software for their organizations, including applications, service packs, and operating system upgrades. In this course, students will learn about enterprise resource planning and software installation methods to specify policy settings for application deployment for groups of users and computers.

Prerequisite: Senior Level standing and IT 315

**IS 417 Server Virtualization (3 Credits)**

This Course will provide the students with the knowledge and skills to deploy and manage a server virtualization environment using Microsoft technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers. This course also provides an overview of virtualization and the various Microsoft products that you can use to implement and deploy a virtualization solution. The course explains how to configure and manage a MED-V deployment. Then, it describes the procedures for deploying an App-V solution by implementing App-V servers and clients and by sequencing applications. The course then covers the configuration of Remote Desktop Services and RemoteApp programs. Finally, the course describes the concept of user state virtualization and procedures for configuring the Virtual Desktop Infrastructure (VDI).

Prerequisite: Senior Level standing and IT 315

**IS 420 Topics in Information Systems (3 Credits)**

This is a special topic course on selected content areas involving important current issues in information systems. Each topic is unique and a unique syllabus will be created to describe the focus and the expectations for the course.

Prerequisite: IS Major and Senior Level standing

**IS 499 CAPSTONE: An Academic Senior Level Integration Experience (3 Credits)**

This CAPSTONE course is the senior level integrative experience. The Bachelor of Science candidate(s) will complete one of the following: an internship, a practicum experience, a project, or some other measurable means initiative to demonstrate program outcomes and objectives. The candidate(s) identify the initiative by completing research or other acceptable means. The candidate(s) present their initiative proposal to the professor for approval. The candidate(s) will develop the design approach and steps for implementation of the approved initiative. The candidate(s) will implement, analyze, and present findings on their approved initiative. The course design is to show synthesis of the learning experience, and demonstrate program outcomes while emphasizing the program learning objectives.

Prerequisite: Senior level academic standing with a minimum of 105 credit hours completed

## INFORMATION TECHNOLOGY

**IT 104 Microcomputer Operating Systems (3 Credits)**

This course is an introduction to Microsoft Windows Operation Systems 95, 98, 2000, NT, XP, Linux and MAC OS. In addition, this course introduces the student to the analysis of Network Client, OS Security, and Windows GUI.

Prerequisite: IT 111

**IT 111 Microcomputer Essentials (3 Credits)**

The student is introduced to computers and information systems. Topics covered include computer fundamentals (parts of a computer system), application software (word processing, spreadsheets and data-bases), system software, communications and networks, and the Internet. Two-thirds of the course will be dedicated to hands-on experience using application software. Prerequisite: Placement into College Level Courses

**IT 112 Presentation Software (3 Credits)**

The student will learn to organize and produce an effective presentation using PowerPoint. This presentation will include printed speaker notes and handouts, as well as overhead transparencies.

Students will use master pages, template files, text-formatting, color schemes, various drawing tools, the automated outline feature and animation dissolve sequence, and incorporate photographs.

Prerequisite: IT 111

**IT 114 Desktop Publishing (3 Credits)**

This course introduces the basic concepts of publishing design, the aim being to have the student produce camera-ready copy for simple publications and/or pages for Web sites. We will emphasize acquiring skills with desktop publishing software, and most of the course is hands-on, laboratory work.

Prerequisite: IT 111

**IT 115 Web Page Design (3 Credits)**

This course provides an in-depth introduction to the creation of Web pages. The student will create individual Web pages using HTML, and then build a Web site that follows effective design and navigation principles. Interactive and multimedia features will be added to the site. Issues concerning the Internet will be covered.

Prerequisite: IT 111

**IT 119 Spreadsheets (3 Credits)**

The student will learn advanced features of spreadsheet use. Topics include functions, macros, charts and what-if analyses. Prerequisite: IT 111

**IT 123 Fundamentals of Programming (3 Credits)**

This course is an introduction to programming language and object oriented software design. The course reviews the fundamental principles for problem specification, program design, implementation, testing, and documentation using basic algorithmic methods. Students will identify and use classes, define classes, and extend classes. Students will be required to complete independent programming projects.

Prerequisite: MT 085 or higher

**IT 125 Fundamentals of Database Systems (3 Credits)**

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work. (Formerly CS 124, Advance Database)

Prerequisite: IT 111

**IT 126 Business Solutions with Microsoft Office (3 Credits)**

This course shows students with previous computer experience how to automate everyday office tasks using Microsoft Office. Students study practical applications for their spreadsheet, word processing and database skills. The course emphasizes data and objects; transferring data between applications and embedding objects across applications in order to generate mass mailings, automated reports, etc.

Prerequisite: IT 113

**IT 130 Inside the PC (3 Credits)**

This course is designed to teach students how to assemble a PC from component parts. Special emphasis will be placed on the principles of PC operation. The actual assembly of the PC is incidental to the understanding of why and how components work within the operating system. No electronic experience is necessary.

Prerequisite: IT 104

**IT 135 Problem Solving & Programming I (3 Credits)**

This is an introduction to problem solving through programming. Topics treated are algorithm development and implementation, structured design, data types, control structures, procedures/functions, arrays and array processing, pointers, classes, testing and debugging of programs.

Prerequisite: IT 123 and MT 103 or higher

**IT 181 Cooperative Education Practicum I (3 Credits)**

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Prerequisite: Placement into College Level Courses

**IT 210 Networks and Telecommunications (3 Credits)**

This course will introduce the student to Local Area Networks (LAN) and telecommunications, vital areas in contemporary computing. Topics covered include practical network administration and maintenance as well as the integration of the Internet into the modern office environment.

Prerequisite: IT 104 and MT 103 or higher

**IT 216 Unix Operating System (3 Credits)**

This course introduces students to the UNIX operating system and helps them understand how to set up and administer multitasking, multi-user environments for maximum productivity. UNIX is widely used in Web site environments.

Prerequisite: IT 104

**IT 217 Mobile OS Programming I (3 Credits)**

Developing applications for smart phones requires different considerations to Personal Computer applications. This course is designed to help students develop and prototype Android-based mobile applications. Tools and Languages used include XML, Java, Android Application Development Kit and Phone, Eclipse, and Visio.

Prerequisite: IT 111 and IT 210 (may be taken concurrently)

**IT 218 Mobile OS Programming II (iOS) (3 Credits)**

This course is an introduction to software development for the iOS platform. Students will become familiar with the native object-oriented programming language used for development, Objective C, as well as the design patterns necessary to carry out development of apps for iPhone, iPod Touch, and iPad. This includes proper Objective C syntax, defining classes, and proper object oriented techniques such as abstraction and inheritance. Common design patterns, such as the Model-View-Controller and Delegate patterns, will be discussed as a foundation needed to comprehend and take full advantage of the core objects used in the iOS Software Development Kit. Finally, we will submerge into the vast library that makes up the SDK, and become familiar with many of the most commonly used APIs that are necessary for great iPhone applications. Throughout the term, we will discuss the theory of what makes a "great" iPhone application, such as proper design considerations, usability, and acceptable performance characteristics. Most of these guidelines are outlined by Apple, and many are required in order to meet the standards necessary to publish to the App Store, and as such, are just as important to an application as the code that drives it.

Prerequisite: IT 111 and IT 123

**IT 227 Introduction to Java (3 Credits)**

This course introduces students to the Java programming language. The Java language and companion class libraries provide a portable, interpreted, high-performance, simple, object-oriented, development environment, even for programming tasks as network programming and multithreading.

Prerequisite: IT 135

**IT 230 Introduction to System Design & Analysis (3 Credits)**

This course presents a systematic approach to the development of business systems. By following this approach, the student will learn to design business systems that efficiently meet the goals and objectives of management. A major element of this course is a team project in which students use the systems approach to analyze and design a business system for the college or a business in the community.

Prerequisite: IT 111 and IT 123

**IT 232 Web Site Development and Management (3 Credits)**

In this course, students learn to configure a computer as a Web server and an e-mail server. Students write CGI scripts and develop interactive Web pages. They will also learn the fundamentals of Web-sited economics, administration and troubleshooting.

Prerequisite: IT 135 and IT 210 and IT 216

**IT 235 Problem Solving and Programming II (3 Credits)**

This course is a continuation of problem solving through programming. Topics treated are data abstraction, implementation of data structures and the algorithms that manipulate data structures. Data structures covered include lists, stacks, queues and trees. Attention is given to efficiency, correctness of algorithms, recursion, classes, function and operator overloading, and inheritance.

Prerequisite: IT 135

## MATHEMATICS

**MT 080 Arithmetic (4 Credits)**

This course emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the concepts of ratio and proportion, percentages, measurement, basic geometric concepts, and statistics. The course also includes the study of signed numbers and solving basic linear equations. (This is a preparatory course and cannot be used to fulfill graduation requirements.)

Prerequisite: Placement as determined by the Testing Center

**MT 085 Basic Algebra (4 Credits)**

This is a beginning course in algebra, designed to help students acquire a solid foundation in the basic skills of algebra. Topics include fundamentals of algebra, solutions of linear equations and inequalities, solving application problems, graphs of linear equations, systems of equations, operations with polynomials, factoring, rational expressions, radicals, and solving quadratic equations. (This is a preparatory course and cannot be used to fulfill graduation requirements.)

Prerequisite: Placement as determined by the Testing Center

**MT 103 Intermediate Algebra (3 Credits)**

This course includes the algebra of polynomials, linear and quadratic equations, applications involving linear and quadratic equations, linear and quadratic inequalities, functions and graphs, rational expressions and equations, systems of equations, factoring, rational exponents, radicals and complex numbers.

Prerequisite: MT 085 or Placement into College Level Courses

**MT 106 Contemporary Mathematics (3 Credits)**

This course covers various topics of mathematics that are both conceptual and practical. It is designed to enable a student to appreciate mathematics and its application to numerous disciplines and professions. It stresses applications of contemporary mathematics in modern society. Topics include patterns, the mathematics of finance, probability and statistics, management science, and social choice.

Prerequisite: MT 103 or Placement into College Level Courses and Admission to the Organizational Leadership program.

**MT 121 Introduction to Statistics (3 Credits)**

This course is designed to help the student understand statistical processes and applications. Topics include: descriptive statistics, probability, binomial and normal distributions, sampling and sampling distributions, hypothesis testing, Chi-square test, regression and correlation.

Prerequisite: MT 103

**MT 130 College Algebra (3 Credits)**

This course focuses on the study of functions and their graphs. Students will analyze and graph functions, including linear, quadratic, absolute value, general polynomial, exponential and logarithmic functions. Also included are systems of linear equations and inequalities, and the theory of higher degree equations.

Prerequisite: MT 103 or Placement into College Level Courses

**MT 133 Precalculus (5 Credits)**

This course is a preparation for the study of calculus. It is intended for those students who did not have a fourth-year mathematics course in high school or for those who feel the need to review at this level. Topics include function concepts, limits and continuity, a discussion of linear, quadratic, power, root, polynomial functions, introduction to analytic geometry, a discussion of mathematical induction, the binomial theorem and series.

Prerequisite: MT 130 or Placement into College Level Courses

**MT 136 Trigonometry (3 Credits)**

This course covers trigonometric functions, their inverses, and their graphs. Topics include applications involving right triangles; trigonometric identities and equations; applications involving the laws of sines and cosines; products, quotients, powers and roots of complex numbers using trigonometric form.

Prerequisite: MT 103 or Placement into College Level Courses

**MT 228 Business Calculus (3 Credits)**

This course introduces the student to calculus including differentiation and integration of algebraic, exponential and logarithmic functions with an emphasis on applications particularly useful to the study of managerial, life, and social sciences.

Prerequisite: MT 130 or Placement into College Level Courses

**MT 231 Calculus and Analytic Geometry I (5 Credits)**

This is the first of a three-course sequence concerned with calculus of one variable. Topics include: elementary functions, limits and continuity, differentiation and integration of algebraic, logarithmic and exponential equations, with an emphasis on applications of differentiation.

Prerequisite: MT 130 and MT 133 or MT 136

**MT 232 Calculus & Analytic Geometry II (5 Credits)**

This is the second of a three-course sequence of Calculus. It is a continuation of MT 231. This is a continuation of MT 231. Topics include: applications of integration, techniques of integration, conic sections and polar coordinates, and infinite series.

Prerequisite: MT 231

**MT 233 Calculus & Analytic Geometry III (5 Credits)**

This is a continuation of MT 232. Topics include: partial differentiation, multiple integration, plane curves, parametric equations, vectors in space, and differential equations.

Prerequisite: MT 232

**MT 235 Differential Equations (3 Credits)**

Topics include equations of the first, second and higher order with some applications, systems of differential equations, and Laplace transforms.

Prerequisite: MT 233

# NURSING

## **NU 100 Foundations of Nursing (4 Credits)**

This course utilizes the nursing standards of practice based on biological, psychosocial, spiritual and cultural principles to meet the needs of clients throughout the lifespan. Emphasis is placed on basic skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses. Grade of C required.

Prerequisite: Successful admission into the LPN Program

Corequisite: NU 100.1, NU 101

## **NU 100.1 Foundations of Nursing Lab (2 Credits)**

Deliberate practice is the key to the development of clinical competence. Deliberate practice involves repetitive performance of skills in a focused domain and is coupled with rigorous assessment that provides learners with feedback so they may improve their next performance (Ericsson, 2004). Learners may make, detect, and correct patient care errors without adverse consequences (Isenberg et al. 2005), while instructors can focus on learners, not patients. Education in a controlled environment allows instructors to focus on ‘teachable moments’ without distraction and take full advantage of learning opportunities.

Prerequisite: Successful admission into the LPN Program

Corequisite: NU 100, NU 101

## **NU 101 Foundations of Nursing Clinical (2 Credits)**

This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced. Grade of C required.

Prerequisite: Successful admission into the LPN Program

Corequisite: NU 100, NU 100.1

## **NU 102 Medical Surgical Nursing I (6 Credits)**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required.

Prerequisite: NU 100, NU 100.1. NU 101

Corequisite: NU 104

## **NU 103 Pharmacology (3 Credits)**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care to clients across the lifespan. Grade of C required.

Prerequisite: Successful admission into the LPN Program

Program

## **NU 104 Medical Surgical Nursing I Clinical (3 Credits)**

Simulated and actual-care situation of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills. Grade of C required.

Prerequisite: NU 100, NU 100.1. NU 101

Corequisite: NU 102

## **NU 105 Nursing Leadership, Roles and Issues (3 Credits)**

Simulated and actual-care situation of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills. Grade of C required.

Prerequisite: NU 100, NU 100.1. NU 101

Corequisite: NU 102

## **NU 180 Special Studies Cooperative Learning Practicum Nursing (3 Credits)**

The practicum is designed to provide opportunities for students to intensify training in their specific career interest through observation and participation and is documented by at least 135 hours of on-campus and off-campus training (inclusive). The student will be evaluated by the employer and an instructor from the appropriate academic discipline. These cooperative (co-op) practicum options are available in other academic disciplines following the above course description. Practicum courses do not fulfill any department requirements and are offered on a by-arrangement basis.

Prerequisite: Permission from the Nursing Director

## **NU 200 Medical Surgical Nursing II (6 Credits)**

This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. Grade of C required.

Prerequisite: NU 102, NU 104

Corequisite: NU 201

## **NU 201 Medical Surgical Nursing II Clinical (3 Credits)**

This experience uses simulated and actual-care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse. Grade of C required.

Prerequisite: NU 102, NU 104

Corequisite: NU 200

## **NU 202 Maternal Child Nursing (2 Credits)**

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family. Grade of C required.

Prerequisite: NU 102, NU 104

Corequisite: NU 203

## **NU 203 Maternal Child Nursing Clinical (1 Credit)**

This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client. Grade of C required.

Prerequisite: NU 102, NU 104

Corequisite: NU 202

## **NU 204 Gerontology (2 Credits)**

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impacts of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients. Grade of C required.

Prerequisite: Successful admission into the LPN Program

**NU 205 Mental Health Nursing (2 Credits)**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client. Grade of C required.

Prerequisite: Successful admission into the LPN Program

**NU 206 LPN to RN Transition (3 Credits)**

This course will assist the LPN student in transitioning from their current role as an LPN to an associate degree nursing student. Nursing process, professional behaviors, documentation, therapeutic interventions, differences in an LPN and RN are the core concepts reviewed. Emphasis will be placed on methods of success in classroom requirements and clinical practice of the associate degree student. Upon completion of the course students will be able to successfully transition into classes meant for an associate degree nursing student.

Prerequisite: Acceptance to the ADN Program

Corequisite: BL 130, NU 208

**NU 207 Nursing Pathophysiology (3 Credits)**

This course will emphasize the nursing application to basic pathophysiology. Topics covered include the study of diseases in relation to various body systems, homeostasis related to body systems including the cause, diagnosis and treatment.

Prerequisite: Acceptance to the ADN Program

Corequisite: BL 130, NU 206, NU 208

**NU 208 Advanced Skills (3 Credits)**

This course will prepare the LPN transition to the RN role by instruction with performance of thorough health assessments, complete intravenous procedures including insertion, maintenance, and discontinuation, advanced pharmacologic therapy with IV, instruction and perfection of advanced skill sets in airway management, various procedures that will be performed or that the nurse will assist with, stoma care, wound care, and other procedures geared toward the acutely or critically ill patient. Instruction will be conducted in a simulation/skills lab with discussion, teach/teach back/perform and will require competency testing.

Prerequisite: Acceptance to the ADN Program

Corequisite: BL 130, NU 206

**NU 209 Medical/Surgical Nursing III (4 Credits)**

This course will expand and build on the concepts of nursing practice already learned as LPN's. This expansion will involve utilizing technology, communication, patient teaching and collaboration as well as increased knowledge in disease processes and nursing functions in both recognition and reaction to the care of patient. This includes interdisciplinary teamwork related to patient-centered nursing, professional nursing practice and how to use learned concepts in the care of adults and children with acute and complex conditions.

Prerequisite: NU 206, NU 207, NU 208

Corequisite: NU 209.1, NU 210, NU 212

**NU 209.1 Medical/Surgical Nursing III (1 Credit)**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**NU 210 Advanced Pharmacology (3 Credits)**

This course will focus on pharmacotherapeutic methods used to restore wellness in the patient as well as maintain wellness of the patient. Emphasis will be on the correct administration, documentation and dosage calculation of medications as well as the proper routes. Focus on differences between LPN to RN with regard to dosage administration and routes that Registered Nurses are allowed to do based on the Nurse Practice Act. Nursing process and safe and ethical patient care are also topics of the class.

Prerequisite: NU 206, NU 207, NU 208

Corequisite: NU 209, NU 209.1, NU 212

**NU 212 End Life/Palliative Care**

This course is to educate and familiarize nurses with the care of clients who have a terminal diagnosis that will require end of life or palliative care, including hospice. The course will center on pain management, spiritual and cultural aspects of death and dying, family and caregiver care, therapeutic communication, and ethics and legal issues related to palliative and end of life care.

Prerequisite: Must have current LPN licensure; NU 206, NU 207, and NU 208

Corequisite: NU 209, NU 209.1, NU 210

**NU 220 NCLEX-PN Review (1 Credit)**

This course offers a structured review of the main areas covered by the NCLEX-PN: care of the adult, psychiatric, pharmacology, maternal-neonatal clients, and care of the child. A variety of interactive teaching/learning techniques provide questions, answers, rationales, and client needs information. Test Taking skills are reviewed to prepare the student for the actual exam. Students must successfully complete a mock NCLEX-PN testing requirement (Predictor).

Prerequisite: NU 200, NU 200.1, NU 201

## ORGANIZATIONAL LEADERSHIP

**OL 301 Leadership Fundamentals I (3 Credits)**

This course is the first of the requirements for the Organizational Leadership major and as such, covers a broad range of leadership topics from self-development and understanding self, to group behavior, organizational design, ethics and teamwork.

Prerequisite: Junior Level standing or above

**OL 302 Info Technology as Leadership Instrument (3 Credits)**

This course identifies major components of information systems, their evolution and future projections. Students, through simulation, will apply the products of information technology as an input in decision-making.

Prerequisite: Junior Level standing or above

**OL 303 Elements of Management and Supervision (3 Credits)**

This course examines major management and supervision theories and their differentiation. Exercises in planning, controlling and organizing applied fundamental concepts/applications of management and supervision. Through simulation, job analysis and design will be explored in the context of organizational change.

Prerequisite: OL 301

**OL 304 Leadership Processes and Communication (3 Credits)**

This course examines communication theories and their correlation with decision processes and application of decision tools. The influence of bias on decisions and communications, from the perspective of the communicator and recipient will be explored, as well as their effective use in organizational leadership.

Prerequisite: Junior Level standing or above

**OL 310 Special Studies: Nonprofit Leadership (3 Credits)**

This course provides an introduction to nonprofit management and leadership as well as public policies governing the voluntary sector in the United States. The course examines the history and evolution of the nonprofit sector. Students will be exposed to various nonprofit theories that explain why nonprofits form, and continue to grow, even in challenging social and economic environments. Metropolitan Kansas City has a large population of nonprofits that will be used as a laboratory for nonprofit analysis and reflection.

Prerequisite: Junior Level standing or above

**OL 334 Portfolio Development for Prior Learning (1 Credit)**

This course examines identification, analysis and documentation of prior learning for college credit assessment. Essential portfolio components will be presented and students will be assisted in the assembly of a portfolio that documents the knowledge acquired from prior learning as it relates to college-level learning objectives. Students must complete this course to be eligible to petition for prior learning credit. A maximum of 20 credit hours can be earned through the development of the portfolio.

Prerequisite: Junior Level standing or above

**OL 340 The Art & Practice of Community Leadership (3 Credits)**

Students will examine and evaluate characteristics of leadership while formulating their own individual leadership style. The course includes a series of hands on leadership class sessions and face-to-face meetings with community leaders as well as in class discussions on community leadership. Concepts of leadership will be explored through describing and diagnosing community issues relevant to the community of Wyandotte County.

Prerequisite: Junior Level standing or above

**OL 400 Leadership Fundamentals II (3 Credits)**

This course is an in depth examination of leadership theories, principles and practices. The complex relationship between leadership theory and practice will be explored through multimedia, case studies and service learning.

Prerequisite: Senior Level standing

**OL 401 Legal, Ethical and Spiritual Dimensions Leadership (3 Credits)**

This course will examine the role of spirituality and ethically motivated decision-making in leadership. Contemporary and historically significant literature will expose the student to the possibilities of organizational advancement through embracing socially conscious leadership versus bottom-line ethos.

Prerequisite: Senior Level standing

**OL 403 Organizational Theory and Behavior (3 Credits)**

Students will explore the effects of mission and mission compatibility on organizational behavior through the application of group-process simulations. The complex relationships between leadership and organizational behavior and goal attainment will be explored through case studies and application of behavior theories.

Prerequisite: OL 301 (May be taken concurrently)

**OL 404 Multicultural Issues in Leadership (3 Credits)**

This course examines global and U.S. diverse populations, cultural perspectives of leadership, and sociological theories of stratification and minority adaptation. Students will explore cultural styles of leadership in various contexts and examine the roles of discrimination and prejudice as impediments to effective leadership.

Prerequisite: OL 301 (May be taken concurrently)

**OL 481 Independent Study in Organizational Leadership (1-3 Credits)**

Independent study on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required. Variable credit 1 to 3 credits.

Prerequisite: Approval from Program Director

**OL 482 Directed Readings in Organizational Leadership (1-3 Credits)**

Guided reading and research on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required. Variable credit 1 to 3 credits.

Prerequisite: Approval from Program Director

**OL 499 CAPSTONE: An Academic Senior Level Integration Experience (3 Credits)**

This CAPSTONE course is the senior level integrative experience. The Bachelor of Arts and Bachelor of Applied Science candidate(s) will complete one of the following: an internship, a practicum experience, a project, or some other measurable means initiative to demonstrate program outcomes and objectives. The candidate(s) identify the initiative by completing research or other acceptable means. The candidate(s) present their initiative proposal to the professor for approval. The candidate(s) will develop the design approach and steps for implementation of the approved initiative. The candidate(s) will implement, analyze, and present findings on their approved initiative. The course design is to show synthesis of the learning experience, and demonstrate program outcomes while emphasizing the program learning objectives.

Prerequisite: Must be a Senior with minimum 105 credits earned.

## PHILOSOPHY

**PH 100 Logic (3 Credits)**

This is a beginning course in the processes of reasoning when engaged in the search for truth, testing and assertion, or demonstration of fact. The chief purpose of the course is to provide the student with practical drill in accurate thinking and the study of the methods employed in scientific investigation and value critiquing.

Prerequisite: Placement into College Level Courses

**PH 112 Philosophy of the Human Person (3 Credits)**

This course provides a study of the all-important question of the meaning and mystery of the human person. The nature and ultimate destiny of the human soul are examined in depth. Philosophical orientation is given to such topics as superiority of intellect, freedom of choice, emotion, motivation, habit and relationships.

Prerequisite: EN 111

**PH 171 New Testament: An Overview (1 Credit)**

A survey of the New Testament books against a view of the times and situations out of which they emerged, giving special attention to major themes and key passages.

Prerequisite: Placement into College Level Courses

**PH 210 Introduction to Philosophy (3 Credits)**

Students are introduced to the science and skills involved in philosophical thinking. Through a historical and thematic approach, students are exposed to the various perspectives and methods employed by professional thinkers in the fields of morality, religion, beauty, science, learning and education.

Prerequisite: EN 112

**PH 212 Ethics of Service (3 Credits)**

Ethics will be studied as a practical science. This course will provide students with the opportunity to integrate Aristotelian Ethical Theory with practice in a volunteer setting. Lecture and fieldwork are included.

Prerequisite: EN 111

**PH 213 General Ethics (3 Credits)**

Ethics is a rational examination of moral choice. This course emphasizes a study of moral acts and moral character. It examines the principles of ethics and their application to current ethical issues. Various ethical theories are also considered in this course.

Prerequisite: EN 112

**PH 215 International Ethics (3 Credits)**

An overview is given of various ethical approaches toward a just resolution of contemporary international problems. The ethical approaches will be culturally pluralistic and will consider Eastern as well as Western perspectives.

Modern international problems that the course will concentrate on are global issues such as economic distribution, health, ecology and women in development, energy and development, nutrition and health, and finally, ecology and development.

Prerequisite: PH 213

**PH 220 Ethical and Professional Issues in HealthCare (3 Credits)**

This course is designed to introduce students to some of the major ethical issues facing health care today. Emphasis is also placed on development of professional attitudes and behavior.

Prerequisite: EN 112

**PH 225 Foundations of Theology (3 Credits)**

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, presenting concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam.

Prerequisite: PH 210 or PH 213 (May be taken concurrently)

**PH 260 Business Ethics (3 Credits)**

This course aims at helping students recognize current moral issues and responsibilities related to American business on both the personal and social levels. Case studies involving corporate responsibility, truthfulness and trust, just wages, affirmative action and forms of harassment, among other topics, will be included in this course.

Prerequisite: Placement into College Level Courses

**PH 301 Ancient Philosophy (3 Credits)**

Ancient Philosophy reflects on the nature of philosophy and on the fundamental questions posed by the early philosophers of the west tradition. The course begins with the Pre-Socratic and ends with the Neo-Platonists. Special emphasis is given to the thought of Socrates, Plato and Aristotle. The course explores the influence of the ancient philosophers on early Christian thought.

Prerequisite: Junior Level standing or above

**PH 302 Logic and Epistemology (3 Credits)**

This course explores the ways of human knowing and the three acts of the intellect. It analyzes the formation of ideas, the components of mental judgments, and reasoning. Special emphasis is given to logic as the expression of mental acts in terms, propositions, and arguments.

Prerequisite: Junior Level standing or above

**PH 303 Philosophy of Nature (3 Credits)**

This course examines the physical world in the light of philosophical principles and causes. Topics include such realities of space, time, and change. Both living and non-living substances will be considered. This course traces the philosophy of nature from its ancient beginnings to contemporary times. Philosophy of nature gives the foundation for the consideration of the types of soul, the nature of the human person, and the Efficient and Final Cause of the universe. The relationship between faith and reason will be considered throughout the course.

Prerequisite: Junior Level standing or above

**PH 304 Philosophical Anthropology (3 Credits)**

This course examines the nature of the human person from Thomistic and personalist perspectives. The soul-body relationship and the powers of the human person including the intellect, will, emotions, appetites and habits will be studied. The human person as a relational being will be emphasized.

Prerequisite: Junior Level standing or above

**PH 305 Medieval Philosophy (3 Credits)**

Medieval Philosophy studies the principal philosophers of the medieval period with emphasis on Augustine and Aquinas. Topics such as the relationship between faith and reason, the soul, free will and responsibility, divine foreknowledge, the problem of evil, virtue, and the nature of God and our relationship to him will be considered in an historical context.

Prerequisite: Junior Level standing or above

**PH 401 Metaphysics (3 Credits)**

Metaphysics is the most general of all sciences. It investigates the different modes of existing and considers a hierarchy of reality. This course includes the study of physical beings, spiritual beings and the infinite Being. The principles of essence and existence, matter and form, potentiality and actuality, substance and accident, and efficient and final causality are the topics of this course. God is studied as the first efficient and ultimate final cause of all being. The transcendental (beauty, truth, unity, and goodness etc.) are studied as the properties of being insofar as they are being. The course also considers the problem of evil.

Prerequisite: Junior Level standing or above

**PH 402 Contemporary Philosophers (3 Credits)**

This course studies the thought of the major philosophers of the late nineteenth century to present times. Emphasis is given to analytic philosophy, phenomenology and pragmatism.

Prerequisite: Junior Level standing or above

### **PH 403 Modern Philosophy (3 Credits)**

This course considers the main philosophers of the rationalist, empiricist and Kantian traditions from Descartes through the nineteenth century.

Prerequisite: Junior Level standing or above

### **PH 404 Political Philosophy (3 Credits)**

This course studies the nature, purpose and origin of political authority. The rights and duties of the human person will be examined. Included in the course will be such topics as the limits of government, civic virtues, duties, civil disobedience and religious freedom.

Prerequisite: Junior Level standing or above

### **PH 405 Natural Theology (3 Credits)**

Natural Theology is a philosophical investigation into God's existence, the divine attributes and the divine operations. Aquinas's Five Ways will be studied. More recent arguments for God's existence will also be considered. The course also will reflect upon the objections to theistic arguments and replies to atheism.

Prerequisite: Junior Level standing or above

### **PH 406 Philosophy Capstone (2 Credits)**

The Philosophy Capstone integrates the information from previous philosophy courses and discusses the distinctions and relationship between philosophy and Theology. Natural wisdom, science, and faith will be shown to be not only compatible but complementary within the order of reality. There will be a close reading of Fides et ratio.

Prerequisite: Junior Level standing or above

### **PH 425 Ethics (3 Credits)**

This course studies the principles of ethics and the major ethical theories with a special emphasis on Aquinas and the Catholic moral tradition. Virtue ethics, deontology and consequentialist ethics will be contrasted.

Prerequisite: Junior Level standing or above

## **POLITICAL SCIENCE**

### **PS 101 Principles of Political Science (3 Credits)**

The nature, scope and method of political science including the origin, nature and attributes of the state, comparative forms of constitution and governments, and the mode of operations of government are topics covered in this course.

Prerequisite: Placement into College Level Courses

### **PS 111 American Government (3 Credits)**

Students will learn the fundamental principles and constitutional development of American government with an emphasis on the structure of the national government, civil rights, pressure groups and political parties.

Prerequisite: Placement into College Level Courses

### **PS 112 State and Local Government (3 Credits)**

Students will examine the structure and politics of state and local governments, the interrelationship between state and local governments and the state, local and federal system, and the forces that shape the policy-making and outcomes on the state and local levels.

Prerequisite: Placement into College Level Courses

### **PS 120 Introduction to Constitutional Law (3 Credits)**

This course is designed to introduce students to the modern development of constitutional rights and civil liberties.

Prerequisite: Placement into College Level Courses.

## **PHYSICS**

### **PX 110 College Physics I (5 Credits)**

This course covers principles of mechanics, heat, fluids, and sound, emphasizing the development of quantitative concepts and problem-solving skills for students needing a broad background in physics as a part of their preparation in other major programs. This course includes laboratory experience.

Prerequisite: MT 130

### **PX 111 College Physics II (5 Credits)**

A continuation of College Physics I, principles and applications of electricity, magnetism, optics and modern physics are taught. This course includes laboratory experience.

Prerequisite: PX 110

### **PX 201 Engineering Physics I (5 Credits)**

This course is designed to give the student a working knowledge of the general principles of mechanics, thermodynamics and wave motion. The emphasis will be placed on developing a practical skill in problem solving. This course includes laboratory experience.

Prerequisite: MT 231

## **PSYCHOLOGY**

### **PY 101 General Psychology (3 Credits)**

The student is introduced to the basic concepts, terminologies and theories in psychology and their application to various stages of human development, personality, perception and learning. This course is a multicultural approach to the study of human behavior. The physiological and biological basis of behavior is emphasized. Prerequisite: Placement into College Level Courses

### **PY 205 Human Growth and Development (3 Credits)**

The student is introduced to the basic concepts, terminologies and theories in psychology and their application to various stages of human development, personality, perception and learning. This course is a multicultural approach to the study of human behavior. The physiological and biological basis of behavior is emphasized. Prerequisite: PY 101

### **PY 211 Child Psychology (3 Credits)**

An understanding and appreciation of the child is gained through material based on research, theory and observations of children from various racial, ethnic and socioeconomic backgrounds.

The course blends the scientific approach with the practical insofar as opportunity will be provided for involvement with child study projects.

Prerequisite: PY 101

### **PY 213 Psychology of the Exceptional Child (3 Credits)**

This course provides a survey of human differences such as learning disabilities, mental retardation, giftedness, physical and emotional impairments and cultural differences. Cultural and social influence upon children's cognitive, social, emotional and physical development from birth through adolescence will be discussed. Educational implications at each developmental level are also considered. Field experience is required.

Prerequisite: PY 301 and ED 310

**PY 301 Educational Psychology (3 Credits)**

This is an introductory course designed to give the candidate a survey of the Foundations needed to develop an understanding of the underlying theories and practices in human growth and development, learning theories, and cognitive processes; provide a survey of Curriculum/Instruction/Evaluation theories and techniques, including motivation, classroom management, instructional planning and assessment; and explore issues of Professionalism and Christ-Centered Character as they impact each of the topics in the course.

Prerequisite: PY 205

## RELIGIOUS STUDIES

**RS 135 Survey Of Catholic Belief (3 Credits)**

This course is a survey of contemporary Catholic teaching considered within a biblical context. It explores topics of major concern to Catholics in the living out of their faith. This course studies the Tradition and principles that have guided the practice of the faith throughout the centuries. It serves the needs of religion teachers who seek more extensive theological background, Catholics interested in developing an in depth knowledge of their faith, and those who are not of the Catholic faith but desire more understanding. Variable credit 1 to 3 credits.

Prerequisite: Placement into College Level Courses

**RS 135.1 Survey Of Catholic Belief (1 Credit)**

This course is a survey of contemporary Catholic teaching considered within a biblical context. It explores topics of major concern to Catholics in the living out of their faith. This course studies the tradition and principles that have guided the practice of the faith throughout the centuries. It serves the needs of religion teachers who seek more extensive theological background, Catholics interested in developing an in depth knowledge of their faith, and those who are not of the Catholic faith but desire more understanding. Variable credit 1 to 3 credits.

Prerequisite: Placement into College Level Courses

**RS 145 New Testament Biblical Literature (3 Credits)**

This is a survey course on the New Testament with an emphasis on the application of the historical method and interpretation of the gospel and epistolary material within a cultural, historical and literary context.

Prerequisite: EN 111

**RS 147 Introduction to Vatican II (3 Credits)**

Called by Pope John XXIII, the Second Vatican Council (1962-65) was a major endeavor to renew and reform the Catholic Church so that it could better respond to the modern age. It was said to have been a seismic event in the life of the Catholic Church, and indeed, western Christianity. Starting with the history of the Council, and focusing on the themes of the Four Apostolic Constitutions produced by that ecumenical council, this course is an introduction to the spirituality and teaching of the Second Vatican Council.

Prerequisite: Placement into College Level Courses

**RS 225 Foundations of Theology (3 Credits)**

This course introduces students to the science of Theology. The human relationship with God in the context of the Church will be emphasized, presenting concepts and methods for understanding Christian Faith. A survey of Catholic Theology will be presented in the context of Sacred Scripture and Tradition and in relationship to other Ecclesial Communities. Topics include: Revelation, the Old and New testaments, the Person of Jesus, the nature and mission of the Church, the relationship between Catholicism and other Abrahamic Faiths: Judaism, Islam.

Prerequisite: PH 210 or PH 213 (May be taken concurrently)

**RS 301 Comparative Religions (3 Credits)**

This is a comparative study of the five major religious systems within a contemporary as well as historical framework. An inquiry into the diverse practices and beliefs of Hinduism, Buddhism, Judaism, Christianity and Islam will give students a better understanding of the global society in which they live and work.

Prerequisite: Junior standing or above

**RS 302 Religion in Film (3 Credits)**

This course will explore how religious beliefs and behaviors are represented in film. It will use a range of movies to examine how spiritual and ethical issues are addressed in secular cinema for mass audiences. Through lectures, screenings, and discussions we will examine film's impact on our religious imagination, ethnical discourse, and notion of community.

Prerequisite: EN 112; Junior Standing or above

**RS 304 Roman Catholic Sexual Ethics (3 Credits)**

This course examines human sexuality from the perspective of Roman Catholic moral teaching. Students will be introduced to the basic documents of the Church as well as other relevant resources in order to examine and come to deeper understanding of the Church's teaching on sexuality, marriage, family life, celibacy, and other life choice issues.

Prerequisite: RS 225 or PH 225; Junior Standing or above

**RS 305 Solidarity in a World without Borders (3 Credits)**

The Roman Catholic Church's commitment to justice is essential to proclaiming the Gospel. This course is an intensive study of theological, philosophical, and historical development of the Catholic social vision and the sharing of this vision through teaching, witness, and pastoral services intended to address human needs throughout the world.

Prerequisites: RS 145; Junior Standing or above

**RS 306 Spirituality in the Christian Tradition (3 Credits)**

A study of Christian experience, focusing on spiritual writers and movements in the Christian tradition. Students will endeavor to contextualize the major figures, texts, and themes in the historical development of Christian Spirituality.

Prerequisite: RS 225 or PH 225; Junior Standing or above

**RS 307 The Church, the Mission, and a New Evangelization (3 Credits)**

This course examines the nature, purpose of the Church and its contemporary imperative to "make disciples of all the nations."

Prerequisite: RS 225 or PH 225; Junior Standing or above

### **RS 308 Social Movements in Modern Christianity (3 Credits)**

Urban industrialization in the nineteenth century transformed the world, changing how people live and think about themselves, their relationships to environment and to others, and to the whole created order. In this context, in the second half of the nineteenth century, there emerged a series of developments in Christianity, particularly its social thought and practice. The emergence of this social Christianity influenced the relationship between religious faith and secular society. This course is a study of this religious change.

Prerequisite: RS 225 or PH 225; Junior Standing or above

### **RS 309 Church History I (3 Credits)**

This course is an introduction to Church History from the Age of the Apostles to the pre-Reformation era. Topics include the growth and expansion of Christianity, heresies and reforms, early Church councils, monasticism, missionary movements, the Eastern and Western Churches, and Christian intellectual life.

Prerequisite: Junior Standing or above

### **RS 310 Catechism I (3 Credits)**

This course studies the Catechism of the Catholic Church. The basic truths of the Catholic Faith are revisited in the light of the Catechism, Sacred Scriptures and the Creeds. The course begins with God's initiative in establishing a relationship with humanity throughout human history and ultimately reaching perfection through the Incarnation and Paschal Mystery. The Catechism will examine the four marks of the Church as founded by Christ. A study of the final eschatological events will complete the course.

Prerequisite: Junior Standing or above

## **SCIENCE**

### **SC 101 Fundamentals of Physical Science (5 Credits)**

A survey course designed to present the content and methods of physical science. The lecture and laboratory present fundamental principles of chemistry, physics, astronomy, and geology. It is counted toward laboratory science requirements and is intended for non-science majors.

Prerequisite: Placement into College Level Classes

### **SC 200 Earth Science (4 Credits)**

This one semester course will provide the student with an overview of the principles and theories in the earth sciences. The sub disciplines of geology, meteorology, oceanography, and astronomy will be emphasized. Also some of the most important scientific theories and discoveries of the earth sciences will be presented, including the geological history of earth, plate tectonics, global warming. The laboratory complements the earth science course. It will include the study of the earth's materials, interpretation of topography maps, analysis of the concept of density, investigation of weather, and astronomical observations. Field trips may be scheduled.

Prerequisite: Placement into College Level Classes

## **SOCIOLOGY**

### **SO 100 Introduction to Sociology (3 Credits)**

This course is designed to introduce the basic concepts, theories and methods in the field of sociology. As a social science, sociology is concerned with individuals, groups and institutions as they interact and change. Major schools of thought in sociology are utilized to provide an analysis of various social institutions, social change and development both at the national and international levels.

Prerequisite: Placement into College Level Classes

### **SO 101 Social Problems (3 Credits)**

This course analyzes the causes and scope of social problems. The emphasis is on the structural determinants of problems and the necessity of structural reforms and prevention. Students will be introduced to causal analysis and methods of scientific investigation of the socioeconomic and political institutions and specific social problems.

Prerequisite: Placement into College Level Classes

### **SO 110 Foundations of Social Science (3 Credits)**

This course is designed to provide an overview of the history and development of major schools of thought and theoretical arguments which constitute the foundations of social science. Students will be introduced to various social sciences such as sociology, economics, anthropology, political science, psychology, geography, and history and the central concern of each discipline.

Prerequisite: Placement into College Level Classes

### **SO 111 Marriage and the Family (3 Credits)**

This course provides a multidisciplinary and multicultural analysis of the institutions of marriage and the family. It emphasizes the development and evolution of marriage and family and the role of parents in a changing and evolving socioeconomic structure.

Prerequisite: Placement into College Level Classes

### **SO 205 American Film Culture (3 Credits)**

This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster film. Students will discuss the sociology needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical feature film, class lecture, discussion and periodic exams.

Prerequisite: SO 100

## **SPANISH**

### **SP 101 Beginning Spanish I (5 Credits)**

This course will introduce the student to the language through the study of basic structures and vocabulary. Through this class the student will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will have a limited ability to converse in the language.

Prerequisite: Placement into College Level Classes

### **SP 102 Beginning Spanish II (5 Credits)**

These courses require that the student has completed five credit hours in language study. Course work is a continuation of the first five hours of study. Emphasis is on conversation with more extensive work in reading and writing.

Prerequisite: SP 101

**SP 201 Intermediate Spanish I (3 Credits)**

SP 201 Intermediate Spanish I, is the first semester of Intermediate Spanish course designed to expand upon what has been covered in SP102. Additionally students will continue with the study of proper verb tenses usage as well as the use registers in a variety of settings though readings, compositions, group collaboration and class discussions. This course will use readings from various genres to enhance student's cultural awareness and knowledge of Spanish speaking Countries. Overall, SP 201 aims to weave together content language learning and interactive tasks in which information is exchanged to enhance your communicative proficiency.

Prerequisite: SP 102

**SP 202 Intermediate Spanish II (3 Credits)**

SP 202 Intermediate Spanish II, is the second semester of Intermediate Spanish course designed to expand upon what has been covered in SP102. Additionally students will continue with the study of proper verb tenses usage as well as the use registers in a variety of settings though readings, compositions, group collaboration and class discussions. This course will use readings from various genres to enhance student's cultural awareness and knowledge of Spanish speaking countries. Overall, SP 202 aims to weave together content language learning and interactive tasks in which information is exchanged to enhance your communicative proficiency.

Prerequisite: SP 201 or Spanish Placement

**SP 203 Conversation and Composition (3 Credits)**

This course is designed to assist the student studying Spanish to enhance their communicative and writing skills through various readings, class discussions, presentations, and oral exams. Additionally, this course is designed as a safe space for students to explore the various aspects of communicating in Spanish with a variety of Heritage Language Learners.

Prerequisite: SP 102 or Spanish Placement

**SP 301 Literature in Spanish I (3 Credits)**

This course introduces the student to the literary skills and vocabulary for discussing and writing analysis of the various literary genres including poetry, the short story, drama, and the novel. Students will read some of the most prominent authors in each of the genres for literary analysis. Students will analyze a work by a prominent author using the various methods studied in this course.

Prerequisite: SP 202 or Spanish Placement

**SP 302 Literature of the Americas (3 Credits)**

This course expands on SP301 Literature in Spanish, to include literature from America from Pre-Columbian times to the current US Latino/a literature. Students will use their learned literary analytic skills to acquaint themselves with the most prominent authors of each literary period. Students analyze a literary work of their choice, and present their findings to their peers.

Prerequisite: SP 301 or Spanish Placement

**SP 310 Introduction to US Latino Literature (3 Credits)**

This course introduces the students to some of the myriad of issues related to US Latino/a Literature which include political, social, and personal issues. Students will be exposed to a variety of genre ranging from poetry, short story to the novel which will include an introduction to literary analysis. This course explores US Latino/a Literature, its development its importance in the study of Spanish and Latin American Studies. Readings may be in Spanish, English or both depending on availability of original text.

**SP 320 Spanish Grammar and Composition (3 Credits)**

This course is intended for the intermediate to advanced Spanish learner. The course is designed to provide students with a systematic review of grammatical structures, verb tenses, and their usage in academic writing. Although the main emphasis is on writing, students will participate in activities designed to enhance their listening, speaking, and reading skills.

Prerequisite: SP 202 or Spanish Placement

**SP 401 Cervantes Great Works (3 Credits)**

Cervantes' Great Works is designed to expand on the literary analysis introduced in SP 301 Literature in Spanish, it is a course intended for advanced student in Spanish courses. Students will examine the major works of Miguel de Cervantes Saavedra which includes the novel Don Quijote de la Mancha and other works. Students will be able to conduct, prepare and present themes in a critical literary analysis as well as discuss the major themes presented in the literary works. Students will also examine the political, social and religious factors surrounding the works for better understanding and analysis of the readings.

Prerequisite: SP 301

## WORLD LANGUAGES

**WL 130 French I (3 Credits)**

These courses will introduce the student to the language through the study of basic grammar structure, dialogues and vocabulary. Through these classes the student will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will have a limited ability to converse in the language.

Prerequisite: Placement into College Level Classes

**WL 230 French II (3 Credits)**

These courses require that the student has completed five credit hours in language study. Course work is a continuation of the first three hours of study. Emphasis is on conversation with more extensive work in reading and writing.

Prerequisite: WL 130

## NON-CREDIT

**NT 025 Certified Nurse Aide Credits: .00**

This 90-hour non-credit program prepares students to successfully pass the Kansas Certified Nurse Aid Exam. Certified nurse aides provide daily living assistance and beside care to patients under the supervision of a registered nurse. CNAs are generally responsible for patients' basic care including bathing, vital-sign assessments and grooming. They also offer social and emotional support to patients and communicate important information to nurses. CNAs work in a variety of settings including hospitals and private homes, as well as long-term care, mental health or assisted living facilities.

# Donnelly College Faculty & Staff

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<b>Jorge Salamanca-Chavez</b> <i>Admissions Counselor – Heartland CAMP</i> B.A., University of Kansas	<b>Allie Wayne</b> <i>Adjunct Faculty</i> A.A.S Professional Nursing, Metropolitan Community College
<b>Dhuha Shareef</b> <i>Assistant Professor, Mathematics</i> B.A., Al-Mustansirya University M.A., University of Missouri-Kansas City	<b>Heidy Wilson</b> <i>Assistant Registrar</i> B.A., Donnelly College
<b>R. McKay Stangler</b> <i>Advancement Officer</i> DEGREE NEEDED	<b>Adrian Zelenchuk</b> <i>Adjunct Faculty</i> B.A., Ivan Franko National University of Lviv M.A., Ivan Franko National University of Lviv Ph.D., Lomonosov Moscow State University
<b>Lisa Stoothoff</b> <i>Acting Vice President of Academic and Student Affairs/Dean of the College</i> B.A., Montclair State University M.Ed., Rutgers University	

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# DONNELLY COLLEGE

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