



DONNELLY COLLEGE

College Credit Now Handbook 2023-24

This handbook contains information specific to College Credit Now (CCN).
For complete information on each of these topics refer to Donnelly College Catalog.
Prepared by the Office of Academic and Student Affairs – March 2023

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Welcome from the Dean

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

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

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

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

Blessings,

Lisa Stoothoff, Chief Operating Officer/Dean of the College

About Donnelly College

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

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

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

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

Mission Statement

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our own time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student especially those who might not otherwise be served.

Vision Statement¹

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

Donnelly's Values¹

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 *Seek Truth, Build Community and Pursue Excellence.*

Accreditation

Donnelly College is accredited by:

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

Dates and Deadlines

Fall Offerings	
Partnership Agreement Signed	09/01/2023
Partnership Agreement Signed (Christian Halls)	08/01/2023
Course and schedule approval deadline	08/15/2023
Registration deadline for Fall courses	08/21/2023
Last day to withdraw	11/17/2023
Fall courses grades due	12/17/2023
Spring Offerings	
Course and schedule approval deadline	12/01/2023
Registration deadline for Spring courses	01/15/2024
Last day to withdraw	04/19/2024
Full year and Spring grades due	05/12/2024

Courses Available at the high school Setting

Donnelly College offers students who are in their junior or senior years in high school the opportunity to begin their college experience before being admitted to a college. Students participating in the College Credit Now (CCN) program must have written approval from their high school principal or advisor and have appropriate placement scores.

Donnelly College follows the Kansas Board of Regents (KBOR) standards for dual credit enrollment.

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal.

Counselor may send such permission to the Registrar's office at registrar@donnelly.edu

A student who has been designated as "gifted" and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment)

Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Registrar's office at the time of enrollment.

Courses Available on Campus

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

High School Responsibilities

Course Approval

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

Grades

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

Scheduling Courses

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

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

Admission Requirements

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

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

Application and Enrollment Process

1. Students must complete the admissions [application](#) for Donnelly College online.
 - Students will register as a **new applicant** and then complete the application, selecting the College Credit Now (CCN) option when prompted.
2. Students/counselors will send ACT test scores to admissions@donnelly.edu, if students have not taken the ACT, they will be referred to the testing center to take the Accuplacer, in order to place them in the correct course. Transcripts will be required if previous AP/College level courses are a prerequisite of the desired course.
3. Students must complete the Donnelly College [registration form](#) and have their high school counselor's signature to be enrolled. The signed registration form can be submitted via email to EJacobsen@donnelly.edu.
4. Students will receive their bill through the Donnelly College Business Office. Students will have the opportunity to pay via check or fill out a [credit card authorization form](#). The payment is due by the end of the Add/Drop period, which can be found on the [Academic Calendar](#). Questions about billing? Contact the Business Office at 913-621-8740 or PayMyBill@donnelly.edu.
5. Social security number must be included to receive a 1098-T at the end of the year. Students who do not have a social security number on file will not be issued a 1098-T retroactively.

Payment/Tuition

Tuition for College Credit Now (CCN) courses are charged at the rate of \$75 per credit hour. Students will receive their bill through the Donnelly College Business Office. Students will have the opportunity to pay via check made out to Donnelly College or fill out a [credit card authorization form](#). The payment is due by the end of the Add/Drop period, which can be found on the [Academic Calendar](#). Questions about billing? Contact the Business Office at 913-621-8740 or PayMyBill@donnelly.edu.

Placement and Prerequisites

Students must meet all prerequisites as they are listed in the Donnelly College Catalog as of the first day of each academic year. Here is this year's [catalog](#).

Test Scores

English			
Placement	ACT Average (Reading/Writing)	SAT Writing	Accuplacer Avg (Reading/Writing)
College level	18	430	255
Mathematics			
Placement	ACT	SAT	Accuplacer
MT 103	21	500	247
MT 130	23	540	263
MT 231	(Accuplacer + 80% or higher on Trig Waiver Exam)		

Please note that College Credit Now (CCN) consists of rigorous, college-level courses. If high school students are to apply and enroll, they should expect to adhere to the same course structure and syllabi as Donnelly College students in college-level programs.

Faculty Responsibilities

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

Faculty Qualifications

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

New Faculty Human Resources

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

Remuneration:

For the additional responsibilities associated with concurrent credit, high school CCN partner instructors will receive payment according to the number of students enrolled in his/her Donnelly CCN course(s). Full HLC compliance (18 graduate credit hours in content area) merits an increase in pay. The pay schedule is as follows:

Full HLC Compliance (18 or more graduate credit hours)

<i>1-7 students</i>	<i>\$175</i>
<i>8-15 students</i>	<i>\$350</i>
<i>16-30 students</i>	<i>\$450</i>
<i>30+ students</i>	<i>\$600</i>

High school CCN counselors will receive compensation each semester based on the number of teachers who have CCN enrollments:

1-2 teachers = \$250

3-4 teachers = \$300

5+ teachers = \$350

Rosters

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

College Policies

Directory Information

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

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Date of attendance
- Degrees
- Awards received
- Most recent/previous educational institution attended
- Photographs and student likenesses

Such information may be disclosed by the College for any purpose at the College's discretion. In order not to disclose any of the above-listed information, written notification to the Registrar's Office must be made. Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory. Complaints may be sent to: FERPA, Department of Education Room 514E, 200 Independence Ave., SW Washington, DC 20201.

FERPA

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. Students should submit to the registrar, appropriate dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will decide for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students are provided the opportunity

to challenge through a hearing the content of their educational records if they believe the records contain information that is inaccurate, misleading, or in violation of the right of privacy. (Grades are not subject to challenge.)

3. Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar to those who have written consent or to officials specifically permitted within the law, such as college officials and – under certain conditions – local, state and federal officials.
4. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. Dependent students under 18 years of age:
 - a. Parents may have access to your educational record. The college will assume you are dependent if your parents provide a written statement that you are listed as dependent on their federal income tax forms.

Grievance Policy and Procedures

A grievance policy has been established to ensure fair treatment for every student. Any student at Donnelly College may report a general complaint or allege discriminatory treatment regarding, but not limited to, race, sex, color, religion, national origin, or disability. Students are encouraged to follow the informal resolution procedure before moving to the formal resolution procedure. *

** If a student has a complaint dealing with sexual harassment, sexual assault/violence, or unlawful discrimination that could be considered a Title IX complaint, please refer to our specific Title IX web page to receive immediate assistance.*

Informal Resolution Procedure

An informal resolution meeting is intended to address grade reporting errors, classroom behavior, electronic communication, fair treatment, and similar issues. The student arranges a meeting with the person involved in the complaint and the direct supervisor of the person involved. This must be done within fifteen days of the alleged grievance. If the informal process does not resolve the issue, a student may initiate the formal resolution procedure.

Formal Resolution Procedure

A formal complaint should be submitted in writing to the Assistant Vice President of Student Affairs within fifteen days of the incident or within seven days of the informal resolution procedure. The complaint must include contact information, a description of the complaint, and suggested action(s). The Assistant Vice President of Student Affairs will meet with the student/staff and then conduct any investigation he or she deems necessary.

A written recommendation will be sent within seven days of the student meeting that states the information presented, and recommended actions, if any. Copies of the original complaint and the written recommendation will be sent to all parties involved in the matter.

If any of the parties involved in the formal resolution process do not feel that the complaint is adequately resolved, they may submit a written appeal within fourteen days to the Dean of the College. The written appeal must include all documentation from the informal and/or the formal procedure and must specify the conditions he or she believes were not adequately taken into consideration.

The Dean may refer the complaint to the President of the College. The President makes the final decision within fourteen days of receiving the appeal.

Transcripts upon course completion

A student's academic record includes course history, grades, cumulative grade point average and course work transferred from other institutions. Transcripts are available from the Office of the Registrar upon written request from the student. All requests will be filled within twenty-four (24) hours of receipt of the request. A fee of \$10.00 is charged for each transcript.

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

The transcript form can be found here:

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

Transcripts can also be ordered online here:

<https://tsorder.studentclearinghouse.org/school/ficecode/00191400>

Appendix A – Faculty Credentials Guidelines

Note: The full Faculty Credentials Handbook is available online at:

<https://www.donnelly.edu/explore/faculty-resources>

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

1. General education courses: master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).
2. Associate degree courses: Master's degree in the teaching discipline or Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).
3. Baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate credit hours in the teaching discipline).
4. Distance Learning courses: faculty members who teach fully online or blended courses must successfully complete training as approved by the Dean of the College.

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

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