



# STUDENT HANDBOOK

2020-2021



DONNELLY COLLEGE

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# About Donnelly College

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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.

## DONNELLY'S VALUES

### Truth

Donnelly seeks to inspire life-long discovery and the communication of truth by exploring the connectedness of all things, studying the intersections of faith and reason, and engaging in civil dialogue with all peoples.

### Community

Rooted in Christian and Benedictine values, Donnelly seeks to motivate actions and relationships that promote a just community, recognizing that every person has inherent dignity and potential, and that we serve God by serving God's people.

### Excellence

Donnelly seeks to challenge people to become the best version of themselves in their vocation, personal life, civic engagement and faith pursuit. Excellence requires perseverance amidst obstacles, striving beyond what is comfortable, openness to new ideas, a commitment to quality and concerted effort.

Donnelly College encourages all students, employees and college volunteers to *Seek Truth, Build Community and Pursue Excellence.*

## 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).

# Services to Students

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## ACADEMIC ADVISING

Academic advising is designed to help students set academic and career goals. Students are assigned an academic advisor who will help them create a plan of study leading to degree completion. Advisors are a resource to assist students with academic, career, and personal concerns.

[Tynisa Collins](#)

(Student last names A-K, Bloch Scholars)

Academic Advisor

(913) 621-8739

[Matthew Emory](#)

(Student last names L-Z)

Academic Advisor

(913) 621-8725

## 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.

[Fr. Edward Ahn](#)

Campus Ministry

(913) 621-8727

[Aaron Williams](#)

Campus Minister

(913) 621-8776

## CAREER SERVICES

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, Career Services develops relationships with employers to provide internship/practicum opportunities for Donnelly College students.

[Yvonne Telep](#)

Associate Director of Academic Support

(913) 621-8732

## 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.

[Susan Lechliter](#)

Director of Counseling Center

(913) 621-8781

## Financial Aid

Donnelly College seeks to make its educational programs affordable to all students and assists students in their efforts to qualify for financial aid. The amount of financial award is

determined at the time of a student's acceptance and is reviewed each term thereafter. Students that are US Citizens or Permanent Residents may qualify for one or more of the following programs:

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**

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.

The Financial Aid Office will use the summer enrollment period as a trailer.

Students eligible for Federal Pell grants will be awarded based on a formula available in Donnelly's Financial Aid Office.

Institutional aid will be determined on an individual basis.

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.

**Federal**

Federal Pell Grant

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[Michael Pepple](#)  
Director of Financial Aid  
(913) 621-8740

## **LIBRARY SERVICES**

The Dean-Lozoya Family Library and Academic Resource 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 of approximately 14,000 titles, as well as a small selection of periodicals, reference books, and video materials are available for student use. Students, faculty, and staff have access to databases through the State Library of Kansas. Donnelly has inter-library loan access to the resources of libraries in the KC metropolitan area and across the state of Kansas. Computer labs and areas for individual and group study are available in the Academic Support Center located on the Ground Floor.

[Tyler Johnson](#)

Academic

Librarian (913)

621-8735

## **SUPPORTED STUDY**

Supported Study is a student facilitated study group that can help students achieve success in challenging classes. Supported Study sessions:

- Allow students to interact with one another and a study leader 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. Supported Study Leaders are trained to guide students with activities and thought-provoking questions.

## **STUDENT LIFE**

Being a college student is more than just attending classes. It's about engaging in campus life and the broader campus community made up of students, faculty and staff. Donnelly's campus is a safe community where students can demonstrate

their leadership through student organizations and clubs, participate in the numerous traditions, and become a valued part of Donnelly's culture. The Student Activities Committee (SAC) is operated by Donnelly College students who plan various college culture events to engage all Donnelly College students. Student life also manages the weekly student newsletter which is an electronic publication that informs current students of announcements and upcoming events specifically for students.

[LaCherish Thompson](#)  
Program Support Specialist  
(913) 621-8797

## FERPA

### Family Educational Rights & Privacy Act

The General Education Provision Act of 1974, originally titled Privacy Rights of Parents and Students, was re-titled Family

Education Rights and Privacy in 1988. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register. In compliance with this act, the following policy statement of students' rights regarding academic records has been developed at Donnelly College.

For the purposes of this policy, Donnelly College has used the following definitions of terms: Student - any person who attends or has attended Donnelly College.

Education Records - any record (in handwriting, print, tapes, film, other medium) maintained by Donnelly College or an agent of the College, which is directly related to a student, except:

A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

Records maintained by the Donnelly College Campus Police unit if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Donnelly College.

Alumni records which contain information about a student after he/she is no longer in attendance at Donnelly College and which do not relate to the person as a student.

### ANNUAL FERPA NOTIFICATION

Students will be notified of these rights by publication in the College Catalog.

#### *Notice of Privacy Practices*

FERPA (the Family Educational Rights and Privacy Act) is a federal law and its sole purpose is to afford certain rights to students concerning their educational records. The primary rights afforded include:

The right to inspect and review your educational records by advanced request.

The right to seek your records amended if you suspect a discrepancy.

The right to have some control over the disclosure of information from your records.

The right to file a complaint concerning alleged failures to comply with FERPA.

If you have any questions or feel that Donnelly College employees have not handled information about you properly, please contact Donnelly College Registrar (913) 621-8733 **OR** The Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605 1-202-260-3887

### Who is Covered by FERPA?

Students who have reached the age of 18 **OR**

Students who attend a postsecondary institution. This includes high school students who are dual enrolled or who participate in the high school partnership program.

### What is Considered Directory Information?

Donnelly College has the right to disclose certain information about you called "Directory Information". Donnelly College has designated the following items as Directory Information:

Name, address, telephone number and e-mail address

Date and place of birth

College major field of study, year in Donnelly College

Dates of Attendance at Donnelly College

Awards and academic honors

Degree and dates awarded

Most recent educational institution attended

Participation in officially recognized activities and sports

### Exceptions to Disclosure

Donnelly College will disclose information from a student's educational record only with the written consent of the student.

*Exception:* school officials who have a legitimate educational interest may receive the educational records without prior consent given. A school official is:

A person employed by the college in administrative, supervisory, academic/research, or support staff positions.

A person serving on an institutional governing board.

A person employed by or under contract to the institution to perform a special task, such as an attorney or auditor.

Donnelly College employees (including student workers) are bound by policy that requires confidential treatment of student information. Non-compliance with the policy is a FERPA violation and may be grounds for termination of employment.

### Can I Prevent Disclosure?

You have the right to prevent disclosure of directory or any other information pertaining to you. Complete and submit the "Request to Prevent Disclosure of Directory Information" form, available in the Registrar's Office. This request is renewable each semester. If you submit this form, we will not disclose any information about you to anyone without your specific written consent. *Note: Once the form has been processed, you will not receive automatic mailings and correspondence from Donnelly College and your name will not be printed in certain publications (i.e. commencement program, honors listings, newspaper, releases, etc.)*



**Release of Information Form**

Donnelly College will honor your request to withhold any information you choose but cannot assume responsibility to contact you for permission to release that information.

If you want someone in your family or another person to occasionally take care of your affairs at Donnelly College, you can grant them access by completing and submitting the “Release of Information” form. This form requires your name and student ID, the person and relationship to whom you are allowing access to your records and the information you are allowing them to have access to. This request is renewable each academic year.

**Ways to Protect Your Own Privacy**

Do not leave paperwork (with personal information) in your classroom

Do not keep your Student ID and Password together. It is the combination of those two numbers that will allow you access to your Donnelly College student information.

Do not leave your personal information on the screen when you are working in a computer lab.

Donnelly College *will allow access to your information to those authorized to take care of, view, inquire, or handle your affairs. When your written consent is required, we will protect your information from unauthorized access.*

**Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the Registrar. Students should submit to the Registrar a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

**Right of the College to Refuse Access**

Donnelly College reserves the right to refuse to permit a student to inspect the following records:

The financial statement of the student’s parents.

Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.

Records connected with an application to attend Donnelly College if that application was denied.

**Refusal to Provide Copies**

Donnelly College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Donnelly College.
2. The student has an unpaid financial obligation to Donnelly College.
3. There is an unresolved disciplinary action against the student.

**Types, Location, and Custodians of Education Records.**

The following is a list of the types of records, their locations and their custodians.

<b>Admission Records</b>	Admissions Office
<b>Cumulative Academic Records</b>	Registrar’s Office
<b>Financial Aid Records</b>	Financial Aid Office
<b>Disability Records</b>	Dean’s Office
<b>Financial Records</b>	Business Office
<b>Advising Records</b>	Student Success Center
<b>Progress Records</b>	Student Success
<b>Disciplinary Records</b>	Dean’s office
<b>Occasional Records</b>	Appropriate College Staff
<b>Veterans’ Educational Records</b>	Financial Aid Office

**Disclosure of Education Records**

Donnelly College will disclose information from a student’s education records only with the written consent of the student, except:

1. To college officials who have a legitimate educational interest in the records.

A college official is:

A person employed by the College in an administrative, supervisory, academic research, or support staff position.

A person elected to the Board of Trustees.

A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A college official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement.

Performing a task related to a student’s education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

**Note:** An instructor is considered to be a “college official” and is perceived as having a “legitimate educational interest” relative to current students in his/her classes.

2. To officials of another college, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before 11/19/94.
6. To organizations conducting certain studies for or on behalf of Donnelly College.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.

#### **Record of Request for Disclosure**

Donnelly College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be sent, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

#### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are incorrect, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

A student must ask the Registrar of Donnelly College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.

Donnelly College may comply with the request or it may decide not to comply. If it decides not to comply, Donnelly College will notify the student of the decision and advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

Upon request, Donnelly College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

Donnelly College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If Donnelly College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Donnelly College discloses the contested portion of the record, it must also disclose the statement.

If Donnelly College decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

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.

## **DISABILITY SERVICES**

The purpose of academic disability accommodation in higher education is not to make your educational experience easier, but instead is designed to remedy the effects of the disability, within reason. Our goal in providing services is to ensure that the student's disability does not prevent them from enjoying the same educational and experiential opportunities as any non-disabled student. The two laws that govern disability accommodations in higher education are Title III of the Americans with Disabilities Act (Title III is specifically for non-public schools) and Section 504 of the 1973 Rehabilitation Act. Please note though, K-12 education is governed by different laws than institutions of higher education, and so academic accommodations may work differently at Donnelly College than you have experienced before arriving. All submitted documents must be current and signed by a licensed professional. PLEASE NOTE: Students must directly contact the DEAN OF THE COLLEGE to start the accommodations process. A parent who wishes to discuss their student's accommodations must have an academic FERPA on file with the Registrar.

## **TUTORING CENTER**

Free tutoring is provided in English and math as well as other subject areas. Professional and peer tutors are available in the tutoring center.

[Yvonne Telep](#)

Associate Director of Academic Support  
(913) 621-8732

# Academic Policies

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## 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 DISHONESTY

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

### **Academic Probation & Suspension**

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).
3. 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**.
4. 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.

5. 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.
6. 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.
7. 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.

### Academic Suspension Appeal Procedure

1. Appeals must be initiated by the student.
2. The student meets with an advisor to discuss the appeal 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 appeal.
  - b. Supporting documentation which demonstrates compelling reason justifying the petition.
  - c. Extreme and/or unusual circumstances that were “beyond the student control”, need to be supported by either emails, doctor notes, or any other official documentation that will support the appeal.
  - d. The student needs to provide sufficient information upon which the Academic Appeals Committee can render a decision.
  - e. Lack of documentation supporting the appeal and incomplete or unclear appeals will not be considered.
3. The complete appeal packet (Academic Appeal Form, student typed and signed statement, and supporting documentation) must be submitted by the student to the Academic and Student Affairs Office (room 206).
4. For Spring semester reinstatement: Complete documentation must be submitted no later than the first week of January.
5. For Fall semester reinstatement: Complete documentation must be submitted no later than the first week of August.
6. Appeals may be submitted outside the timelines indicated above only if documented extenuating circumstances exist. These circumstances must be fully explained in the written appeal request and accompanied by supporting documentation. Acceptance of late appeals will be at the discretion of the Vice President of Academic and Student Affairs.
7. The Academic Appeals Committee’s membership includes: the Vice President of Academic and Student Affairs, the Director of Student Success, the Director of Financial Aid, and a faculty representative.
8. The Academic Appeals Committee will review the appeal form and documentation provided, discuss the material and make a determination of “Petition approved as requested”, “Petition denied”, or “Petition approved with conditions”.

9 .The student will receive written notification of the Academic Appeals Committee within three business days after the Committee meeting date.

If reinstated, students failing to improve their overall GPAs to at least 2.0 will be suspended from Donnelly College for one term.

All decisions of the Academic Appeals Committee are final.

### CLASS ATTENDANCE

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 include the specific attendance policy in the syllabus for the class and adhere to the policy for the duration of the course. If a student has exceeded the number of allowed absences, faculty may initiate an administrative withdrawal based on non-attendance. If a student is absent for two consecutive weeks, they are to be administratively withdrawn from their course within a week of the last absence.

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.

### 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). Students can also sign up for alerts through Donnelly's Text caster, <https://my.textcaster.com/asa/Default.aspx?ID=e54f8100-5567-43fa-a919-4b86901243f8>.

### **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.

## **COLLEGE CATALOG**

Students are responsible for the information the catalog contains

reason(s) for the appeal.

- b. The course syllabus of the substitute course.
- c. Any other supporting documentation which demonstrates compelling reason justifying the petition.
- d. Extreme and/or unusual circumstances that were "beyond the student control", need to be supported by either emails, doctor notes, or

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

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

## **DECLARING A MAJOR OR PROGRAM**

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

## **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 Student Success courses may not be audited.

## **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.

## **COURSE SUBSTITUTION/WAIVER APPEAL PROCEDURE**

1. Appeals must be initiated by the student.
2. The student meets with an advisor to discuss the appeal 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 appeal.
  - b. Supporting documentation which demonstrates compelling reason justifying the petition.
  - c. Extreme and/or unusual circumstances that were "beyond the student control", need to be supported by either emails, doctor notes, or any other official documentation that will support the appeal.
  - d. The student needs to provide sufficient information upon which the Academic Appeals Committee can render a decision.
  - e. Lack of documentation supporting the appeal and incomplete or unclear appeals will not be considered.

3. The complete appeal packet (Academic Appeal Form, student typed and signed statement, and supporting documentation) must be submitted by the student to the Academic and Student Affairs Office (room 206).
4. The Vice President of Academic and Student Affairs will review the appeal form and documentation provided.
5. The student, academic advisor, and the Registrar's office will be notified of the decision within ten business days after the appeal filing date. The notification will be sent via Donnelly e-mail account.
6. All decisions of the Vice President of Academic and Student Affairs are final.

## **FINAL GRADE APPEAL PROCEDURE**

1. Appeals must be initiated by the student.
  2. The student meets with an advisor to discuss the appeal 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 appeal and the resolution the student is seeking.
    - b. Extreme and/or unusual circumstances that were "beyond the student control", need to be supported by either emails, doctor notes, or any other official documentation that will support the appeal.
    - c. The student needs to provide sufficient information upon which the VP 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.
  3. The complete appeal packet (Academic Appeal Form, student typed and signed statement, and any supporting documentation) must be submitted by the student to the Academic and Student Affairs Office (room 206).
  4. The VP of Academic and Student Affairs will review the appeal form and documentation provided.
  5. The VP of Academic and Student Affairs will contact the instructor to request a written statement and any supporting documentation relative to the appeal.
  6. The student, instructor, and the Registrar's office will receive written notification of the decision within fifteen business days after the appeal filing date. The notification will be sent via Donnelly College e-mail account.
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7. All decisions of the VP of Academic and Student Affairs are final.

## **FORCE MAJEURE**

If the College must suspend, close, or adjust operations in response to force majeure, the College is under no obligation to adjust or refund tuition, fees, or other auxiliary costs. Force Majeure is defined as any act of God (i.e. fire, tornado, explosion, earthquake, flooding, etc.); war, hostilities, (declared or undeclared), invasion, act of foreign adversaries, mobilization, requisition, or embargo; rebellion, revolution, insurrection, or military or usurped power or civil war; contamination by hazardous material; riot, commotion, strikes, disorder; acts or threats of terrorism; plague, epidemic, pandemic, infectious outbreaks, or other public health crises – including quarantine or other public health restrictions; and any act(s) of state or governmental that may prohibit or impede the ability of the College to fulfill these obligations. If such impediments occur, the College will provide a good faith estimate of the expected duration and effects caused by the force majeure event, with a primary focus on minimizing disruptions in academic services. All refund policies pertaining to force majeure, remain at the discretion of the College. Per federal regulations, in the event the College must suspend or close due to force majeure, the following two scenarios may apply in determining a student's Enrollment Status, Withdrawal Date, and potential Return of Title IV funds:

- If the College ceases operation during a payment period and fails to reopen by the end of the period, the student is considered no longer in attendance and must be considered withdrawn for that period of enrollment.
- If the College closes and subsequently reopens during the payment period, any student who began attendance but failed to return are considered withdrawn effective the midpoint of the semester or the date the institution ceased operation.

## **INCOMPLETE POLICY**

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.

## **INTERNATIONAL STUDENT ENROLLMENT POLICY**

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

## **LAST DAY OF ATTENDANCE POLICY**

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.

## **NEW STUDENT ORIENTATION**

A comprehensive orientation program makes a substantial impact on students' persistence, retention and completion in college. Donnelly College's mandatory New Student Orientation (NSO) provides students with the necessary skills and tools for academic success. All new and re-admitted Donnelly College students are required to attend NSO prior to course registration. Students participating in dual credit courses, Correctional Facilities courses, non-credit courses, and course audits do not need to attend NSO.

## **REGISTRATION CREDIT LIMIT POLICY**

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.

## **REPETITION OF COURSEWORK POLICY**

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:
    - a. Bullying – Intimidating, or otherwise threatening any other individual on campus or at a campus sponsored event.
    - b. Cyber Bullying – Intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyber bullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student.
    - c. Burglary
    - d. Theft
    - e. Arson or fires started on campus
    - f. Excessive noise or disruptions
    - g. Violent behavior: verbal and non-verbal
    - h. Fighting on campus
    - i. Use of weapons on campus
    - j. Indecent exposure or behavior, illicit sexual behavior, or lewd conduct
    - k. Illegal gambling
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2. Conduct themselves in a manner that conveys a genuine interest in all students and community members will be apparent/visible at all times, with a dedication to helping them learn to help themselves.
3. Respect the privacy of others. Such violations of the expectations of privacy include:
  - a. Breach of Privacy – Using electronic or other means to make a video or photographic record of any person on-campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation.
  - b. Opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed door.
  - c. Using bathrooms intended for the opposite sex.
  - d. Misuse/ abuse of codes and access systems.
  - e. Covering, tampering with, or removing peepholes or room numbers.
4. Respect the rights and views of colleagues and those served. Treat all individuals with respect, courtesy, and good faith
5. Donnelly College students are responsible for the behavior of their guests.
6. Refrain from harassment. Discrimination in any form will not be tolerated or condoned at any time
7. Personal behavior of community members must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.
8. Attempting or actively influencing, intimidating, interfering, or coercing any person involved in a potential, actual, or past Student Code of Conduct Process in and of itself constitutes a violation of the process.
9. Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal. See Student Code of Conduct for more information.

initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

For complete explanation of the process, please refer to the College Catalog.

## WITHDRAWAL POLICY

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

# Student Life Policies & Procedures

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## ACCEPTABLE USE OF TECHNOLOGIES

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.

## ALCOHOL & DRUG 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 (21) years of age or older who choose to consume alcoholic beverages should do so responsibly. They should consider the health and behavioral consequences to themselves and the impact

upon others and the community at large. They should also make this choice with knowledge of College regulations and the laws of the State of Kansas.

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

Donnelly College will not protect students, faculty, or staff from prosecution under Federal, State, or local laws. Persons suspected of using illegal drugs or voluntarily being in the presence of their use are also subject to disciplinary action by the College. It is prohibited to possess, use, sell, manufacture, dispense, or distribute drugs or controlled substances on College property or as a part of any activity sponsored by the College. Controlled Substances means any chemical substance and/or drug controlled under the laws of the State of Kansas or the United States of America. Drugs means any potentially mind or ability altering chemical of any kind, including, but not limited to: depressants, stimulants, cocaine, narcotics, designer drugs, counterfeit or synthetic drugs, inhalants, methadone, marijuana and any other cannabin, hallucinogens or controlled substances, and prescription medication without a valid prescription. The College enforces compliance with local and state alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

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

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

Any violations of the aforementioned standards are subject to disciplinary action under the Student Code of Conduct. In addition, Donnelly College is in compliance with the federal Drug-Free Schools and Communities Act of 1989.

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

## EMERGENCY EVACUATION PROCEDURES

### Preparing for an Evacuation

- Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
- Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area, or the areas you frequent on campus.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- Obtain an Evacuation Map from the ASA office of the Donnelly College Campus and locate in advance the pre-determined evacuation locations closest to your building.
- Evacuation locations are located on both ends of the hallways in the main building and Marian Hall.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs

may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

- Do not return to the building until you have been instructed to do so by DC Facilities or Kansas City Kansas Police or Fire Departments.

### During an Evacuation for Fire

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

### Evacuation of Persons with Disabilities

- Students and staff need to advise faculty and supervisors of their needs in an emergency.
- Faculty and supervisors need to establish a "buddy" system to assist persons with disabilities.
- The Facilities Department is available to assist students and employees with a disability before an emergency in determining evacuation routes and assembly areas.
- To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers:
  - Ask how to help.
  - Remove obstructions.

- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
- Accompany the person to the evacuation site.
- For persons in wheelchairs ask if they need help driving their chair.
- Do not attempt to push a power/electric chair.
- The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joystick.
- In multi-level buildings, when elevators are off limits as in the case of fire assist persons with disabilities to go to the nearest exit stairwell landing. Many stairwell landings can help to provide temporary protection in fire emergencies.

- Close the door behind.
- If the person is not able to use a fire exit stairwell with assistance, an escort should remain with the disabled person at the landing to provide additional assistance.
- Alert DC Facilities or emergency responders that a disabled person is waiting for rescue.
- Specify the building, floor, exit stairwell and any additional location information.
- If it is a life-threatening emergency, determine the best carry options for the person based on their input.
- Power wheelchairs are too heavy to carry downstairs.
- Reunite the person with the chair as soon as it is safe to do so.

- **For persons who are unable to leave the building:**

- Assist the person to the nearest area where there are no hazards.
- Alert Facilities or Emergency Responders that a disabled person is waiting for rescue.
- Specify the building, room number and any additional location information.
- If possible, signal out the window to alert an emergency responder.

- **To assist people who are blind or visually impaired:**

- Announce the type of emergency that is occurring.
- Offer your assistance, or your arm for guidance.
- Tell the person where you are going, or about any obstacles you encounter.
- When you reach safety, ask if further assistance is needed.

- **To alert people who are deaf or have a hearing impairment:**

- Turn lights on and off to gain the person's attention.
- Write a note with evacuation instructions or directions based on the emergency.
- Indicate directions with gestures.

### **Armed Intruder**

If an armed or threatening intruder comes on to Donnelly College property it is very important that faculty, staff and/or students **report it immediately and take protective actions.**

Donnelly College Safety & Security recommends the following procedures:

#### **If you see an armed intruder and you are in an office or classroom:**

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the Kansas City Kansas Police Department. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police and/or DC facilities arrive and give directions.

If you are caught in an open or exposed area and you cannot get into a classroom or office you must decide upon a course of action:

#### **Hiding**

Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can contact emergency personnel.

#### **Running**

If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

#### **Playing Dead**

If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

#### **Fighting**

Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous but depending on your situation this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact. Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

## The Role of Students

Students should understand and follow all plans applicable to the given crisis situation. Students should not panic. In addition, they should be informed of the following:

- In the absence of employee or faculty direction, decide where it is safest to be and remain there.
- Determine whether you should shelter in place, lock-down, run, hide, play dead, or fight.
- In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)
- Before an incident, think through various scenarios for your own safety, and determine what might work if an intruder were to come onto campus or into your classroom.
- In a violent situation, notify the first available employee. Share all relevant information with facilities, law enforcement, faculty, or whoever can first assist you in alerting authorities.
- During and after the crisis, to the extent it is safe, keep with you what is on your person, do not go back for anything you left behind, and do not pick anything up.
- Assist faculty and employees in quickly assessing who is accounted for and who is not.
- If able to, provide assistance to injured or disabled persons.
- Try to remain calm and reassure fellow students.
- Follow directions about where to go or where to remain from Campus facilities, law enforcement, or other emergency responders.
- Do not speculate or perpetuate rumors to others.
- Do not retaliate or take unnecessary chances against an intruder

## GRIEVANCE PROCEDURE

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

## 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, Campus Cupboard, the Business Office, or Computer Services.
- Registering for your parking sticker.
- Participating in intramural sports programs.

- Being admitted to student events.
- Requesting services from Counseling.

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.

## Missing Person Emergency Contact

Students can 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. The complete Missing Student Policy can be found in the College Catalog.

## 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 administrator has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Business Affairs, phone 913-621-8765.

## SMOKING POLICY

Smoking is prohibited in all College-owned buildings, vehicles and on the grounds of the College campus.

## 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.

## **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.

# Governance

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## STUDENT SENATE

Student Senate fosters student leaders, providing organizational structure and promoting involvement to enhance students' leadership skills and college experience. The Senate represents students' interests and serves as a liaison between the College's student body, faculty and staff.

## CLUBS & ORGANIZATIONS

- Campus Ministry
- Donnelly College Art Club
- Donnelly College Nightingale Association of Student Nurses
- Donnelly Library Activities Committee
- Environmental Club
- Intramural Sports
- Multi-Cultural Club
- Phi Theta Kappa
- Pro-Life Committee
- Registration of Groups
- Soccer Club
- STEM Club
- Student Activities Committee
- Travel Club
- Walking Club

If you would like to start a club, please visit [LaCherish Thompson](#) in The Student Life office.

## REGISTRATION OF GROUPS

All student organizations must apply/re-apply for recognition as an official Donnelly College Student Organization. By having official status, each group will be eligible for funding and to hold and promote events on campus. Applications should be turned into Student Senate for approval.



# DONNELLY COLLEGE

608 N. 18th St. Kansas City, KS 66102 | [donnelly.edu](http://donnelly.edu) | 913.621.8700

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.