



DONNELLY COLLEGE

EST. 1949

2009-2010 Catalog

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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.

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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.

Profile

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

As a Catholic liberal arts and professional college, Donnelly's institutional philosophy derives from a belief in God and the dignity of each person.

As an educational institution, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God and to function as constructive members of society.

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

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.

Goals

Donnelly College provides education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served. The following Institutional Goals have been specified for carrying out this mission.

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

Vision Statement

In the year 2016, Donnelly College will be known for its wide variety of outstanding programming options and will serve as a model of excellence in all programs and instruction. Donnelly's Catholic identity will be apparent in all of its programs and services. Donnelly will be a financially strong institution with an expanded presence in order to best serve our students and our community. Our utmost priority, in all endeavors, will be to demonstrate unwavering commitment to the respect of diversity of every individual.

Accreditation

Donnelly College is accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; PH: (312) 263-0456 or (800) 621-7440; FAX: (312) 263-7462; www.ncahlc.org.

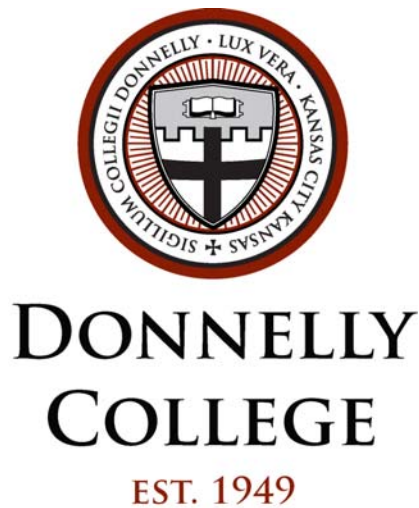
Donnelly's memberships include:

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

The Donnelly College Logo

The Donnelly College logo is the official seal, adapted from the College's original coat of arms. Donnelly's traditional colors are gray and deep red, with its silver shield and red cross derived from the shield of St. George for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).

The College also has a merchandise logo reflects the abbreviation of the name, DC, connected by a Benedictine cross. This logo showcases Donnelly's Benedictine foundations and Catholic values as well as the College's historic liberal arts emphasis.



Donnelly College Academic Calendar 2009-2010

FALL SEMESTER 2009

August	17-21	Enrollment
August	20	Faculty Workshop
August	22	Student Orientation
August	24	Day and evening classes begin
August	28	Last day for schedule changes
September	7	Labor Day – No classes
September	8	Classes resume
September	24	Convocation
October	17	Quarter ends
November	24	Class works ends – 9:10 p.m.
November	25-28	Thanksgiving vacation – No classes
November	30	Classes resume
December	2	Last day to withdraw from classes
December	14-16	Final exams
December	16	Semester ends – 9:10 p.m.
December	18	Grades due in Registrar's Office by 9 a.m.

SPRING SEMESTER 2010

January	4-8	Enrollment
January	5	Faculty Workshop
January	11	Day and Evening classes begin
January	15	Last day for schedule changes
January	18	Dr. Martin Luther King Day – No classes
March	6	Quarter ends
March	15-20	Spring Break
March	22	Classes resume
April	2, 3	Easter Break – No classes
April	5	Classes resume
April	28	Last day to withdraw from classes
May	10-12	Final exams
May	12	Semester ends at 5:00 p.m.
May	14	Grades due in Registrar's Office by 9 a.m.
May	15	Graduation

SUMMER SESSION 2010

May	25-28	Enrollment
June	1	Classes begin
June	2	Last day for schedule changes
July	26	Summer session ends

Philosophy of General Education

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

Code of Conduct

In fulfillment of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual and personal growth for persons from a variety of economic, social, religious, racial, ethnic and national backgrounds. An individual who enters this college community voluntarily assumes the obligation to accept the Code of Conduct and to promote its purposes and functions.

All members of the Donnelly College community are expected to maintain standards of conduct befitting productive and responsible citizens of an academic community and that reflect Donnelly College's values and specific 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."

Furthermore, the College is committed to the maintenance of an overall atmosphere of civility and respect through adherence to these guiding principles:

All members of the community are expected to exhibit integrity and personal honesty;

All members of the community will display conduct which avoids embarrassment, physical harm, or indignities to others and to themselves;

All members of the community will exhibit genuine interest in all community members, and will make that interest apparent at all times;

All members of the community will respect the privacy of other members and of information obtained in the course of activities;
All members of the community will respect the rights and views of other community members, such that all individuals will be treated with respect, courtesy and good faith;

All members of the community will refrain from behavior that results in harassment or discrimination;

All members of the community who have responsibility for employing and/or evaluating other community members will do so in a responsible, considerate and equitable fashion;

All members of the community will refrain from the use of their professional relationship to further their own interests, financial or otherwise;

All members of the community will conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation;

All members of the community will adhere to the principles of equal education and employment opportunity without regard to age, race, sex, religion, disability or national origin.

Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal. The College may take disciplinary action whenever conduct interferes with its responsibility to provide opportunity for educational achievement or to protect the rights, health and safety of its members.

Finals Schedule – Spring 2010

Finals for day classes will be conducted from May 10 – 12 on the schedule below. The semester ends at 9:10 p.m. on May 12.

Finals for Saturday and evening classes, as well as classes limited to calendar intervals shorter than the full semester schedule, will be held during the last class period.

The following schedule is given for the last three days of the semester to allow for longer examination periods for courses that incorporate comprehensive exams as part of the requirements. Each exam is extended over two 50-minute periods.

Instructors who do not require comprehensive examinations as part of their course(s) are asked to follow this schedule for their last class periods in order to prevent conflicts in the exam schedule.

Classes listed "by arrangement" schedule exams by arrangement.

Please note: The semester ends at **9:10 p.m. on the last day of the semester.**

	Mon. May 10	Tues. May 11	Wed. May 12
8:00-9:40	Classes that meet 8:00am MWF or 4 times/wk. or daily	Classes that meet 8:00 TR	Classes that meet 9:00 MWF or 4 times/wk or daily
10:00-11:40	Classes that meet 10:00 MWF or 4 times/wk. or 5 times/wk	Classes that meet 9:25 TR	Classes that meet 11:00 MWF or 4 times/wk or daily
12:00-1:40	Classes that meet 12:00 MWF or 4 times/wk. or daily	Classes that meet 11:40 TR	Classes that meet 1:00 MWF or 4 times/wk. or daily
2:00-3:40	Classes that meet 2:35 TR	Classes that meet 1:10 TR	Classes that meet 2:00 MWF or 4 times/wk. or daily

Admissions

ADMISSIONS POLICY

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

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

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

REGISTRATION PROCEDURES

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

COLLEGE CREDITS 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.

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, tuition-free, space available basis. There is a registration fee of \$10.

VETERANS

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

Any veteran who leaves Donnelly to perform military service will be re-admitted with the same academic status as when they departed.

Donnelly College participates in the Yellow Ribbon Program for post 9-11 military veterans. Eligible veterans will receive VA benefits that will cover the full cost of their tuition and fees at Donnelly College. For more information or to apply, contact the Financial Aid Office at (913) 621-8740 or the Veterans Administration.

LPN, CNA & CMA STUDENTS

A tuberculosis (TB) test is required to participate in the LPN, CNA and CMA programs. If you are unable to complete this requirement via skin test and the facility recommends a chest x-ray, you will accrue additional fees. Completion of the TB test is a state regulation.

INTERNATIONAL STUDENTS

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

Academic Information/Grading System

CREDIT HOURS

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

LETTER GRADES, GRADE POINTS AND EXPLANATIONS

Letter grades A, B, C, D, P, F, W, I and U are used to indicate academic achievement or academic status. U indicates a registered audit with no credit. W indicates withdrawal. I indicates incomplete. Grades are awarded on a four-point system.

Grades and the corresponding grade points 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 semester 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.

INCOMPLETE GRADE

A grade of Incomplete (I) may be given at the discretion of a full-time instructor. Adjunct instructors' requests for an incomplete grade must be signed by the Dean of Instruction. The Incomplete (I) grade is given only when the student is prevented from completing the course because of

unusual circumstances and has a minimal amount of the course work to complete. An Incomplete (I) will be converted to a letter grade when the student has completed the course within a proper time limit which is set at the discretion of the instructor. No grade of Incomplete (I) may be changed after graduation.

GRADE APPEAL PROCESS

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

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

Academic Honors

DEAN'S LIST

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

HONOR ROLL

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

PHI THETA KAPPA

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

CREATIVE WRITING AWARD

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

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

Assessment Plan

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

Assessments of student-learning in other programs are specifically designed to assess student demonstration of attainment of course and program learning outcomes. Methodologies vary with program and are applied and evaluated under the supervision of the Coordinator of Assessment.

Academic Expectations

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

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

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

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

Courses with grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.

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

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

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

The above policies do not apply to unclassified students.

Academic Policies and Procedures

ATTENDANCE

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

AUDIT

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

WITHDRAWAL FROM COURSES OR FROM SCHOOL

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

Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Dean of Instruction may initiate an administrative withdrawal. The student remains

responsible for the tuition owed in this instance.

CHANGING CLASS SCHEDULE

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

REPETITION OF COURSES

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

REFUND POLICY (MILITARY)

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

Certificate Programs

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

Certificate programs include:

- Information Technology
- Allied Health
- Licensed Practical Nurse
- Business

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

Transcripts

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

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

Transfer of Credit

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

Family Education Rights and Privacy Act

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

These rights are:

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, appropriate dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading or in violation of the right of privacy. (Grades are not subject to challenge.)

Limited disclosure of information from a student's record 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.

Directory Information

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

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

Such information may be disclosed by the College for any purpose at the College's discretion. In order not to disclose any of the above listed information, written notification to the Registrar's Office must be made.

Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory. Complaints may be sent to: FERPA, Department of Education Room 514E, 200 Independence Ave., SW Washington, DC 20201.

Financial Aid

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

Federal:

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

State:

Kansas Comprehensive Grant
Kansas Minority Scholarship
Kansas State Scholarship

Institutional:

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

Donnelly Reach Scholarship*
Donnelly Archbishop's Scholarship*
Donnelly Delta Scholarship*
Donnelly Catholic High School Grant*
Bloch Scholars Program*

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

* Criteria as follows:

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

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

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

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

Reach Scholarship (limited number) – high school senior – half tuition

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

Archbishop's Scholarship - Full tuition, fees and books

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

This scholarship is renewable for 11 semesters, excluding summer semesters.

Delta Scholarship - Full tuition, fees, and books

- Continuously enrolled from associate degree graduation through baccalaureate program;
- Provide official transcripts indicating 3.0 or greater cumulative GPA;
- A letter of recommendation from a teacher or a counselor;
- Complete the FAFSA and be Pell Grant eligible;
- Be a Kansas resident;
- Complete scholarship application in last semester of associate program.

The Delta Scholarship is renewable for five semesters towards a bachelor's degree, excluding summer semesters.

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

- Provide an official transcript indicating graduation from an accredited Catholic high school.
- This scholarship is renewable for 11 semesters towards a bachelor's degree, excluding summer semesters.

The Henry W. Bloch Scholarship - Full tuition, transferable

- High-school diploma or GED;
- Cumulative 2.5 or greater grade point average;
- Letter of recommendation;
- Interviewed by Bloch Committee;
- Must live in the KC metropolitan area;
- Must demonstrate financial need.

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);
- Maintain a GPA of 2.5 or better;
- Students must apply for federal and state financial aid;
- Students must participate in the Bloch Scholar Program;
- Students must meet with an advisor regularly.

Federal Financial Aid

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

State and Institutional Grants/Scholarships

- 1) Applicants seeking 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.

Student Loan Policy

- 1) Students interested in the Federal Student Loan program must meet with a Financial Aid officer. Steps to apply will be provided to eligible students.
- 2) Students who apply for a FFELP loan and are receiving institutional need-based aid will have the institutional aid rescinded and the loan funds will replace the institutional aid.
- 3) Exception will be made for students who borrow only the difference between their award(s) and their direct costs attendance such as tuition, books, and fees.
- 4) 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 President.
- 5) Student loans will normally be distributed in two disbursements per semester.

Institutional Payment Plans

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

16-Week Courses

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

8-Week Courses

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

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

Policy for Return of Federal Student Aid (Title IV) Funds

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

This calculation is based on the number of calendar days the student attended divided by the number of calendar days in the term (less any breaks of 5 days or more including weeks) up to 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 Dean of Instruction by the Registrar for determination of the last date of student participation in an academically related activity. For students determined to have unofficially withdrawn, the determined last date of participation in an academically related activity will be provided to the Director of Financial Aid for

return of Title IV fund calculation. If the last date of participation in an academically related activity cannot be determined, the midpoint of the period attended will be applied.

Donnelly College returns the following funds in the order below:

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

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

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

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

The fees, procedures and policies listed previously 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 V Recipients

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

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

1. You must complete a minimum of sixty-six percent (66%) of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
2. You may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours may include up to thirty (30) hours of remedial or preparatory coursework.
3. You may receive aid for a maximum of one-hundred and eighty-six (186) credit hours for bachelor's degree students (which includes all undergraduate credit hours). The total number of hours may include up to thirty (30) hours of remedial or preparatory coursework.
4. You must maintain the following minimum cumulative Grade Point Average (GPA):

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

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

If you are not making satisfactory academic progress according to the above standards, you will be placed on Financial Aid Warning. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning, you will continue to receive financial aid.

If you complete all the hours with a "C" or above, the next term for which you enroll, you will be able to continue on Financial Aid Warning.

If you fail to meet the satisfactory progress standards the next term for which you enroll, you will be placed on Financial Aid Suspension. When on Financial Aid Suspension you are unable to receive financial aid at Donnelly College. You may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid. The appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, you will be placed on Financial Aid Warning. If you have met the requirements for a degree or certificate at Donnelly College, you will be ineligible for financial aid unless you are pursuing another degree or certificate from Donnelly College or in a transfer program where you will earn your degree at another college.

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

Dependent student, \$ 16,950

Independent student, \$19,750

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

3/4 time (9-11 credit hours) Dependent student, \$15,588

Independent student, \$18,388

1/2 time (6-8 hours) Dependent student, \$14,226

Independent student, \$17,026

Less than 1/2 time (1-5 credit hours) Dependent student, \$1,364

Independent student, \$1,364

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

Tuition and Fees

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

Tuition:

Associate Degree Program: \$187 per credit hour.

Baccalaureate Degree Program: \$232 per credit hour.

English as a Second Language Program: \$187 per credit hour.

Additional Fees for Courses Listed Below:

\$50	CE 184						
\$80	HC 110	HC 115					
\$20	BL 101	BL 135	BL 136	BL 201	CH 100	CH 101	CH 102
	HC 122	HC 123	HC 190	SC 101			
\$10	FA 110	FA 112	FA 113	FA 114	FA 124	HC 113	
						<i>New</i>	

Student Assessment

\$7 Per credit hour of enrollment in Information Technology (IT) courses

\$150 ATI materials fee (LPN, CNA and CMA students only)

\$15 Preparatory Education assessment fee (each term)

Other

\$10 Per credit hour of ESL coursework

\$20 Returned check fee

\$60 Per credit hour of College Credits Now (CCN)

Donnelly College Refund Policy

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

Traditional Courses

(Calculation A)

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

8-Week Classes

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

ESL Classes

(Calculation B)

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

Weekend and 1 Credit Hour Classes

(Calculation C)

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

Health Care (CNA, CMA, HHA, CPT)

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

If class is scheduled as a 4-week course, calculation B is applied.

If class is a weekend class, calculation C is applied.

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

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

Services for Students

ACADEMIC ADVISING

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

CAREER CENTER

The Career Center 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.

TRANT MEMORIAL LIBRARY

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

TUTORING SERVICES

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 Academic Center for Excellence (ACE).

STUDENTS WITH SPECIAL NEEDS

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

GRIEVANCES

Any student of Donnelly College alleging discriminatory treatment by a College employee in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve it informally by bringing the matter to the attention of the party involved and meeting with the immediate supervisor(s) of said party. If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 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.

The Committee so designated will meet not more than five (5) working days after its selection. At the first organizational meeting, the Grievance Committee will elect a chairperson from among its members and set up rules of procedure for the hearing within these guidelines:

- a. The Grievance Committee will invite the grievant and the responding person to all hearings. Failure of either party to appear at the hearings will constitute a decision in favor of the other party.
- b. Attendance at the hearing will be limited to persons having an official connection with the case. The grievant and/or responding person may choose to be accompanied by an advisor. The name of the advisor should be made known to the chairperson at least 48 hours before the hearings begin. Witnesses or any others whose participation is necessary to establish facts shall appear before the committee only to give testimony and to answer questions.
- c. A reasonable time limit should be established for presentation of the grievance and for the response as well as the length of each hearing session. Every effort should be made to conduct the hearing as expeditiously as possible with fairness to both parties.
- d. Members of the Grievance Committee will not discuss the case with anyone outside the hearing process.
- e. All testimony pertaining to the grievance will be held in confidence.
- f. Only evidence relevant to the stated grievance may be introduced. Admissibility of evidence shall be decided by the Chairperson.
- g. A tape recording may be made of the hearing for purposes of review. All such tapes will be sealed or destroyed after the written report is given and the case is concluded.

At the conclusion of the grievance hearing, the members of the Grievance Committee shall meet in closed session to deliberate.

Any decision of the Committee will require concurrence of two out of three members. Within five (5) working days after the last meeting, the Grievance Committee shall make a written report on findings and recommendations to the appropriate administrative officers (immediate supervisor and/or the President) together with copies for the grievant and the respondent. The written report will contain:

- 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.

Graduation

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

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

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

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

Associate in Arts Degree Requirements

The degree of Associate in Arts is intended for those students who plan to continue their education in accounting, business administration, information technology (IT), education, English, history, philosophy, political science, psychology or sociology.

Communication (12 hours)

OR 100	College Study Systems
EN 111	Composition I
EN 112	Composition II
EN 140	Public Speaking

Math, Science, & Technology (16 hours)

BL 101	Principles of Biology
SC 101	Physical Science or
CH 100	General Chemistry
MT 106	Contemporary Mathematics or Any Math course with MT 103 as a prerequisite
IT 111	Microcomputer Essentials

Humanities (12 hours)

HS 121	Early American History or
HS 122	Late American History
FA 114	Survey of the Arts
EN 220	Introduction to Literature
PH 110	Introduction to Philosophy

Social Science/Business (15 hours)

EC 201	Principles of Macroeconomics
GE 101	World Geography
PY 101	General Psychology
BS 103	Personal Finance
PS 111	American Government

Specialization/Electives (9 hours)

Associate in Science Degree Requirements

The degree of Associate in Science prepares students who plan to continue their education in health, mathematics and engineering fields. Pre-professional programs are offered in pharmacy, nursing, physical therapy, dentistry, medicine, engineering, computer science and architecture.

Communication (12 hours)

- OR 100 College Study Systems
- EN 111 Composition I
- EN 112 Composition II
- EN 140 Public Speaking

Math, Science, & Technology (21 hours)

- BL 101 Principles of Biology
- SC 101 Physical Science
- CH 100 General Chemistry
- MT 130 College Algebra
- IT 111 Microcomputer Essentials

Humanities (9 hours)

- HS 121 Early American History or
- HS 122 Late American History
- FA 114 Survey of the Arts or
- EN 220 Introduction to Literature
- PH 110 Introduction to Philosophy

Social Science/Business (15 hours)

- EC 201 Principles of Macroeconomics
- GE 101 World Geography
- PY 101 General Psychology
- BS 103 Personal Finance
- PS 111 American Government

Specialization/Electives (7 hours)

Associate in Applied Science Degree Requirements

The degree of Associate in Applied Science is designed to prepare students for areas that need specialized training. Areas of concentration may include business, information technology (IT), Allied Health and administrative assistant.

Communication (12 hours)

- OR 100 College Study Systems
- EN 111 Composition I
- EN 112 Composition II
- EN 140 Public Speaking

Math, Science, & Technology (6 hours)

- MT 103 Intermediate Algebra
- IT 111 Microcomputer Essentials

Humanities (3 hours)

- PH 110 Introduction to Philosophy

Social Science/Business (6 hours)

- PY 101 General Psychology
- BS 103 Personal Finance

Concentration (30 hours)

Electives (7 hours)

Bachelor of Arts Degree Requirements

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

GENERAL EDUCATION REQUIREMENTS

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

DEGREE REQUIREMENTS

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

Bachelor of Applied Science Degree Requirements

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

GENERAL EDUCATION REQUIREMENTS

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

DEGREE REQUIREMENTS

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

Baccalaureate/Associate of Applied Science Concentrations

ALLIED HEALTH CONCENTRATION

HC 110	Certified Nurse Aide & Lab	6 cr.
HC 112	Home Health Aide	1 cr.
HC 105	Cardiopulmonary Resuscitation	1 cr.
HC 113	Medical Ethics	1 cr.
HC 115	Certified Medication Aide & Lab	5 cr.
BL 130	Nutrition	3 cr.
EN 140	Public Speaking	3 cr.
HC 107	Medical Terminology	1 cr.
HC 122	Pharmacy Tech I	3 cr.
HC 123	Pharmacy Tech II	3 cr.
Elective		3 cr.
	Total	30 cr.

BUSINESS CONCENTRATION

Area of specialization: a minimum of 30 credit hours. Recommended business/economics courses.

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

LICENSED PRACTICAL NURSE CONCENTRATION

NU 100	Foundations of Nursing	4
NU 101	Foundations of Nursing Clinical	2
NU 102	Medical Surgical Nursing I	4
NU 103	Pharmacology	3
NU 104	Medical Surgical Nursing I Clinical	3
NU 200	Medical Surgical Nursing II	4
NU 201	Medical Surgical Nursing II Clinical	3
NU 202	Maternal Child Nursing	2
NU 203	Maternal Child Nursing Clinical	1
NU 204	Gerontology	2
NU 205	Mental Health Nursing	2
	Total	30

INFORMATION TECHNOLOGY (IT) CONCENTRATION

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

NATURAL SCIENCE CONCENTRATION

BL 101	Principles of Biology & Lab	5 hrs.
CH 100	General Chemistry	5 hrs.
BL 136	Physiology and Anatomy & Lab	5 hrs.
BL 141	Environmental Science	3 hrs.
BL 201	Microbiology	5 hrs.
SC 101	Physical Science	5 hrs.
	Natural Science Elective	3 hrs.
	Total	31 hrs.

LIBERAL ARTS CONCENTRATION

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

MATHEMATICS CONCENTRATION

MT 121	Introduction to Statistics	3 hrs.
MT 136	Trigonometry	3 hrs.
MT 231	Calculus and Analytic Geom I	5 hrs.
MT 232	Calculus and Analytic Geom II	5 hrs.
MT 233	Calculus and Analytic Geom III	5 hrs.
	Mathematics, engineering, physics, and/or information technology electives	9 hrs.
	Total	30 hrs.

FINE ARTS CONCENTRATION

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

SOCIAL SCIENCE CONCENTRATION

SO 100	Introduction to Sociology	3 hrs.
PS 101	Principles of Political Science	3 hrs.
EC 201	Principles of Macroeconomics	3 hrs.
PS	1 political science elective	3 hrs.
EC 202	Principles of Microeconomics	3 hrs.
PY	2 psychology electives	6 hrs.
	Electives chosen from any social science discipline	9 hrs.
	Total	30 hrs.

Certificate Programs

ALLIED HEALTH CERTIFICATE

HC 110	Certified Nurse Aide & Lab	6 cr.
HC 112	Home Health Aide	1 cr.
HC 105	Cardiopulmonary Resuscitation	1 cr.
HC 113	Medical Ethics	1 cr.
HC 115	Certified Medication Aide & Lab	5 cr.
BL 130	Nutrition	3 cr.
EN 140	Public Speaking	3 cr.
HC 107	Medical Terminology	1 cr.
HC 122	Pharmacy Tech I	3 cr.
HC 123	Pharmacy Tech II	3 cr.
	Elective	3 cr.
	Total	30 cr.

BUSINESS CERTIFICATE

Area of specialization: a minimum of 30 credit hours. Recommended business/economics courses:

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

INFORMATION TECHNOLOGY CERTIFICATE

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

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

LICENSED PRACTICAL NURSE CERTIFICATE

NU 100	Foundations of Nursing	4
NU 101	Foundations of Nursing Clinical	2
NU 102	Medical Surgical Nursing I	4
NU 103	Pharmacology	3
NU 104	Medical Surgical Nursing I Clinical	3
NU 200	Medical Surgical Nursing II	4
NU 201	Medical Surgical Nursing II Clinical	3
NU 202	Maternal Child Nursing	2
NU 203	Maternal Child Nursing Clinical	1
NU 204	Gerontology	2
NU 205	Mental Health Nursing	2
	Total	30

Transfer and Articulation Agreements

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

CREDIT BY PRIOR LEARNING ASSESSMENT

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

College Level Examination Program (CLEP)

Credit by Course Exam

Dante Subject Standardized Test

Portfolio Assessment

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

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

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

ASSOCIATE DEGREE IN NURSING

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

TECH PREP

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

TRANSFER TO A FOUR-YEAR INSTITUTION

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

Specific Programs/Articulations:

BENEDICTINE COLLEGE

Under this agreement, a student who has completed an Associate in Arts degree is accepted with junior standing at Benedictine College in one of the following majors: English, history, political science, business administration and sociology.

DONNELLY/BENEDICTINE SUCCESS PROGRAM

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

NATIONAL AMERICAN UNIVERSITY

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

UNIVERSITY OF MISSOURI - KANSAS CITY (UMKC)

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

ENGINEERING TRANSFER PROGRAMS

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

NURSING TRANSFER PROGRAMS

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

DONNELLY -TO -ROCKHUST CONNECTION - PROVISIONAL ADMITTANCE PROGRAM

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

Course Descriptions

Course descriptions may be found at the following link: <http://selfservice.donnelly.edu/SelfService/Search/CatalogSearch.aspx>

English as a Second Language (ESL) Program

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

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

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

Courses in English as a Second Language are offered at twelve (12) different levels of difficulty in the following skill areas: reading and vocabulary, listening/speaking, pronunciation, composition and grammar.

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

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

Administrative Staff

President

Steven LaNasa B.A. James Madison University
 M.P.A. George Mason University
 Ph.D. Penn State University

Vice President & Dean of Instruction

Kevin Kelley A.A. KCKCC
 B.B.A. UMKC
 M.S. Saint Mary College
 Ph.D. North Central University

Dean of Enrollment Services / Title V Director

Frances Sanders B.A. Kansas State University
 M.A. UMKC

Dean of International Students

Cyrus Shadfar B.A. College of Literature and Foreign
 Languages - Tehran, Iran.
 M.A. Damavand University - Tehran, Iran.

Associate Dean of Preparatory Education

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 M.S. Southwest Mo. State Univ.
 Ph.D. University of Kansas

Director of Development

Emily Buckley B.A. University of Missouri

Registrar

Sister Fran Cross, B.A. Benedictine College
O.S.B.

Director of Nursing

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 School of Nursing
 B.S.N. Nebraska Wesleyan University
 M.S. Kansas State University

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 M.I.H.E. Rockhurst University

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 B.S. Greenville College
 M.A. UMKC

Director of Financial Aid

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Library Director

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 M.A. University of Kansas
 M.L.S. Emporia State University

Director of Student Support Services

Lynette Jones B.A. Howard University
 M.A. Ohio State University

Director of Computer Services

Wen Li Shu B.S. UMKC

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 B.S. Park University
 M.S. MidAmerica Nazarene Univ.

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B.F.A. Tarkio College
M.A. Kansas State University
Ph.D. University of Kansas

Mark Blevins

B.A. Univ. of Louisiana-Monroe
M.A. University of Kansas

Chester Boyd

B.S. Syracuse University
M.A. American University

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M.S. Tenn. A&I State University

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M.A. Univ. of Central Missouri

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M.A. Webster University

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B.S.N. Webster University
B.A. Avila College
RN St. Joseph School of Nursing

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M.S.N. University of Kansas

Dong Van Do

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B.A. Avila College
M.S.W. University of Kansas

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M.A. Pittsburg State Univ.

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M.A. University of Phoenix

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M.A. UMKC

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M.P.H. University of Missouri

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B.S. Park College
M.S. Emporia State University

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M.S. Northwest Missouri State
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**Member Emeritus*

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