

**DONNELLY COLLEGE**  
**EST. 1949**



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## **ABOUT DONNELLY COLLEGE**

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

As a Catholic liberal arts and professional college, Donnelly's institutional philosophy derives from a belief in God and the dignity of each person. As an educational institution, Donnelly believes that education can lead people to recognize their potential as well as their value as human beings, to be aware of their relationship to God, and to function as constructive members of society.

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

### **MISSION 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 STATEMENT**

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

### **DONNELLY'S VALUES**

#### **TRUTH**

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

#### **COMMUNITY**

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

#### **EXCELLENCE**

Donnelly seeks to challenge people to become the best version of themselves in their vocation, personal life, civic engagement, and faith pursuit. Excellence requires perseverance amidst obstacles, striving beyond what is

comfortable, openness to new ideas, a commitment to quality and concerted effort.

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

### **ACCREDITATION**

Donnelly College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; PH: (312) 263-0456 or (800) 621-7440 [www.hlcommission.org](http://www.hlcommission.org).

### **APPROVALS**

The Practical Nursing Certificate Program and the Registered Nurse-Associate of Nursing Program are approved by the Kansas State Board of Nursing, 900 SW Jackson Street Suite 1051, Topeka, Kansas 66612-1230; PH: 785-296-4929.

The Certified Nurse Aide course is approved by the Kansas Department for Aging and Disability Services, 503 S Kansas Avenue, Topeka, Kansas 66603; PH: 785-296-4986.

Donnelly College is an approved participant in the NC-SARA initiative. National Council for State Authorization Reciprocity Agreements (NC-SARA). 3005 Center Green Drive, Suite 130, Boulder, CO 80301; <https://www.nc-sara.org>.

### **MEMBERSHIPS**

American Association of Collegiate Registrars & Admissions Officers  
Association of Catholic Colleges & Universities  
Association of Institutional Research  
Council for Higher Education Accreditation  
Council for Opportunity in Education  
Greater Kansas City Chamber of Commerce  
Health Forward Foundation  
Kansas Association of Collegiate Registrars & Admissions Officers  
Kansas Board of Nursing  
Kansas City Kansas Chamber of Commerce  
Kansas Council of associate degree Nurse Educators  
Kansas Council of Practical Nurse Educators  
Kansas Council of associate degree Nurse Educators  
Kansas Independent College Fund  
Kansas Independent College Association  
National Association of Independent Colleges & Universities  
National League of Nurses  
Wyandotte County Economic Development Council

## ADMISSIONS POLICIES

In keeping with the mission of “providing an opportunity for higher education, with a special concern for those who might not otherwise be served,” Donnelly College maintains an open admissions policy.\* Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school or successfully passed the GED examination.

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

\*Selective Admissions: Admission to Donnelly College does not guarantee acceptance into the following programs: Practical Nursing Certificate and Registered Nursing – AAS.

### HEALTHCARE CERTIFICATE REQUIREMENTS

Tuberculosis (TB) test is required to participate in the PN program. If a student is unable to complete this requirement via skin test, the student should receive a chest x-ray. Completion of the TB test is a state regulation. Nursing students must also provide documentation of negative PPD within one year or chest x-ray, re-evaluated for signs and symptoms of TB, Hepatitis B vaccination or signed waiver documentation, listing of all childhood diseases to include measles, mumps, and chickenpox, or titers, and color-blind screening. Proof of full COVID-19 vaccination is required for any healthcare related clinical activity.

Students in the LPN and RN program are also required to pass a drug screen test as a part of their respective programs. Students who do not pass the drug screen test will not be allowed to continue in their health care courses. To reapply to the healthcare program, the student must re-take a drug screen test. The student is financially responsible for this test. The student must provide documentation of passing results to be eligible to reapply to the healthcare program at Donnelly College. An additional drug screen test will take place at the beginning of the healthcare programs. Students who do not pass two drug screen tests and/or background check must meet with the Director of Nursing regarding continuation in the healthcare program. Some programs may require additional vaccinations, background checks, criminal history checks, etc.

### ENROLLMENT PROCEDURES

- Complete an online application for admissions.
- If requesting financial aid or scholarships, complete the
- FAFSA (Free Application for Federal Student Aid) electronically, selecting Donnelly College to receive the results. (Donnelly’s school code is 001914). If unable to complete a FAFSA, complete an Institutional Aid application. Applications can be obtained from an Admissions Counselor or the Office of Financial Aid.

- Request official transcripts be sent to Donnelly College Attention: Registrar.
- Submit ACT or SAT scores. Students without test scores will take the Accuplacer placement test if required.

### ADMISSIONS DEADLINES

Students are encouraged to apply for admission to Donnelly College up to four (4) semesters before beginning courses at Donnelly. Applying early allows students time to take care of any needs related to the application process (such as applying for scholarships, taking placement tests, and/or enrolling in classes) by priority deadlines. Students who do not meet the priority deadlines are still eligible to attend Donnelly College. Students must complete their admissions process and be enrolled in courses no later than noon the Friday before that semester’s classes begin.

### TRANSCRIPTS FOR ADMISSIONS

All traditional degree-seeking students must have graduated high school to take classes at Donnelly College. (Non-traditional students include dually enrolled high school students).

As a part of the admissions and enrollment process, students must submit an official copy of all transcripts to the Donnelly College Registrar’s Office. The student is responsible for contacting the institutions they have attended and requesting their official transcripts be mailed or electronically delivered (through direct transmission from secured sites of authorized institutions).

If a student is currently enrolled at another institution (either high school or college), the student can submit an unofficial transcript that lists previous courses taken and courses that are in progress at the time of admission. Final official transcripts must be submitted before the first day of class. A student can enroll in classes, but the student will be dropped from classes after the add/drop period if they haven’t submitted their final official transcripts. The only exception is if a student has earned either their associate degree or has 60 credit hours on file, in which case all college transcripts need to be submitted. \*\*Nursing will not enroll students in classes without an official transcript.

### FOREIGN EDUCATION TRANSCRIPTS

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

Evaluations must be performed by a current National Association of Credential Evaluation Services (NACES) member. Please see their website for information on finding current members and their contact information: <http://www.naces.org>. Transcripts must be submitted directly to the Registrar's Office to be considered official.

### VETERANS

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

### INTERNATIONAL STUDENT VISA

Donnelly College does not accept F-1 students.

### VISITOR VISA

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

### SENIOR CITIZENS PROGRAM

Donnelly College permits older people (62 or over) to take a maximum of two classes each semester in associate degree programs on a non-credit, space available basis. Enrollment cost for senior citizens is \$60 per credit hour.

### PLACEMENT TESTING

Placement testing is required for students without recent (within the last three years) ACT or SAT scores. The results of the Accuplacer test help place students in appropriate level courses. Accuplacer scores from other institutions may be submitted if they are from the same battery of tests used by Donnelly College and the scores are no more than three years old. Placement testing is free for prospective students; students may re-test in one or more areas for a \$15 fee. The table below shows English and math placements based on test scores:

ACT Average Eng./Read.	Accuplacer Average Eng./Read.	English Placement
10 – 15.5	200 – 240	Success First Accelerated
16 – 17.5	241 – 254	Co-requisite Support
18 or above	255 – 300	College-level courses
ACT Math	Accuplacer Math	Math Placement
0 – 20	200 – 234	MT 080 – Arithmetic
0 – 20	235 – 246	MT 085 – Basic Algebra
21 – 22	247 – 262	MT 103 – Inter. Algebra
23 or above	263 – 300	College-level math course

### Success First Accelerated

Students are enrolled in a 3-credit hour support course (SF 099) which cannot be used to fulfill graduation requirements. This course is offered in conjunction with Composition I which prepares students for the demands of college-level reading and writing assignments. A minimum of one hour of tutoring per week is required.

### Co-Requisite Academic Support

Students are enrolled in a 1-credit hour support course (AS 103) which can be used to fulfill elective requirements. This course emphasizes effective strategies for student success. Students meet with their assigned academic coach and attend weekly tutoring sessions.

### Preparatory Math Courses

Students who test below college-level readiness in math are enrolled in one of two preparatory math courses – Arithmetic (MT 080) or Basic Algebra (MT 085). These courses are designed to help students acquire a solid foundation in math before enrolling in college-level math courses. These courses cannot be used to fulfill graduation requirements.

### PLACEMENT POLICIES

#### Advanced Placement Test

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

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

### International Baccalaureate

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

Subject	Score	Equivalent	Credit
Anthropology	4+ HL	AN 101: Cultural Anthropology	3
	4+ SL	Social Science General Elective	3
Biology	4+ HL	BL 101 & BL 1011: Principles of Biology	5
Business Mgmt.	4+ HL	BS 102: Principles of Management	3
	4+ SL	Social Science General Elective	3
Chemistry	4+ HL	CH 101: College Chemistry	5
	4+ SL	Natural Science/Math General Elective	3
Computer Science	4+ HL	IT 111: Business IT Applications	3
	6+ HL	IT 111: Business IT Applications & IT 123: Fundamentals of Programming	6
	4+ SL	Natural Science/Math General Elective	3
Economics	4+ HL	EC 201: Principles of Macroeconomics & EC 202: Principles of Microeconomics	6
	4+ SL	Social Science Gen Elec	3
English Lang. & Lit.	4+ HL	EN 111: Composition I	3
	6+ HL	EN 111: Composition I & EN 112: Composition II	6
	4+ SL	Humanities Gen Elec	3
English Literature	4+ HL	EN 111: Composition I	3
	6+ HL	EN 111: Composition I & EN 222: Introduction to Shakespeare	6
	4+ SL	Humanities General Elective	3
Environmental Systems and	4+HL	BL 141: Environmental Science	3

	4+ SL	Natural Science/Math General Elective	3
French	4+ HL	WL 130: French 1	5
	6+ HL	WL 130: French 1 & WL 230: French II	10
Geography	4+ SL	Humanities Gen Elec	3
	4+ HL	GE 101: World Geography	3
Global Politics	4+ HL	Social Science Gen Elec	3
	4+ SL	Political Science	3
History - American	4+ HL	PS 101: Principles of Political Science	3
	6+ HL	HS 121: Early American History & HS 122: Late American History	6
	4+ SL	Humanities Gen Elec	3
History – World	4+ HL	HS 102 – Early World Civilization	3
	4+ SL	Humanities General Elective	3
Mathematics	4+ HL	MT 231: Calculus & Analytical Geometry I	5
	5+ HL	MT 133: Precalculus & MT 231: Calculus & Analytical Geometry I	10
	5+ SL	MT 133: Precalculus	5
	4+ SL	Natural Science/Math General Elective	3
Music	4+ HL	FA 104: Survey of the Arts	3
	4+ SL	Humanities Gen Elec	3
Philosophy	4+ HL	PH 210: Intro to Philosophy	3
	4+ SL	Humanities Gen Elec	3
Physics	4+ HL	PX 110: College Physics I	5
	6+ HL	PX 110: College Physics I & PX 111: College Physics II	10
	4+ SL	Natural Science/Math General Elective	3
Psychology	4+ HL	PY 101: General Psychology	3
	4+ SL	Social Science General Elective	3
Spanish	4+ HL	SP 101: Spanish I	5
	6+ HL	SP 101: Spanish I & SP 102: Spanish II	10
	4+ SL	Humanities Gen Elec	3
Spanish Literature	4+ HL	SP 301: Literature in Spanish	3
	4+ SL	Humanities Gen Elec	3
Visual Arts	4+ HL	Humanities Gen Elec	3
	4+ SL	Humanities Gen Elec	3
World Religions	4+ HL	Humanities Gen Elec	3
	4+ SL	Humanities Gen Elec	3

### **Credit by Prior Learning Policy**

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

- College Level Examination Program (CLEP)
- Dante Subject Standardized Test (DSST)
- Credit by Course Exam
- Portfolio Assessment

Donnelly College accepts only subject area CLEP tests and requires a 50-percentile score for awarding credit. Students interested in times and charges for taking a CLEP test should consult the College Board website:

<http://clep.collegeboard.org>.

DSST exams are college subject tests that students take to earn college credit for knowledge acquired outside of a traditional classroom. Students must score at the 50<sup>th</sup> percentile or above to be eligible for academic credit. Scores must be submitted during a student's first semester. Academic credit for military service is granted in accordance with the American Council on Education guidebook. Veterans interested in obtaining credit for their service should notify the Registrar's Office and submit an official Joint Services Transcript to be evaluated for credit.

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

### **CREDIT TRANSFER EVALUATION**

Donnelly College will use standard criteria for the approval of transfer credits. The criteria must ensure that all courses transferred and applied toward a degree demonstrate equivalence with the College's courses required for the degree or are of equivalent rigor. To conform with expectations of the Higher Learning Commission's Assumed Practices, transcripts shall be evaluated according to the following:

- Donnelly College grants credit for courses transferred from regionally accredited institutions. Credit for transfer courses will be reviewed on a case-by-case basis by the Records Office.
- Donnelly College does not accept credits for courses from non-accredited institutions. However, if the institution is in the accreditation process, the College is willing to re-evaluate a transcript if the student provides information on the institution's regional

accreditation status and the year-specific syllabus for each course to be evaluated.

- Students who complete course work at a college or university that is not regionally accredited may submit a request that their course work be considered for transfer. Donnelly College will review course work from a non-regionally accredited institution if it is nationally accredited – recognized by the Council for Higher Education Accreditation (CHEA).
- Both non-regional and non-accredited course work will be reviewed for transfer credit based on an official transcript from the offering institution, as well as a syllabus for each course to be evaluated by the department or college faculty. Course work completed over eight (8) years ago may not apply to a student's current degree program unless otherwise approved by the program director. Students wishing to obtain credit for coursework from a non-regionally accredited or non-accredited school may submit a Transfer Credit Evaluation Request Form along with required supporting documentation.
- Donnelly College will only evaluate international transcripts that have been evaluated by a current National Association of Credential Evaluation Services (NACES) member. The evaluated transcript must come directly to the College from one of these agencies.
- Only official transcripts are evaluated. Student grade reports or unofficial copies of records are not acceptable.
- Only courses awarded a 2.0 (C) grade or higher are accepted.
- Faculty shall be consulted when transfer course content varies substantially from the College's established course description.
- Students may request a re-evaluation of their course work if they believe the initial evaluation and transfer credit equivalency does not accurately reflect the scope of the original course. Students may submit the Transfer Credit Re-Evaluation Form and required supporting documentation to the Registrar's Office for consideration.
- Official military transcripts (Joint Services Transcripts) must be submitted to the Office of the Registrar for evaluation. Course work recommended for college credit at the lower- or upper-division level by the American Council on Education (ACE) will be considered for transfer provided the coursework is applicable to the student's degree program at Donnelly College.
- The College refrains from the transcription of credits from other institutions or providers that will not apply to a Donnelly College program.
- Acceptance of credit is not guaranteed until an evaluation has been conducted.



- Accommodation may be made for students affected by closures of non-regionally accredited schools. This accommodation may include waiving of official transcript policy and transferability of credit.

#### **REVERSE TRANSFER AGREEMENT**

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

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

#### **TRANSFER & ARTICULATION AGREEMENTS**

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

#### **Transfer from a Two-Year Institution**

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

#### **Transfer to a Four-Year Institution**

Because Donnelly College 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. Students are also encouraged to meet with their Academic Advisor for assistance in the transfer process.

#### **School Specific Agreements**

Donnelly College has articulation agreements with:

- Avila University

- Baker College
- Cleveland University
- Emporia State University
- Friends University
- Highland Community College
- Kansas City Kansas Community College
- Metropolitan Community College
- Newman University
- Ottawa University
- University of St. Mary

#### **NEW STUDENT ORIENTATION**

Donnelly College's mandatory New Student Orientation provides students with the necessary information and tools for academic success. Students meet support staff, faculty, and other new students. They also receive their Student ID and parking pass. All new and re-admitted students are required to attend an orientation session. Students enrolled in dual credit courses, Correctional Facilities courses, non-credit courses, and course audits do not need to attend.

## STUDENT FINANCE

### TUITION AND FEES

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

Tuition	
Associate and bachelor's degrees	\$370 per credit hour
Audit (Non-credit) courses	\$132 per credit hour
Nursing Certificate and Degrees LPN	\$405 per credit hour
RN	\$410 per credit hour
Certified Nurse Aid (CNA)	\$850 flat one-time
General Fees	
College Credit Now (CCN)	\$75 per credit hour
Lansing Correctional Facility (Pell eligible)	\$344 per credit hour
IV Therapy (5-day course)	\$475 flat one-time
Directed CNA (45-hour course)	\$425 flat one-time
CNA Refresher (10-hour course)	\$150 flat one-time
Certified Medication Aide (CMA)	\$575 flat one-time
Program Specific Fees	
Credit by Exam Fee	\$125 per credit hour
Graduation Fee	\$105 one time
IT Fee (All IT/IS Classes)	\$15 per credit hour
Lab Fee (All Science / FA / Theater)	\$15 per credit hour
Assessment Fee - New (Main Campus)	\$30 one time
Assessment Fee – Con. (Main Campus)	\$60 per semester
Online Class Fee (All Online Classes)	\$30 per credit hour
Student Activity Fee (Main Campus)	\$15 per credit hour
Transcript Fee (Official)	\$10
Duplicate Diploma	\$25
LCF Technology Fee (LCF students)	\$200 per semester
LPN Lab Supplies (first semester only)	\$85
ATI fee LPN Program (per semester)	\$300
Program Completion & Testing Fee [LPN/ADN – Kansas (final semester)]	\$350
Program Completion & Testing Fee [LPN/ADN – Missouri (final semester)]	\$225

### ESTIMATED COST OF ATTENDANCE

Donnelly College's standard Cost of Attendance (COA) consists of the following categories: Tuition & Fees, Books, Course materials, Supplies and Equipment, Transportation, Living Expenses, Miscellaneous Personal Expenses and Loan Fees. Initial award offers are based on full-time, fall and spring budgets. The COA and aid offer will be adjusted accordingly if a student's actual enrollment status differs. **A student's total amount of Financial Aid is not to exceed the Cost of Attendance.** If the estimated expenses of the COA are not reflective of the student's actual expenses, the student may request a Cost of Attendance Adjustment by contacting the Director of Financial Aid at [financialaid@donnelly.edu](mailto:financialaid@donnelly.edu). Adjustments may be adjusted on a case-by-case basis upon submission of supporting documentation.

2023-2024 School Year	TRADITIONAL WITH PARENT	TRADITIONAL OFF-CAMPUS
COSTS		
Tuition & Fees	\$ 9,840.00	\$ 9,840.00
Books, Course Materials, Supplies, Equipment	\$ 300.00	\$ 300.00
Living Expenses	\$ 9,214.00	\$ 12,204.00
Transportation	\$ 3,922.00	\$ 3,922.00
Miscellaneous Personal Expenses	\$ 4,834.00	\$ 4,834.00
Loan Fee (average)	\$ 50.00	\$ 50.00
Professional Credential	N/A*	N/A*
<b>TOTAL</b>	<b>\$ 28,110.00</b>	<b>\$ 31,100.00</b>
Graduate Fee*	\$ 105.00	\$ 105.00
<b>*One time fee when graduating</b>		

#### Tuition & Fees\*

The numbers used are estimated tuition and fees for the academic year. Actual tuition and fees are set by Donnelly College leadership and Board of Directors. Additional fees may be incurred for certain courses. The rates listed above are for a full-time credit hour load of 12 hours per fall and spring semester. *\*NOTE: Full-time enrollment requirements for students receiving federal financial aid are defined as 12 or more credit hours per term for undergraduate students*

#### Books, Course Materials, Supplies & Equipment

The average estimated amount for required course materials and books. Please check with the financial aid office to see if you are eligible for a book voucher. An equipment checkout form will be given to you by Donnelly's IT department if students need to rent a laptop computer (first come, first served basis). Contact IT for questions.

### Living Expenses

Housing and food costs can vary significantly based on the living arrangements you select.

### Loan Fees

The average amount of loan fees for both dependent and independent students.

### Transportation

The estimated average amount of traveling to and from campus or the cost of operating and maintaining a vehicle.

### Miscellaneous Personal

This category represents other miscellaneous student expenses such as communication (cell phone, internet), clothes, personal hygiene, entertainment, etc. The money spent on these types of items will vary from student to student. These items will not appear on your Donnelly bill.

### Professional Credential

The cost of the first professional credential is included in what is charged in tuition and fees. If there are other credentials not included, please contact the financial aid office.

### TYPES OF AID

Donnelly College seeks to make its educational programs affordable to all students and assists students in their efforts to qualify for financial aid. The amount of the financial award is determined at the time of a student's acceptance and is reviewed each term thereafter. Institutional aid covers up to 75% of tuition and fees for students who are not FAFSA eligible.

#### Federal Gift Aid

Federal Pell Grant

Second Chance Pell – Experimental Sites Initiative (ESI)

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Work-Study Program

Federal Self-Help Aid

Federal Direct Subsidized Loan Program

Federal Direct Unsubsidized Loan Program

#### State Gift Aid

Kansas Comprehensive Grant

Kansas Promise Scholarship

#### Institutional Aid

Covers up to 50% of tuition and fees for students who are not FAFSA eligible.

### FEDERAL FINANCIAL AID

- All students seeking federal financial aid are required to complete the FAFSA in a timely manner. All requirements set by the federal government governing the determination of eligibility and of the award of federal financial aid will be adhered to.
- The Financial Aid Office will classify the summer enrollment period as a trailer for determining remaining

financial aid eligibility.

- Student eligibility for Federal Pell grants will be determined by the Free Application for Federal Student Aid (FAFSA).

### STUDENT LOAN POLICY

- Students interested in the Federal Direct Subsidized or Unsubsidized Loan programs must confirm eligibility through the Office of Financial Aid. If eligible, steps to request federal loans will be provided.
- Students who apply for a Direct Loan and are receiving institutional need-based aid may have the institutional aid rescinded and the loan funds will replace the institutional aid.
- 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 Chief Operating Officer.

### STUDENT LOAN DISCLOSURES & DISBURSEMENT

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

### VERIFICATION

A federal financial aid student may be chosen to participate in the verification process by the US Department of Education Central Processing System. The Central Processing System

provides a comment code and verification type on the Student Aid Report (SAR) or SAR Acknowledgement to identify the student who has been selected for verification. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications. If a student is selected for verification, the College will request the student provide all applicable documentation, which may include, but is not limited to, the following:

- IRS-issued federal tax return transcript(s) or complete IRS Data Retrieval Tool
- IRS W-2 form for each source of employment income
- Signed 1040 document
- Verification worksheet
- Documentation of high school completion
- Government-issued photo identification – To comply with 18 USC § 701, the College is unable to make or accept photocopies of military identification cards. Copies of military identification cards will not be accepted
- Statement of Educational Purpose
- Additional documents may be required by the College to complete the verification process

A student will receive written notification from the College of verification requirements, required documentation and the timelines for completion of the process. The student must return any requested verification documents within 30 days of receiving written notification from the College. If verification documents are not received within this timeframe, the College will cease processing his or her financial aid request. Applicants selected for verification must complete the process by the federally published deadline or 120 days after the last day of the student's enrollment, whichever is earlier.

### **PROFESSIONAL JUDGEMENT**

The College may exercise discretion to accommodate special circumstances, with respect to some aspects of eligibility, using professional judgment. Professional judgment allows the College to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. The College uses professional judgment on a case-by-case basis. Not every situation warrants a review nor does every review guarantee a change in any federal aid awards. Special circumstances will include conditions that differentiate an individual student from a whole class of students.

The College will not accept professional judgments made for a student by another school but will independently review the circumstances and document the professional judgment decision if appropriate. The decision of the College regarding professional judgment is final and cannot be appealed to the US Department of Education. Students should contact Financial Aid if interested in submitting a

professional judgment request. The College will complete verification before exercising professional judgment for students who have been selected for verification.

### **CONFLICTING INFORMATION**

If the College has conflicting information concerning a student's eligibility or has any reason to believe a student's application information is incorrect, the College will resolve such discrepancies before disbursing student financial aid funds. If discrepancies are discovered after disbursing student financial aid funds, the College will reconcile the conflicting information and require the student to repay any funds for which he or she was ineligible. If the student is a dependent student based on FAFSA definitions, conflicting information regarding the parents must be resolved as well. Examples of conflicting information may include, but are not limited to, the following:

- Social Security numbers
- Date of birth
- Legal name
- Discrepant tax data (including whether the student/parent was required to file a tax return)
- Household size or marital status
- Citizenship status

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

Donnelly College students who receive Federal Financial Aid (Title IV funds) and withdraw from or fail to complete all courses must have a calculation performed by the Financial Aid Office. The calculation determines the amount of Federal Title IV funds that must be returned by Donnelly College and the amount to 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:

- The date the student officially withdraws in the Registrar's office, in person or in writing.
- The midpoint of the term is the official withdrawal date for the student who leaves without notification
- If the college withdraws a student who is attending class for other reasons, the date of the withdrawal is the last date of attendance.
- All students receiving all Fs at the end of each term will be forwarded to the appropriate Director of Instruction by the Registrar for determination of the last date of student participation in an academically related activity.
- 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 this order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loans
3. Federal Pell Grants
4. Federal SEOG

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

Donnelly College will return Title IV program funds as soon as possible and no later than 45 days after determining the student has withdrawn. Post-withdrawal disbursements will be credited to a student's account or paid directly to the student if their balance is zero. Grants will be disbursed within 45 days. If the R2T4 calculation results in a credit balance on the student's account, it will be disbursed as soon as possible and no later than 14 days (about 2 weeks) after the calculation of R2T4.

If this calculation determines that the disbursement exceeds the student's educational expenses, the student may be required to repay a portion of the aid disbursed. Educational expenses include tuition, fees, and books. Amounts due to be returned to the Pell program by the student will be reduced by fifty percent (50%). Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The Direct Loan program will be notified of the date of the student's withdrawal. Loans will be offered to the student within 30 days (about 4 and a half weeks) and the student is allowed at least 14 days to accept or decline the funds.

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 a satisfactory payment to Donnelly College, the balance owed may be referred to collection. The student would be ineligible for Federal Student Aid until these monies are repaid. The fees, procedures and policies listed here supersede those published previously and are subject to change without notice. Further information is available in the Financial Aid Office and the Business office regarding the Return of Federal Student Aid (Title IV) Funds.

### **SATISFACTORY ACADEMIC PROGRESS**

Federal Regulation governing the Federal Student Financial Aid Programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program and the Student Loan Programs) requires financial aid recipients to maintain academic progress toward a degree or certificate. At Donnelly College, students must maintain the following standards to continue eligibility for financial aid:

- The student must complete a minimum of 67% percent of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
- The student may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours

may include up to thirty (30) hours of remedial or developmental coursework. (Associate degree or Certificate Programs)

- The student 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 developmental coursework.
- The student must maintain the following minimum Cumulative Grade Point Average (GPA) of 2.0. The Student Financial Aid Office will check the student's progress at the end of each term, or payment period.
- If the student is not making satisfactory academic progress according to the above standards, they will be placed on Financial Aid Warning. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning the student will continue to receive financial aid.
- If the student completes all the hours with a "C" or above, the next term for which they enroll, they will be able to continue to be on Financial Aid Warning.
- If the student fails to meet the satisfactory progress standards the next term for which they enroll, they will be placed on Financial Aid Suspension. When on Financial Aid Suspension the student is unable to receive financial aid at Donnelly College.

**The student may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid.** The Appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, the student will be placed on Financial Aid Warning. If the student has met the requirements for a degree or certificate at Donnelly College, they will be ineligible for financial aid unless they are pursuing another degree or certificate from Donnelly College or in a transfer program where they will earn a degree at another college.

### **STUDENT BILLING**

The Student Billing Office is responsible for billing student accounts and receiving student payments. Student's billing statements will be posted on the student's Empower Self Service. Every student must sign a Financial Responsibility Form at the beginning of their first semester at Donnelly. The form can be found on Empower and electronically signed.

Students must either pay their tuition and fees in full or set up a payment plan for each semester on the due date of the first payment (see schedule below). If the student does not pay in full or fill out a payment plan with the Student Billing Office by these deadlines, a Business Hold will be placed on the student's account. If the student does not communicate with the Student Billing Office their intention to pay, the student could be dropped from classes. Students may pay tuition and fees with cash, check, money order, or credit card. Credit card

payments may be made online in Empower. Students may also qualify for financial aid and should meet with the Financial Aid Office to discuss the options available to them. Email [paymybill@donnelly.edu](mailto:paymybill@donnelly.edu) for billing information.

A payment plan allows a student to pay their tuition balance over monthly installments. There is a non-refundable \$25 payment plan fee per semester. To enroll, a student must meet with the Student Accounts Specialist in the Student Billing Office to sign a payment plan agreement. A one-time late fee of \$15 will be charged each term to the student's account if one payment is not paid by the due date during the term. Payment plans must be finalized by the dates below.

**Deadline Dates**

<b>Fall 2023 Term</b>	<b>Due Date</b>	<b>Amount</b>
Sign financial responsibility form*	Sep 9	
Pay in full or fill out a payment plan	Sep 15	
1 <sup>st</sup> payment due	Sep 15	1/4 of balance
2 <sup>nd</sup> payment due	Oct 15	1/4 of balance
3 <sup>rd</sup> payment due	Nov 15	1/4 of balance
4 <sup>th</sup> payment due	Dec 15	Remaining balance
<b>Spring 2024 Term</b>	<b>Due Date</b>	<b>Amount</b>
Sign financial responsibility form*	Jan 20	
Pay in full or fill out a payment plan	Feb 15	
1 <sup>st</sup> payment due	Feb 15	1/4 of balance
2 <sup>nd</sup> payment due	Mar 15	1/4 of balance
3 <sup>rd</sup> payment due	Apr 15	1/4 of balance
4 <sup>th</sup> payment due	May 15	1/4 of balance
<b>Summer 2024 Term</b>	<b>Due Date</b>	<b>Amount</b>
Sign financial responsibility form*	Jun 2	
Pay in full or fill out a payment plan	Jun 15	
1 <sup>st</sup> payment due	Jun 15	1/2 of balance
2 <sup>nd</sup> payment due	Jul 15	Remaining balance

\*New students

## SCHOLARSHIPS

### PRESIDENTIAL SCHOLARSHIP

Merit-based award covers 100% of tuition and fees

Requirements:

- 3.5 cumulative high school GPA
- Minimum ACT score of 24 or Donnelly test equivalent
- Renewable up to four semesters with a 3.25 college GPA
- Limit of five new recipients per year

### HENRY W. BLOCH PROGRAM

This award covers 100% of tuition and fees for up to six semesters at Donnelly College and then upon transfer to UMKC or Rockhurst University, 100% of tuition for up to six semesters.

Requirements:

- Must live in Kansas City metropolitan area
- Must demonstrate financial need
- Have not earned more than 30 credits
- High school diploma or GED
- Not eligible for other merit-based scholarships

### CATHOLIC HIGH SCHOOL AWARD

\$500 per semester

Requirements:

- Provide an official transcript from accredited Catholic HS
- Maintain full-time enrollment status
- Renewable up to eight semesters (excludes summer)

### BIZFEST SCHOLARSHIP

Merit-based award of \$2,000 per semester

Requirements:

- 3.5 cumulative high school GPA
- Participation in BizFest (certificate required)
- Minimum ACT score of 18 or Donnelly test equivalent
- Award is renewable with a 3.25 college GPA
- Limit of four new recipients per year

### ENDOWED SCHOLARSHIPS

More than 25 need, merit, and criteria-based scholarship opportunities of different award amounts

Scholarships have various selection criteria that may include:

- Financial need
- Academic achievement
- Course of study
- Ethnicity
- Residency
- Religious affiliation

### HISPANIC DEVELOPMENT FUND

Awarded annually based on availability

Requirements:

- Be of Hispanic Heritage
- Graduating/have graduated from a Greater Kansas City

metropolitan area high school or obtain a general equivalency diploma (GED) from a local organization

- Attend/have attended a Greater Kansas City metropolitan area high school for the last three years prior to graduation
- Accepted or enrolled in a fully accredited college or university and working toward an associate, bachelor, or graduate degree. (Applicants attending vocational or trade schools are ineligible)
- Enroll or be enrolled as a full-time student. (A minimum 12 credit hours for undergraduate and 9 credit hours for graduate)

### KC SCHOLARS

KC Scholars is available to low- and modest-income high school students who are in public, charter, and private schools and home-schooled; and adults with some college, but no degree, and adults with associate degree who are supported to earn a bachelor's degree. Donnelly College will accept these two scholarships from the KC Scholars Program:

Traditional Scholarship

- Applications submitted by students in 11<sup>th</sup> grade
- Awarded up to \$10,000 per year, renewable up to five years
- Must maintain a 2.5 GPA or higher
- Adult Learner
- Must be age 24 or older
- Awarded up to \$5,000 per year, renewable up to five years

# SERVICES FOR STUDENTS

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## ACADEMIC ADVISING

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

## ACCOMMODATIONS

The purpose of academic disability accommodation in higher education is not to make the student's educational experience easier, but instead is designed to remedy the effects of the disability, within reason. Our goal in providing services is to ensure that the student's disability does not prevent them from enjoying the same educational and experiential opportunities as any non-disabled student.

The two laws that govern disability accommodations in higher education are Title III of the Americans with Disabilities Act (Title III is specifically for non-public schools) and Section 504 of the 1973 Rehabilitation Act. Please note though, K-12 education is governed by different laws than institutions of higher education, and so academic accommodations may work differently at Donnelly College than you have experienced before arriving. All submitted documents must be current and signed by a licensed professional.

PLEASE NOTE: Students must directly contact the Dean of the College to start the accommodations process. Students must hand deliver their documents to the Dean of the College and arrange a meeting to discuss accommodation. A parent who wishes to discuss their student's accommodations must have an academic FERPA release form on file with the Registrar's Office.

## BOOKSTORE AND SPIRIT STORE

Donnelly College utilizes a virtual bookstore through ECampus for all textbook purchases. For some textbooks students will have the option to purchase new or used books, rent the book, or purchase an e-version. Students can visit our online Spirit Store at [www.rokkitwear.com](http://www.rokkitwear.com).

## CAMPUS CUPBOARD/CAREER CLOSET

The mission of the Donnelly College Campus Cupboard is to provide temporary food assistance to any member of our Donnelly College family to alleviate any food insecurity. Hours for the campus pantry are posted on the website and the Cupboard door. There is no cost associated with this service. To best prepare our students for the professional workplace, the Career Closet provides

professional interview outfits and guidance to dress for success when attending professional seminars, internships or job interviews.

## CAMPUS MINISTRY

Campus Ministry is open to all students, faculty, and staff at Donnelly College. It seeks to encourage the Donnelly College community in its spiritual journey towards God and life in him. Through worship, prayer, and scripture study, as well as catechesis, evangelization, sacraments, and service activities, Campus Ministry helps the Donnelly community grow in love of God and neighbor.

## CAREER SERVICES

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

## COUNSELING CENTER

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

## DEAN-LOZOYA FAMILY ACADEMIC RESOURCE CENTER

The Dean-Lozoya Family Academic Resource Center provides a wide variety of learning resources and materials to assist students with course-related work, recreational reading, and informational needs. Students, faculty, and staff have access to databases through the State Library of Kansas and JSTOR Essential. Donnelly also has inter-library loan access to resources from various libraries in the KC metropolitan area and across the state of Kansas.

## IT SUPPORT

Donnelly's IT Services department provides computer and hardware technology support for the College. In addition to maintaining computer labs and system networks (drives and internal wiring), our IT team helps with other physical technology around campus.

## REGISTRAR

The Office of the Registrar is responsible for degree audits, course scheduling and official transcripts. The college transcript is a student's permanent academic record including course history, grades, cumulative grade point average, and course work transferred from other institutions. Transcript requests can be submitted in writing to the Registrar's Office or may be requested online through the National Student Clearinghouse. A fee is charged for transcripts requested.



**STUDENT BILLING**

The Student Billing Office provides billing, finance, and payment plan information including the 1098-T. IRS Form 1098-T, Tuition Statement, contains information to assist the Internal Revenue Service (IRS) and the student in determining eligibility to claim educational related tax credits.

**TESTING CENTER**

In addition to initial placement testing, the Testing Center offers make-up testing and serves as a space for students who need accommodation to take their exams. Arrangements must be made in advance with their course instructor.

**TUTORING SERVICES**

Free tutoring is provided to Donnelly students in English and math as well as many other subject areas. Professional and peer tutors are available in the tutoring center with an appointment or on a walk-in basis.

## GENERAL POLICIES

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### CODE OF CONDUCT

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal, and physical growth for persons from a variety of economic, social, religious, racial, ethnic, and national backgrounds. An individual who enters this college community voluntarily assumes obligations to accept the code of conduct of the institution to promote its purposes and functions.

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs. Donnelly College students are responsible for the behavior of their guests.

At Donnelly College, creating a respectful, inclusive community is one of our top priorities. Conduct which leads to embarrassment, physical harm, or indignities to other persons will not be tolerated. Harassment or discrimination in any form will not be condoned at any time.

The College may take disciplinary action when student conduct interferes with its responsibility of providing an opportunity for educational achievement or of protecting the rights, health, and safety of its members. The Dean of the College may use restorative justice practices to build community, address conflict and repair harm when needed. Restorative Justice has its foundation in the community circle practice of Indigenous cultures that emphasize community.

### DIRECTORY INFORMATION

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

- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance, degrees and awards received
- Previous educational institution attended
- Photographs and student likenesses

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

### DRUG & ALCOHOL ABUSE & PREVENTION

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

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

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

## EMERGENCIES

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

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

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. Students have the right to inspect and review their education records within 45 days (about 1 and a half months) of the day the College receives a request for access.

Students should submit written requests that identify the record(s) they wish to inspect to the Registrar, or other appropriate official. The College official will arrange 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 the content of their educational records through a hearing 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 to fulfill his or her professional responsibility.

Parents may have access to the educational record of dependent students under 18 years of age. The College will assume the student is dependent if the parents provide a written statement that lists the student as dependent on their federal income tax forms.

## GRIEVANCES

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 deemed 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 believed to be 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.

### **HEALTHCARE FACILITIES**

Donnelly does not have onsite healthcare facilities, nor is it responsible for healthcare-related expenses. Nearby clinics include Swope Health Wyandotte, Duchesne Clinic, Mercy and Truth Medical Missions, and Gianna Family Care.

### **NON-DISCRIMINATION**

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

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

Nothing in this statement shall require the College to act in a manner contrary to the beliefs and moral teachings of the Catholic Church. In addition, the College reserves the right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission to enhance its Catholic identity and tradition. Inquiries regarding the non-discrimination policies should be directed to the Office of Human Resources, 913-621-8786.

### **OFFICIAL STUDENT EMAIL ADDRESS**

The student's Donnelly College e-mail address is the official electronic address used by the College for all communications including academic and financial information. It is the student's responsibility to check e-mail regularly and read all e-mails from the college. If a student initiates contact with an instructor or staff member from a non-Donnelly account, the recipient may reply to the message by redirecting it to the student's Donnelly e-mail.

### **PARKING**

Donnelly College is a private College; therefore, the parking lots and other areas of the College are private property. The operation and/or parking of any motor vehicle on campus is a privilege, not a right. Parking permits are free and may be obtained by filling out the form on the website and picking up your permit from the front desk receptionist. The parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space, only a designated area. A vehicle parked in any unauthorized area is in violation of the regulations. The full parking policy is available on Donnelly's website.

### **PEER-TO-PEER APPLICATIONS**

Peer-to-peer applications are defined as programs which

allow computers to share data in the form of music, movies, games or any computer file or software over a local network and the Internet. The College does not currently block the use of peer- to-peer applications on any part of its network. The College understands that there are legitimate academic uses for such applications. However, use of these applications has been known to cause problems, which can affect the entire College community. The College expects that all computers and networks on the campus will be used in a manner consistent with the Computer Policy & Standard Practices and compliant with applicable law. The College is under no obligation to protect a user from a complaint or action arising from violation, or alleged violation, of the law. Users should understand that the fact that material is available for free on the Internet does not mean that accessing such material is authorized by third party rights-holders.

The College prohibits the use of peer-to-peer applications on its networks to transmit or exchange any music, software, or other materials in which the intellectual property is held by any third party. Any use of our network in violation of this policy will be subject to discipline. However, the College allows and encourages the use of peer-to-peer applications for legitimate academic purposes without violation of applicable law, infringement of third-party rights, or violation of the College's policies, including this Peer to Peer Policy. The College will endeavor to see that the community is not adversely affected by the use of peer-to-peer programs. When such programs are seen to affect the network in a manner not consistent with College policies or are degrading the performance of the network, appropriate action will be taken against the user. In addition, bandwidth management technology will be used on the network to make sure peer-to-peer programs do not degrade network speeds.

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

### **STATE AUTHORIZATION RECIPROCAL AGREEMENT (SARA) COMPLAINTS**

Students with unresolved concerns regarding courses and programs authorized through the State Authorization Reciprocal Agreement (SARA) can download a Kansas Board of Regents SARA Complaint Form and follow the directions for submission.

[http://kansasregents.org/resources/PDF/Academic\\_Affairs/3257-ComplaintForm\\_SARAINstitutions.pdf](http://kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAINstitutions.pdf)

## **SMOKING ON CAMPUS**

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

## **STUDENT IDENTIFICATION**

The identification card is the student's official identification while enrolled at Donnelly College and should be available to present to college officials upon request. Students may need to present the ID card to access facilities, utilize or participate in student services or activities. Cards will be confiscated if presented by someone other than the cardholder. Fraudulent use of the card will result in disciplinary action.

## **VISITORS ON CAMPUS**

Only registered students, faculty, staff, and approved guests are allowed in areas of academic setting at Donnelly College. This includes but is not limited to computer labs, classrooms, laboratories, and the library. Children on campus must always be under direct guardian/parental supervision and under control. Children cannot be left unattended in any area of the college including but not limited to administrative areas, lobby, Bistro, etc. Children of employees are permitted on campus with approval of supervisor.

## **VOTER REGISTRATION**

Donnelly College encourages students to exercise their right and responsibility to vote and participate in the democratic process. If students are not registered voters, they are encouraged to exercise this privilege of civic engagement, register to vote and be knowledgeable about and engage in the issues put forward for voter consideration. Students can register to online at the following websites:

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

Missouri: <https://www.sos.mo.gov/elections/goVoteMissouri/register>

## **WEAPONS-FREE CAMPUS**

To ensure that Donnelly College maintains a safe environment and free of violence for all students and employees, the College prohibits the possession or use of weapons on college property. A license to carry a weapon does not supersede College policy. "College property" is defined as all college-owned or leased buildings or vehicles under the College's control.

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

Donnelly College reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a student, employee, or a visitor has a weapon on

College property. While on duty on College property, police officers and other law enforcement personnel are authorized to carry weapons.

# ACADEMIC POLICIES

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## ACADEMIC INTEGRITY

Donnelly College endorses the principle of academic integrity. Academic dishonesty is a hindrance to genuine educational growth and harms both the College community and the individual student. The College considers academic dishonesty any behavior or action aimed at obtaining an unethical academic advantage. Unless specified otherwise by a particular program, verified cases of academic dishonesty shall result in a zero (or an "F") for the exam or assignment in question, and shall be referred to the dean of the College and the student's advisor. Additionally, depending upon the gravity of the infraction, the student may receive a failing grade for the course and may be subject to other penalties including suspension or dismissal from the College. The Dean of the College maintains a file of all referred cases of academic dishonesty. Three instances of confirmed academic dishonesty shall result in dismissal from the College.

### Due Processes Procedures in Cases of Dishonesty:

If an instructor judges that a student has behaved in an academically dishonest manner (including but not limited to cheating or plagiarism) that professor shall use the *academic dishonesty incident report form* to notify the student in writing of the charge and the penalty as soon as possible. On a first (1) infraction, the student must meet with the instructor for additional instruction on how to avoid plagiarism. A plagiarism incident form must be on record in the Dean's office. On a second (2) infraction, the student will be required to meet with the Chair of the Department. On a third (3) infraction reported to the Dean, a student may be dismissed from the institution. A copy of the written notice shall be sent to the Dean of the College. The Dean of the College will notify the student of the decision within seven days of receiving the report.

## ACADEMIC PROBATION & SUSPENSION

The following policy outlines the academic expectations for full-time and part-time students at Donnelly College.

- The student must maintain a minimum 2.00 semester and cumulative grade point average (GPA).
- The student must complete 67% of all credit/non-credit courses attempted (each semester and cumulative).
  - 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.

The College will check the students' progress at the end of each fall, spring, and summer term.

- If the student has earned a minimum 2.00 semester and cumulative GPA and completed 67% of all credit/non-credit courses attempted, they are in **good academic standing**.

- If the student has earned less than a 2.00 *and/or* has not completed 67% of all credit/non-credit courses attempted, they will be placed on **academic probation** and will be required to develop a success plan, including mandatory meetings, with their academic advisor.
- A student on academic probation who earns a semester or cumulative GPA less than 2.00 *and/or* fails to complete 67% of all credit/non-credit courses attempted will be placed on **academic suspension** and may not enroll for the following semester. Students may appeal their status by completing the Academic Suspension Appeal process. Students are required to submit an appeal form with a letter of explanation and all necessary documentation to the Assistant Vice President of Student Affairs.

## ATTENDANCE

Students are expected to attend and be on time for every class session. Absences, late arrivals, and early departures may contribute to the final grade a student earns. Each academic program has a policy stating how many absences are permitted before the instructor expects the student to withdraw from the course.

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

In extreme circumstances (e.g., a disciplinary problem), the Dean of the College may initiate an administrative withdrawal. The student remains responsible for the tuition owed.

## Accommodation of Religious Observances

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

## ACADEMIC HONORS

### Dean's List

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

### Honor Roll

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

### Phi Theta Kappa

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

### Latin Honors

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

CumLaude:3.25-3.499

MagnaCumLaude:3.5-3.749

Summa Cum Laude: 3.75-4.0

### Service Learning

The Donnelly College Honors Service-Learning Project aims to give Associate and Nursing certificate students valuable real-world experience and encourages them to use their skills to serve others. There are several ways to earn this designation which will be recognized at graduation with an honor cord and noted on the student's transcripts. Students must complete the **volunteer requirements** prior to Nov. 30 for the fall graduation date and April 1 for the spring graduation date. Courses in progress will count for the designation.

**Option A:** Students take **three courses** within a degree program with the service-learning designation. (Registrar must designate these courses as SL)

**Option B:** Students take **two courses** within a degree program with the service-learning designation **AND** complete **three** of the following volunteer activities:

**Students may volunteer (5 hours) at:** SHINE, 1Day4Donnelly, New Student Orientations, Day of Service, Library, Campus Cupboard, a non-profit organization approved by Student Engagement Coordinator.

\*\*Students must complete a reflection form after each volunteer activity and obtain a supervisor's signature.

\*\*Nursing students who voluntarily sign up for community initiatives two, 12-hour shifts are eligible for the Honors Service-Learning Project.

### Sister Mary Faith Schuster Awards

Each year, awards are given to students in the areas of writing (poetry, fiction, nonfiction) and visual art through submissions to the *dime* literary magazine.

## COURSE SCHEDULE CHANGES

Students may change their schedules during the first week of classes only. Any changes after that time require the written approval of the Dean of the College. A course that is dropped by the deadline identified above will not appear on the student's official record. After the first week of classes, a student may withdraw from a course. Withdrawing from a course results in a "W" on the student's official record. Please refer to Donnelly College's *Withdrawal Policy* for more information.

The College may remove a course from the schedule before the start of a term due to low enrollment or for other reasons. Students will not be obligated for tuition and fees of courses that have been removed. The College will notify students when a decision has been made to remove a class; however, students are encouraged to confirm their class schedules using EMPOWER Self-Service prior to the term start date.

## CLASS CANCELLATIONS

### Instructor absence

When an instructor is absent and the class is cancelled, an e-mail will be sent to all students enrolled in the class. A notice will be placed on the Canvas course page. It is the student's responsibility to check the Canvas course page for further instructions.

### Weather

At Donnelly College, we value both learning and safety, and thus, decisions regarding weather closings are made with deliberation and care. We are preparing students to enter the workforce where individuals must take responsibility for their own actions. Therefore, we recommend that students and employees save adequate absences and annual leave to cover situations in which the college may be open, but an individual may be unable to safely arrive on campus or may be worried about driving conditions. In those situations, the individual must keep his or her own safety in mind in making decisions and must act accordingly.

In the event of inclement weather, Donnelly College will close or adjust its operating hours in the interest of student and employee safety. Donnelly College will determine its own schedule and may follow the schedule of Kansas City Kansas Public School District. Decisions and announcements

regarding college classes and activities will be announced and posted on area media outlets and college information sites. Decisions regarding employees may be independent of whether classes are held.

When conditions make it feasible, the college will make announcements based on the following schedule:

- Day Classes, College Activities and Events - Announcements regarding remote classes or cancellation of classes will be made by 6 a.m.
- Evening Classes, College Activities and Events - Announcements regarding remote classes or cancellation of classes will be made by 3:00 p.m. (Evening classes and activities are those with a start time of 4:30 p.m. or later.)

If weather conditions worsen significantly after a regular opening, announcements will be made across the campus as quickly as possible. Typically, a specific time will be relayed to alter all classes and activities. The cancellation or modality change of any on-going classes or activities will not result in automatic change of evening or weekend classes or activities.

An announcement change can be found through the following sources. This announcement should guide student actions but may not provide complete information to guide employee actions. Employees should check email after notifications are posted.

College Outlets:

- Student Emails
- Website - [www.donnelly.edu](http://www.donnelly.edu)
- Facebook - [www.facebook.com/DonnellyCollege](http://www.facebook.com/DonnellyCollege)
- Twitter – [www.twitter.com/DonnellyCollege](http://www.twitter.com/DonnellyCollege)
- Learning Management System - Canvas

TV Outlets:

- KSHB 41 (NBC)
- KCTV 5 (CBS)
- Fox 4 KC (FOX)

Donnelly College will utilize the following options regarding operating hours:

- The college is closed. All day and evening classes, activities and events are cancelled. When this happens, employees are asked, for their own safety, to refrain from coming to campus.
- All day and evening classes are held remotely due to inclement weather; the college remains open.
- Classes are delayed - when classes/activities are delayed, students should report to the class they would normally report to then in progress at that time. In other words, if a class normally begins at 9:00 a.m. and continues until 10:15 a.m. and the college delays opening until 10 a.m., students should attend that class beginning at 11 a.m. Faculty and staff may access offices no more than one hour before the scheduled opening time for students.
- Special circumstances that could include offices being open,

but classes cancelled, early dismissal, etc.

When the College does open during periods of inclement weather, students and employees are urged to use their best judgment in determining whether traveling conditions to and from the college campus is safe. College personnel will do everything possible to clear parking lots, walkways, and entrances of any snow or ice prior to opening. However, students and employees are urged to use caution during these periods.

### **FORCE MAJEURE**

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

Per federal regulations, in the event the College must suspend or close due to force majeure, the following two scenarios may apply in determining a student's Enrollment Status, Withdrawal Date, and potential Return of Title IV funds:

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

### **CLASS STANDING**

Freshman: 1 – 30 credits

Sophomore: 31-59 credits

Junior: 60 – 89 credits (and completion of general education requirements equal to or equivalent of an Associate degree)

Senior: 90+ credits (and completion of general education requirements equal to or equivalent of an Associate degree)



## **COURSE AUDIT**

A student who wishes to audit a class must register and pay 1/3 of the tuition rate. Auditors are subject to class regulations but are excused from evaluation and required assignments. Once enrolled, students may not change from audit to credit status. A student will not receive financial assistance for any audited courses. Online, health care, or courses below college level, may not be audited.

## **COURSE NUMBERING SYSTEM**

### **100 Level - Introductory**

These courses are broad survey or introduction to a discipline. They may have prerequisites if they are sequential courses.

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

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

### **200 Level - Intermediate**

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

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

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

- Employ critical thinking skills.

### **300 Level - Upper Division**

These are advanced courses that provide depth of study in a specialized topic or practicum experiences. They often require prerequisites and demonstrated readiness for advanced level of study.

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

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

### **400 Level - Upper Division**

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

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

- Develop and analyze the most current terms, concepts, theories, techniques, and approaches which shape the discipline.
- Formulate diverse responses and/or products that are created with minimal guidance from the instructor.
- Appraise innovative techniques and approaches that respect diverse assignments and/or projects.
- Constructively analyze, synthesize, and critique the use of scholarship in the discipline.
- Create independent application of writing assignments, oral presentations, and/or performances in the standards of the discipline.

- Work independently towards the solution of problems and creation of new outcomes.
- Construct independent evaluation of problems, solutions, and product creation that is original to the discipline.
- Combine a wide variety of assessment and/or evaluation tools requiring primary and secondary resources research information to create divergent outcomes.

### COUSE PREREQUISITES

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

Students who register for a course for which they have not met the prerequisite requirements may be removed from that class and receive no refund. Students who are unable to register but believe they have satisfied a course prerequisite should consult their academic advisor.

### CREDIT HOURS

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

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

Technical programs (e.g. LPN) adhere to the following:

1. 45 minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. 75 minutes of lab or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
3. 45 clinical contact hours per credit hour for each clinical.

### CREDIT LIMIT

The maximum number of hours a student is permitted to take in the Fall or Spring semester is 18 credit hours. For summer sessions, the maximum number of hours permitted is 9 credit hours. Online, off-campus, and evening courses taken concurrently are counted as a part of the total load. Students who have completed a minimum of 24 hours with a continuous record of a minimum 3.25 overall GPA may petition the Dean of the College to enroll in more hours. Petitions should be in writing and submitted at least ten days prior to the onset of the semester. When determining the number of credits taken, students should consider the rigor of their selected coursework, their history of academic success, work and family obligations, and other factors.

### ENROLLMENT LEVEL

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

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

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

6 credit hours: The minimum credit level to be considered enrolled half-time.

### GRADING SYSTEM

#### Letter Grades, Grade Points, and Explanations

Letter grades A, B, C, D, P, F, W, I and U are used to indicate academic achievement or academic status. 'U' indicates a registered audit with no credit. 'W' indicates withdrawal. 'I' indicates an incomplete. Grades are awarded on a four-point system. Grades and the corresponding grade points per credit hour are as follows:

A	Excellent	4
B	Superior	3
C	Satisfactory	2
D	Minimal Passing	1
P	Passing	0
F	Not Passing	0
W	Withdrawal	0
I	Incomplete	0
U	Audit	0
NC	Non-Credit	0

The grade point average (GPA) is determined by dividing the total number of grade points by the total number of credit hours attempted. In calculating GPA, the hours with P, W, I, and/or U will not be counted as hours attempted. Courses with grades of F will be counted in figuring the grade point averages. NC is not calculated into GPAs.

### **INCOMPLETE GRADE**

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

The instructor is responsible for providing written notification to the student of the work required to remove the incomplete. The student is responsible for completing the work by the date set by the instructor, by the conclusion of the next regular term (fall or spring), or the student's graduation term, whichever is earlier. If the student does not make up the incomplete during the specified period, the grade of "I" will be redesignated as "F" and will be computed in the student's GPA. A student will not be cleared for graduation with an incomplete grade on his or her academic record.

### **MID-TERM GRADES**

Instructors provide mid-term grades for all students prior to the beginning of the second 8-week session. Mid-term grades are also shared with the Dean of the College, the Assistant Vice President of Student Affairs, and the Academic Advisors. Advisors meet individually with students who earn a "D" or "F" in more than one course to explore options more broadly with the student as well as discuss financial aid implications for withdrawing from a course.

## GRADE APPEAL PROCESS

In the event students would like to contest a final grade, they should contact the instructor of the course to discuss a grade change. If the instructor elects to change the grade, they must complete the grade change form and submit it to the Registrar's Office. If the instructor elects *not* to change the grade, the student may formally appeal the decision to the Dean of the College.

To formally appeal a grade change, the student must submit an Academic Appeal form, including a letter stating why the student contests the grade with supporting documentation. This must be filed with the Dean of the College within 12 weeks of the end of the semester in which the grade was assigned.

The Dean will meet with the instructor and the Program Director, if appropriate, to discuss the grade appeal. The Dean will make the final decision on the grade appeal within ten business days. The student will be notified of the decision via email by the Registrar's Office.

## REPETITION OF COURSEWORK

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

Students should consult with Financial Aid about eligibility for repeated courses.

## LAST DAY OF ATTENDANCE

Federal regulations require faculty to report attendance information for students who have stopped attending class or those who never attended. Financial aid may be reduced or cancelled based on student attendance information. The last date of attendance reported by faculty will remain unchanged, so the impact on the student's financial aid award (that occurred when the instructor reported the last date of attendance) for that semester will remain unchanged.

## WITHDRAWING FROM COURSES

It is the responsibility of the student to withdraw from class. Ideally, students should see an advisor and the financial aid staff before submitting a withdrawal form to the Registrar's Office for processing. However, any verifiable contact (e-mail, phone, mail, etc.) with authorized College personnel expressing the student's intent to withdraw from a class will be honored.

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

Faculty may initiate an administrative withdrawal based on

non-attendance. In extreme cases (e.g. a disciplinary issue), the Dean of the College may initiate an administrative withdrawal. The student remains responsible for all tuition and fees owed in this instance. The deadline for withdrawal is three weeks before the end of the course; this date is posted on the website under Academic Calendar.

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

## REFUNDS

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.

Withdraw during the first week of classes	100%
Withdraw during the second week of classes	75%
Withdraw during the third week of classes	50%
Withdraw during the fourth week of classes	25%
Withdraw after the fourth week of classes	No Refund

Refund calculations are based on the day the student officially drops/withdraws from a class through the Registrar's Office. Official drop/withdrawal means 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 Student Billing Office.

## MILITARY REFUNDS

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.

## 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 petition for graduation.

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

Degree requirements for Associate in Arts, Associate in Science, Associate in Applied Science, Bachelor of Arts, and Bachelor of Science, are listed under Degree Requirements. Students eligible for graduation will receive an email from the Registrar's Office outlining their requirements. In addition to applying for graduation and paying the fee, students must complete an online graduation survey. This survey collects information about the student experience while attending Donnelly as well as post-graduation education and career plans.

Graduating students must also take the Proficiency Profile assessment. This assessment is a test of general education skills in four core areas - reading, critical thinking, writing, and mathematics - in the context of humanities, social sciences, and natural sciences. All Donnelly students graduating with an AA, AS, BA, or BS are required to complete this timed two-hour assessment prior to graduation. Students receiving a certificate or an AAS degree are exempt.

## ACADEMIC CALENDAR 2023-2024

### Fall Semester

College Workshop	Aug. 15
Classes Begin	Aug. 21
Convocation	Aug. 24
Last day for schedule changes	Aug. 25
Labor Day - no classes	Sept. 4
Classes resume	Sept. 5
Mid-Term Grades Due	Oct. 8
Mid-Semester Classes Start	Oct. 15
Last day to withdraw from classes	Nov. 10
Class work ends at 10 p.m.	Nov. 21
Thanksgiving vacation - no classes	Nov. 22-24
Classes resume	Nov. 27
Final Exams	Dec. 13-14
Semester ends at 10:00 p.m.	Dec. 15
Grades due by 11:59 p.m.	Dec. 17

### Spring Semester

College Workshop	Jan. 16
Martin Luther King Day - College closed	Jan. 15
Classes Begin	Jan. 22
Last day for schedule changes	Jan. 26
Mid-Term Grades Due	Mar. 24
Mid-Semester Classes Start	Mar. 25
Spring Break	Mar. 11-17
Classes resume	Mar. 18
Easter Break - no classes	Mar. 29- Apr. 1
Classes resume	Apr. 2
Last day to withdraw from classes	Apr. 19
Final exams	May 15-16
Invocation & Commendation	May 16
Semester ends at 10:00 p.m.	May 17
Commencement	May 18
Grades due by 11:59 p.m.	May 19

### Summer Semester

Classes Begin	Jun. 3
Last Day for Schedule changes	Jun. 4
Independence Day - No classes	Jul. 4-5
Last day to withdraw from classes	Jul. 18
Summer session ends	Jul. 26
Grades due by 11:59 p.m.	Jul. 28

## DEGREE REQUIREMENTS

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### THE DONNELLY CORE

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

**AS 101** First Year Experience

**EN 111** Composition I

**EN 112** Composition II

**EN 140** Public Speaking

**MT 100+** Two college level math courses

**PH 210** Introduction to Philosophy

**PH 211** The Ethics of Everyday Life

**TH 110** The Search for God

**TH 120** The Word of God

Additional requirements in the Natural Sciences, the Humanities, and the Social Sciences serve to complete general education requirements and vary by degree program. These requirements help address the needs and interests of students and may be selected to help fulfill requirements at the student's anticipated transfer institution.

A limited number of electives also comprise each degree program, which permits further focus or helps to fulfill requirements at the student's anticipated transfer institution. See Associate of Arts and Associate of Science Degree Requirements for more information.

## DONNELLY COLLEGE LEARNING OUTCOMES

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

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

## EMPHASIS

Students in the Associate of Arts or Associate of Science programs may optionally choose to complete an Emphasis in one of the areas below.

### Environmental Studies

BL 101/1011	Principles of Biology
CH 103	Chemistry of Everyday Phenomena
SC 105	Environmental Science
SC 204	Environmental Ethics

### Humanities

EN 135	Literature for Children
EN 203	Topics in Literature
HS 101	Early World Civilizations
HS 102	Modern World Civilizations
HS 121	Early American History
HS 122	Late American History
PH 112	Philosophy of the Human Person
RS 135	Survey of Catholic Belief

### Mathematics

MT 121	Introduction to Statistics
MT 133	Pre-calculus
MT 136	Trigonometry
MT 228	Business Calculus
MT 231	Calc & An Geometry 1
MT 232	Calc & An Geometry 1I
MT 233	Calc & An Geometry 1II
MT 235	Differential Equations

### Natural Sciences

BL 101/1011	Principles of Biology
BL 110	Lifetime Fitness
BL 130	Fundamentals of Nutrition
BL 136/1361	Anatomy & Physio
CH 100	General Chemistry
CH 101	College Chem I
CH 103	Chemistry of Everyday Phenomena
PX 110	College Physics
SC 101	Fund of Physical Science
SC 105	Environmental Science

### Performing & Creative Arts

AN 108	Introduction to Pop culture
EN 108	Introduction to Pop culture
EN 142	Oral Interpretation
EN 144	Readers Theater
EN 146	Introduction to Theater
EN 194	Special Studies: Acting
FA 104	Survey of Arts
FA 112	Drawing I
FA 113	Painting I
FA 205	Introduction to American Film Culture
SO 205	Introduction to American Film Culture

### Social Science

AN 101	Cultural Anthology
BS 103	Personal Finance
BS 116	Business Communications
BS 121	Principles of Accounting I
BS 122	Principles of Accounting II
BS 152	Introduction to Entrepreneurship
ED 101	Introduction to Teaching
GE 101	World Geography
PS 101	Principles of Poltical Science
PS 111	American Government
PS 211	International Relations
PY 205	Human Growth and Development
SO 100	Introduction to Sociology

## ASSOCIATE DEGREES

### ASSOCIATE OF ARTS

The Associate of Arts degree is designed to prepare students for Bachelor's degree completion or to gain skills designed to enter the workforce.

### GENERAL REQUIREMENTS

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

### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associate of Arts in Liberal Arts degree, students will demonstrate:

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

### COURSE REQUIREMENTS:

#### Donnelly Core (30 credit hours)

**AS 101** First Year Experience

**EN 111** Composition I

**EN 112** Composition II

**EN 140** Public Speaking

**MT 100+** Two college level math courses

**PH 210** Introduction to Philosophy

**PH 211** The Ethics of Everyday Life

**TH 110** The Search for God

**TH 120** The Word of God

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

Students must complete one 5-credit hour Natural Science course with a laboratory **and** one 3-5 credit hour course Natural Science course from one or more of the following disciplines:

- Biology
- Chemistry
- Science
- Physics

#### Humanities (6 credit hours)

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

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

#### Social Science (6 credit hours)

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

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

#### Electives (8-10 credit hours)

Students may complete these hours from any discipline.

#### U.S. Constitutional Requirement

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

Early American History (HS 121)

Late American History (HS 122)

Principles of Political Science (PS 101)

American Government (PS 111)

State and Local Government (PS 112)

#### Non-Western Civilization Requirement

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

Early World Civilization (HS 101)

Modern World Civilization (HS 102)

Geography (GE 101)



## ASSOCIATE OF SCIENCE

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

### GENERAL REQUIREMENTS

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

### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associate of Science in Liberal Arts degree, students will demonstrate:

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

### COURSE REQUIREMENTS

#### Donnelly Core (30 credit hours)

- AS 101 First Year Experience
- EN 111 Composition I
- EN 112 Composition II
- EN 140 Public Speaking
- MT 100+ Two college level math courses
- PH 210 Introduction to Philosophy
- PH 211 The Ethics of Everyday Life
- TH 110 The Search for God
- TH 120 The Word of God

#### Natural Sciences (13-15 credit hours)

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

- Biology
- Chemistry
- Science
- Physics

#### Humanities (3 credit hours)

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

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

#### Social Science (6 credit hours)

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

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

#### Electives (6-8 credit hours)

Students may complete these hours from any discipline.

#### U.S. Constitutional Requirement

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

- Early American History (HS 121)
- Late American History (HS 122)
- Principles of Political Science (PS 101)
- American Government (PS 111)
- State and Local Government (PS 112)

#### Non-Western Civilization Requirement

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

- Early World Civilization (HS 101)
- Modern World Civilization (HS 102)
- Geography (GE 101)

## **ASSOCIATE OF APPLIED SCIENCE**

The degree of associate in applied science is designed to prepare students for areas that need specialized training. Areas of concentration include Business, Information Technology, and Practical Nursing.

### **GENERAL REQUIREMENTS**

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

### **PROGRAM LEARNING OUTCOMES**

#### **Associate of Applied Science, Business Concentration**

Upon successful completion of the Associate of Applied Science degree with a concentration in Business, the graduate should be able to demonstrate:

1. Academically appropriate written and oral communication.
2. An understanding of business theories.
3. Knowledge of technology and software applications appropriate to the business environment.
4. An understanding of workplace ethics and diversity.

#### **Associate of Applied Science, Information Technology Concentration**

Upon successful completion of the Associate of Applied Science degree with a concentration in Business, the graduate should be able to demonstrate:

1. An ability to communicate effectively.
2. Knowledge of computer hardware and operating systems.
3. Understanding of technology trends, practices, and products.
4. Technical skills and methods to solve problems with ethical consideration.

## **COURSE REQUIREMENTS**

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

First Year Experience (AS 101)  
Composition I (EN 111)  
Composition II (EN 112)  
Public Speaking (EN 140)  
Math, Science, & Technology (6 credit hours)  
Business IT Applications (IT 111)  
Intermediate Algebra (MT 103) or a class with MT 103 as a prerequisite

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

Introduction to Philosophy (PH 210)

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

General Psychology (PY 101)  
Personal Finance (BS 103)  
Electives (3 credit hours)  
Course from any discipline

### **Concentration (30 credit hours)**

Courses in Business or Information Technology

## **ASSOCIATE OF APPLIED SCIENCE IN NURSING**

The degree of Associate of Applied Science in Nursing is designed to provide skills needed to become an RN.

### **GENERAL REQUIREMENTS**

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

### **PROGRAM LEARNING OUTCOMES**

In addition to the general education learning outcomes, upon successful completion of the Associate of Applied Science in Nursing degree, students will be able to:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

## **COURSE REQUIREMENTS**

### **Communications (6 credit hours)**

Composition I (EN 111)  
Composition II (EN 112) *or* Public Speaking (EN 140)

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

Fundamentals of Nutrition (BL 130)  
Nursing Pathophysiology (NU 207)

### **Social Science (3 credit hours)**

General Psychology (PY 101)

### **Nursing Concentration (30 hours RN curriculum)**

LPN to RN Transitions (NU 206)  
Advanced Skills (NU 208)  
Medical Surgical Nursing III (NU 209)  
Medical Surgical Nursing III clinical (NU 209.1)  
Advanced Pharmacology (NU 210)  
Maternal Child & Family Nursing (NU 211)  
Medical Surgical Nursing IV (NU 221)  
Medical Surgical Nursing IV clinical (NU 221.1)  
Leadership in Nursing (NU 222)  
Mental Health (NU 223)  
Concept Synthesis-RN (NU 22)

## **BACCALAUREATE DEGREE**

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

### **BACHELOR OF ARTS IN BUSINESS LEADERSHIP GENERAL REQUIREMENTS**

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

### **PROGRAM LEARNING OUTCOMES**

Upon successful completion of the Bachelor of Arts in Business Leadership degree, students will demonstrate:

1. Professional/technical oral and written communication skills.
2. Ethical consideration in business and leadership practice.
3. Critical thinking to make informed leadership decisions.
4. Analysis and application of essential business practices.

## **COURSE REQUIREMENTS**

### **General Education (15 credit hours)**

Economics for Managers (BS 301)  
Survey of Accounting and Financial Management (BS 302)  
Introduction to Marketing (BS 310)  
Financial Decision Making (BS 315)  
Theology of the Human Person (TH 310)

### **Concentration Coursework (30 credit hours)**

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

## ACADEMIC 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) and a grade of at least C is required in each course. Credits in certificate programs are applicable to an associate degree in a related area. Students must declare the intention to earn a certificate when they register and apply for the certificate with the Registrar after requirements have been completed. Certificate programs include Allied Health, Business, Information Technology, and Practical Nursing.

### CERTIFICATE IN PRACTICAL NURSING (LPN)

The Practical Nursing program features a part-time schedule, small class sizes with caring faculty, state-of-art training labs, and dedicated academic support for healthcare students. The program begins each January and August, with up to 25 students in each cohort. The program comprises 37 credit hours across four semesters. Students enter the program through a competitive selection process. Candidates must submit a complete application and must undergo a state-mandated drug screen and criminal background check.

### PROGRAM LEARNING OUTCOMES

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

1. Relationship-centered care: provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. Teamwork and Collaboration: collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision- making.
3. Evidence based practice: use current evidence as a basis for nursing practice.
4. Informatics: use information and client care technology to support the delivery of safe, quality client care.
5. Quality Improvement: participate in quality improvement activities assessing their effect on client outcomes.
6. Safety: provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. Professionalism: demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
8. Leadership: use leadership skills that support the provision and coordination of client care.

### CORRECTIONAL FACILITY PROGRAM

Donnelly College is proud to offer an on-site Associate of Applied Science degree in Business to the inmates of Lansing Correctional Facilities. As a Catholic institution, Donnelly believes this program has a truly Christian aim to assist prisoners and directly complements our school's founding mission "to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served."

### PROGRAM LEARNING OUTCOMES

Upon successful completion of the Associate of Applied Science in Business, students will demonstrate:

1. Academically appropriate written and oral communication
2. An understanding of business theories
3. Knowledge of technology and software applications appropriate to the business environment
4. An understanding of workplace ethics and diversity

All students must meet the following eligibility criteria and comply with the terms of enrollment.

- Meet all criteria for program participation, including maintaining satisfactory academic progress.
- Complete the Donnelly College application for admission.
- Provide the Registrar's Office with an official copy of your high school diploma or GED. The College will assist students in obtaining the transcript needed for admission.
- Attain an acceptable score on the Accuplacer test.
- Provide an official transcript detailing any previous college or university coursework to the Registrar. Students in good academic standing at their previous academic institution will be considered for transfer admission.
- Complete the FAFSA. Students will be notified of eligibility for a Pell Grant award or if not eligible, students may self-pay the tuition. Donnelly College is proud to participate in the Second Chance Pell Program (U.S. Dept of Education).

### COLLEGE CREDIT NOW (DUAL ENROLLMENT)

Donnelly College offers students who are in their junior or senior year of high school the opportunity to begin their college experience before 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. Dual credit may be earned only for college-level coursework (100 level or higher).

## COURSE DESCRIPTIONS

### ACADEMIC SUCCESS

#### **AS 101 First Year Experience (3 Cr)**

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

#### **AS 103 Support for Academic Success (1 Cr)**

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

#### **AS 110 Introduction to Library Research (1 Cr)**

This course is designed to introduce students to the world of information literacy. Topics covered include defining information literacy, plagiarism, copyright, locating resources, evaluating resources, and using information ethically. Students will learn how to use library resources more effectively by creating an annotated bibliography.

#### **AS 170 Career Awareness and Exploration (1 Cr)**

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

#### **AS 310 Seminar in Information Literacy (1 Cr)**

This course is designed to prepare students for formal research projects in higher education. Topics covered include defining information literacy, creating a research strategy, evaluating resources, organizing information, and using information ethically. Students will learn how to use prior knowledge and new knowledge to create an original research paper.

Prerequisite: Junior standing

### ANTHROPOLOGY

#### **AN 101 Cultural Anthology (3 Cr)**

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

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

This course is designed to introduce students to some of the myriad texts, events, and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how US American popular culture helps to shape our lives. (Cross-listed EN 108)

### BIOLOGY

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

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

Corequisite: BL 101.1

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

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

Corequisite: BL 101

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

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

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

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

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

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

Corequisite: BL 136 .1

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

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

Corequisite: BL 136

## **BUSINESS**

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

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

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

This course covers the basic functions of management and explains impact of organizational culture on the nature of the business environment. It also explains the importance of effective communication within the organizational structure, develops and defines the techniques for directing and motivating employees, explains the effects of change on an organization, and how to apply business ethics in managerial decision-making.

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

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

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

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

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

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

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

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

Prerequisite: C or higher in BS 121

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

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

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

This course is an introduction to the theory of entrepreneurship and its practical implementation. It will introduce the traits, skills, and attributes of successful entrepreneurs; the entrepreneurial process; opportunity recognition and development; opportunity feasibility; and business capitalization.

### **BS 210 Human Resources Management (3 Cr)**

This course will define human resource management and relate it to the management process. It also examines the principles, practices, and current issues facing organizations related to the key functions of human resource management: attracting, selecting, training, and retaining human capital. The course will identify and cover the major components of employment law.

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

This course introduces traditional law topics of the United States legal system and defines fundamental legal terminology regarding contracts, torts, and sales contracts. This course also addresses the ethical implications of contract law, requirements of contracts, and the elements of torts.

### **BS 232 Business Law II (3 Cr)**

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

Prerequisite: C or higher in BS 231

### **BS 301 Economics for Managers (3 Cr)**

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

Prerequisite: Junior standing

**BS 302 Survey of Accounting & Financial Management (3 Cr)** This course addresses the importance of financial information in the management of modern businesses, as well as non-profit, educational, and governmental organizations. It also emphasizes financial decision-making skills needed in a variety of leadership situations.

Prerequisite: C or higher in MT 103 or higher; Junior standing

**BS 303 Essentials of Management Information Systems (3 Cr)** An examination of how information systems are used in the corporate world to enhance and achieve goals and objectives. The emphasis is on how managers use different MIS methodologies in a variety of situations. Functional business areas such as financial information systems, information security, operational production systems and business planning enhance the learning process.

Prerequisite: C or higher in IT 111

### **BS 310 Introduction to Marketing (3 Cr)**

This survey course deals with the basic principles of the marketing process. Special emphasis is given to marketing strategy plus the marketing mix which includes a determination of target markets with the appropriate products, distribution, promotion, and prices.

Prerequisite: Junior standing

### **BS 315 Financial Decision-Making (3 Cr)**

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

Prerequisite: C or higher in BS 302 or BS 121; Junior standing

## **CHEMISTRY**

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

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

Prerequisite: Placement in MT 103 or higher

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

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

Prerequisite: Placement in MT 130 or higher

### **CH 103 Chemistry of Everyday Phenomena (3 Cr)**

This course is designed to explore the chemistry involved in processes people experience and talk about daily. Course content includes development of an understanding of chemistry, cultivation of problem-solving and critical thinking skills related to chemistry, application of chemistry knowledge to decision-making about scientific and environmental issues, recognition of the importance of chemistry in daily life, and understanding of benefits as well as limitations of chemistry.

Prerequisite: Appropriate math placement

## **ECONOMICS**

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

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

Prerequisite: Placement in MT 103 or higher

## **EDUCATION**

### **ED 101 Introduction to Urban Education (1 Cr)**

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

Prerequisite: Placement in college level courses

## **ENGLISH**



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

This course is designed to introduce students to some of the myriad texts, events, and aspects of US American popular culture. Although this course will draw on students' inevitable familiarity with some types of popular culture, we will begin to approach the subject from a scholarly perspective. The overall objective is to explore how popular culture reflects the world around us and influences the way we perceive the world. We will examine popular culture media such as film, television, music, advertising, sporting events and print media and begin the process of critical reception of these texts to better understand how U.S. American popular culture helps to shape our lives. (Cross-listed AN 108)

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

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

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

This course focuses on writing essays and articles which include basic writing approaches with special emphasis on persuasion, argumentation, and the research paper. Prerequisite: C or higher EN 111

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

This course is an introductory study of children's literature with emphasis on the interpretation and using quality literature with children of varying needs. It is designed to give experience in selecting what is best and appropriate for children. Finally, it is intended to help students recognize and value good children's literature for its artistic merits and for its importance to children. Prerequisite: C or higher in EN 111

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

The course is based on the educational philosophy that students learn by doing. Students will learn to research, organize, practice and present speeches. Both traditional and innovative communication skills will grow out of an understanding of basic concepts of human communication. This course fulfills the oral communication requirement. Prerequisite: C or higher in EN 111 (May be taken concurrently)

### **EN 142 Oral Interpretation (3 Cr)**

Oral Interpretation will focus on the techniques of reading from the printed page. Elements of voice and diction, as well as intellect and imagination, will be applied to reading selections from various forms of literature, prose, poetry, and drama. Readers' theater will be implemented through the preparation and oral performance of individual or group interpreters. Prerequisite: C or higher in EN 111 or department permission

### **EN 144 Readers' Theater (3 Cr)**

This is an introductory course to acting. Students will become familiar with the two aspects of acting: uninhibited use of body and expressive use of voice. Students will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, selection analysis, storytelling, and duet acting. The culmination of the course will be the presentation of a one-act play. Prerequisite: C or higher in EN 111

### **EN 146 Introduction to Theatre (3 Cr)**

This course is an introductory course in acting. The student will become familiar with the two aspects of acting: uninhabited use of the body and expressive use of voice in an organized stage play environment. The student will be introduced to such areas as pantomime, improvisation, stage movement, vocal interpretation, action scoring, script analysis, storytelling, and duet and ensemble acting. The culmination of this course will be the public presentation of a one-act play. This course fulfills the college oral communication requirement. Prerequisite: C or higher in EN 111

### **EN 191 Special Studies: Theatre Experience (3 Cr)**

Students will select, prepare for, and present a one-act play for an audience.

### **EN 194 Special Studies: Acting I (3 Cr)**

Students will construct physical characters by identifying and selecting from character given in a script that we will perform as a class. The class will design an appropriate theatrical ground plan with organic blocking and learn to follow notes and direction given by all directors involved in the process of production. The class will fully understand how to be actively involved in the process of acting in a play, musical or one act. The students will learn the aspects of theatre through acting as an art not a science.

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

This course focuses on a significant topic, theme, or genre, including a variety of textual types or range of historical periods. Instructors choose the texts for this course, and the texts selected represent the individual instructors' estimates of both their own special competence and their students' interest. Possible topics include immigrant fiction, magical realism, horror fiction, science fiction, modernist, and postmodernist fiction, or thematically, literature about youth, sentimentalism, identity politics, and more. Prerequisite: C or higher in EN 112

### **EN 204 Environmental Ethics (3 Cr)**

This course examines theories of ethical frameworks for thinking about, using, and protecting the natural world. It introduces students to the history of ecological ideas, environmental movements, nature and literature, nature and theology, and environmental justice and rights. Through this interdisciplinary perspective, we want students to think creatively and knowledgeably about their environmental responsibilities and to be good stewards of creation. This class has a service-learning component. (Cross-listed SC 204)  
Prerequisite: C or higher in EN 111

### **EN 210 Introduction to Media (3 Cr)**

Principles and practice of the production of mass media with the opportunity for contact with professionals in the field. Study of the history of mass media and its future in a free society, careers for the professional, and production and publication ethics. Analysis of metropolitan media outlets and experience in writing for media. Opportunity for work on college publication.

Prerequisite: C or higher in EN 111 or department permission

### **EN 215 Creative Writing (3 Cr)**

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

Prerequisite: B or higher in EN 112

### **EN 221 Survey of World Mythology (3 Cr)**

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

Prerequisite: B or higher in EN 11

## **FINE ARTS**

### **FA 104 Survey of the Arts (3 Cr)**

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

### **FA 105 Music Appreciation (3 Cr)**

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

### **FA 110 Art in the World (3 Cr)**

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

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

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

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

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

Prerequisite: C or higher in FA 112

### **FA 120 Creative Digital Media (3 Cr)**

This course is intended to facilitate student learning in the field of Digital Media with hands-on projects and "real world" activities by learning the Adobe Suite and other online tools. This course is based upon the development of a specific set of skills that would be useful in all areas. Five specific competencies or skills areas will be covered: 1) Graphic design 2) Photography 3) Audio production 4) Video production 5) Web design and web blog.

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

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

Prerequisite: C or higher in SO 100

## **GEOGRAPHY**

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

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

### **HC 107 Medical Terminology (1 Cr)**

This course provides an introduction to medical terminology. Emphasis is placed on gaining an understanding of the basic elements, rules analyzing medical words, and medical terms associated with the body as a whole unit. By taking a systems-based approach, the student will define and interpret medical terms related to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. Common abbreviations applicable to each system will also be studied.

## **HISTORY**

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

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

Prerequisite: C or higher in EN 111

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

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

Prerequisite: C or higher in EN 111

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

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

Prerequisite: C or higher in EN 111

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

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

Prerequisite: C or Higher in EN 111

### **HS 210 Survey of History of Science and Technology (3 Cr)**

The course will cover the history of science from a European and Global perspective spanning a period from the Renaissance, Enlightenment, and Industrial Revolution (1500-1800). Special attention will be paid to the physical sciences and natural history. The topics covered will include the historical origins of scientific practice and how this knowledge effected society. The social impact of science on society, religion, economics, literature, philosophy and popular culture will also be examined.

Prerequisite: C or higher or currently enrolled in EN 112

### **IS 303 Essentials of Management Information Systems**

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

Prerequisite: Junior standing, C or higher in IT111

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

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

Prerequisite: C or higher in IS 303

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

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

Prerequisite: C or higher in IS 303 (may be taken concurrently)

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

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

Prerequisite: Junior standing, C or higher in IT 111

### **IS 311 Information Systems Projects Management**

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

Prerequisite: Cor higher in IS 303

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

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

Prerequisite: Junior standing, C or higher in IT 111

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

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

Prerequisite: Junior standing, C or higher in IT 121 and IT 125

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

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

Prerequisite: Senior standing, C or higher in IS 305

### **IS 402 Cloud Computing (3 Cr)**

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

Prerequisite: Senior standing, C or higher in IS 303

### **IS 403 Cybercrime (3 Cr)**

This course explores cybercrime relating history, environment, legal issues, and future of network and computer crime. In this course, students will investigate different types of computer criminals, research criminal

motivation and their methods of attack. Weekly case studies will be used to analyze the present of cyber-intelligence, cyber espionage, and cyber-attacks throughout the United States and the world.

Prerequisite: Senior standing, C or higher in IS 303

### **IS 410 Business Analytics (3 Cr)**

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

Prerequisite: Senior standing

### **IS 415 Enterprise Software Installation & Maintenance (3 Cr)**

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

Prerequisite: Senior standing, C or higher in IT 315 and IS 325

### **IS 417 Server Virtualization (3 Cr)**

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

Prerequisite: Senior standing, C or higher in BS 121 & (IT 315 or IS 325)

### **IS 420 Topics in Information Systems (3 Cr)**

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

Prerequisite: IS Major, Senior standing

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

This CAPSTONE course is the senior level integrative experience. The Bachelor of Science candidate(s) will complete one of the following: an internship, a practicum experience, a project, or some other measurable means initiative to demonstrate program outcomes and objectives. The candidate(s) identify the initiative by completing research or other acceptable means. The candidate(s) present their initiative proposal to the professor for approval. The candidate(s) will develop the design approach and steps for implementation of the approved initiative. The candidate(s) will implement, analyze, and present findings on their approved initiative. The course design is to show synthesis of the learning experience and demonstrate program outcomes while emphasizing the program learning objectives. Prerequisite: Senior standing with a minimum of 105 credit hours completed

## **INFORMATION TECHNOLOGY**

### **IT 111 Business IT Applications (3 Cr)**

This course will cover computer terminology, hardware, software, operating systems, and information systems relating to the business environment. This course will also explore business applications of software, including spreadsheets, databases, presentation graphics, word processing and business-oriented utilization of the internet.

### **IT 123 Fundamentals of Programming (3 Cr)**

This course is an introduction to programming language and object-oriented software design. The course reviews the fundamental principles for problem specification, program design, implementation, testing, and documentation using basic algorithmic methods. Students will identify and use classes, define classes, and extend classes. Students will be required to complete independent programming projects. Prerequisite: C or higher in MT 085 or higher

### **IT 125 Fundamentals of Database Systems (3 Cr)**

This course provides an overview and practical experience in using database computer language. Students will learn how to interact with database software programs, create menus, design input screens and produce polished reports. Actual hands-on experience with computer equipment comprises the majority of the course work. (Formerly CS 124) Prerequisite: C or higher in IT 111

### **IT 130 Inside the PC (3 Cr)**

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

### **IT 135 Problem Solving & Programming I (3 Cr)**

This is an introduction to problem solving through programming. Topics treated are algorithm development and implementation, structured design, data types, control structures, procedures/functions, arrays and array processing, pointers, classes, testing and debugging of programs. Prerequisite: C or higher in IT 123 and (MT 103 or higher)

### **IT 218 Mobile OS Programming II (iOS) (3 Cr)**

This course is an introduction to software development for the iOS platform. Students will become familiar with the native object-oriented programming language used for development, Objective C, as well as the design patterns necessary to carry out development of apps for iPhone, iPod Touch, and iPad. This includes proper Objective C syntax, defining classes, and proper object-oriented techniques such as abstraction and inheritance. Common design patterns will be discussed as a foundation needed to comprehend and take full advantage of the core objects used in the iOS Software Development Kit. Finally, we will submerge into the vast library that makes up the SDK and become familiar with many of the most commonly used APIs that are necessary for great iPhone applications. Prerequisite: C or higher in IT 111 and IT 123

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

This course presents a systematic approach to the development of business systems. By following this approach, the student will learn to design business systems that efficiently meet the goals and objectives of management. A major element of this course is a team project in which students use the systems approach to analyze and design a business system for the college or a business in the community. Prerequisite: C or higher in IT 111 & (IT 123, IT 130, IT 135, IT 230, or IT235)

### **IT 235 Problem Solving and Programming II (3 Cr)**

This course is a continuation of problem solving through programming. Topics treated are data abstraction, implementation of data structures and the algorithms that manipulate data structures. Data structures covered include lists, stacks, queues, and trees. Attention is given to efficiency, correctness of algorithms, recursion, classes, function and operator overloading, and inheritance. Prerequisite: C or higher in IT 135

## **LEADERSHIP**

### **LD 301 Leadership Fundamentals I (3 Cr)**

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

**LD 302 Information Technology as Leadership Instrument (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 303 Elements of Management and Supervision**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 304 Leadership Processes and Communication (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 306 Principles of Supply Chain Management (3 Cr)**

This course provides an overview of supply chain management as a key business function. Students will use simulations to analyze and manage global supply chains while exploring procurement, manufacturing, transportation and logistics, inventory and warehousing, demand planning, scheduling, and performance management. Students will be introduced to some of the world's top supply chain operations.

Prerequisite: Acceptance into the Business Leadership Program

**LD 310 Special Studies: Nonprofit Leadership (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 334 Portfolio Development for Prior Learning (1 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 340 The Art & Practice of Community Leadership**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 400 Leadership Fundamentals II (3 Cr)**

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

Prerequisite: C or higher in LD 301

**LD 401 Legal, Ethical and Spiritual Dimensions Leadership (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 403 Organizational Theory and Behavior (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 404 Multicultural Issues in Leadership (3 Cr)**

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

Prerequisite: Acceptance into the Business Leadership Program

**LD 481 Independent Study in Organizational Leadership (1-3 Cr)** Independent study on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required.  
Prerequisite: Approval from Program Director

**LD 482 Directed Readings in Organizational Leadership (1-3 Cr)** Guided reading and research on a specific topic of student interest, leading to preparation of a research paper or creative work. Instructor permission required.  
Prerequisite: Approval from Program Director

**LD 483 Independent Study in Business Leadership (3 Cr)** Business Leadership 483 is the independent study on a specific topic of student interest, leading to preparation of a research paper or creative work.  
Prerequisite: Approval from Program Director

**LD 499 CAPSTONE: Academic Senior Level Integration Experience (3 Cr)**  
This CAPSTONE course is the senior level integrative experience. The Bachelor of Arts and Bachelor of Applied Science candidate(s) will complete one of the following: an internship, a practicum experience, a project, or some other measurable means initiative to demonstrate program outcomes and objectives. The candidate(s) identify the initiative by completing research or other acceptable means. The candidate(s) present their initiative proposal to the professor for approval. The candidate(s) will develop the design approach and steps for implementation of the approved initiative. The candidate(s) will implement, analyze, and present findings on their approved initiative. The course design is to show synthesis of the learning experience and demonstrate program outcomes while emphasizing the program learning objectives.  
Prerequisite: Acceptance into the Business Leadership Program

## MATHEMATICS

**MT 080 Arithmetic (4 Cr)**  
This course emphasizes skill building in the operations of basic addition, subtraction, multiplication, and division as they relate to whole numbers, fractions, and decimals. These basic skills are then applied to the concepts of ratio and proportion, percentages, measurement, basic geometric concepts, and statistics. The course also includes the study of signed numbers and solving basic linear equations. (Course does not fulfill graduation requirements.)

**MT 085 Basic Algebra (4 Cr)**  
This is a beginning course in algebra, designed to help students acquire a solid foundation in the basic skills of algebra. Topics include fundamentals of algebra, solutions of linear equations and inequalities, solving application problems, graphs of linear equations, systems of equations,

operations with polynomials, factoring, rational expressions, radicals, and solving quadratic equations. (Course does not fulfill graduation requirements.)

**MT 103 Intermediate Algebra (3 Cr)**  
This course includes the algebra of polynomials, linear and quadratic equations, applications involving linear and quadratic equations, linear and quadratic inequalities, functions and graphs, rational expressions and equations, systems of equations, factoring, rational exponents, radicals, and complex numbers.

**MT 117 Math for Liberal Arts (3 Cr)**  
This course is a survey of elementary mathematics cover such topics as logic, sets, counting method, personal finance, introduction to statistics and probability theory, and exponential growth and decay models. The course will emphasize applications of mathematical concepts and computational skill that are essential in real life.  
Prerequisite: C or higher in MT 103 or placement in MT 103 or higher

**MT 121 Introduction to Statistics (3 Cr)**  
This course is designed to help the student understand statistical processes and applications. Topics include descriptive statistics, probability, binomial and normal distributions, sampling and sampling distributions, hypothesis testing, Chi-square test, regression, and correlation.  
Prerequisite: C or higher in MT 103 or appropriate math placement

**MT 130 College Algebra (3 Cr)**  
This course focuses on the study of functions and their graphs. Students will analyze and graph functions, including linear, quadratic, absolute value, general polynomial, exponential, and logarithmic functions. Also included are systems of linear equations and inequalities, and the theory of higher degree equations.  
Prerequisite: C or higher in MT 103 or appropriate math placement

**MT 133 Precalculus (5 Cr)**  
This course is an accelerated course recommended for students with a strong high school math background (three or four years) who plan to take calculus. The course focuses on the study of functions including linear, quadratic, roots of higher degree polynomials, rational, radical, exponential, logarithmic, and absolute value functions. Solving their equations, inequalities, inverses, and graphs will be explored. Trigonometric functions, their inverses, and graphs will also be included, along with solving trigonometric equations and applications.  
Prerequisite: C or higher in MT 103 or appropriate math placement

**MT 136 Trigonometry (3 Cr)**  
This course covers trigonometric functions, their inverses, and their graphs. Additional topics include trigonometric identities

and equations; applications involving right triangles and laws of sines and cosines; a trigonometric form of complex numbers.

Prerequisite: C or higher in MT 103 or appropriate math placement

### **MT 231 Calculus and Analytic Geometry I (5 Cr)**

This is the first of a three-course sequence of calculus. Topics include limits and continuity; differentiation and integration of algebraic and transcendental functions, implicit differentiation, applications involving derivatives and integrals.

Prerequisite: C or higher in (MT 130 & MT 136) or MT 133 with 80% on the trigonometry waiver test

### **MT 232 Calculus & Analytic Geometry II (5 Cr)**

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

Prerequisite: C or higher in MT 231

### **MT 233 Calculus & Analytic Geometry III (5 Cr)**

This is a continuation of MT232. Topics include vectors, solid analytic geometry, vector functions, and multiple variable functions, partial derivatives, multiple integrals, line, and surface integrals with applications.

Prerequisite: C or higher in MT 232

## **NURSING**

### **NU 100 KSPN Foundations of Nursing (4 Cr)**

This course provides an introduction to practical nursing and roles of the practical nurse as well as profession-and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to nursing process provides the student with a framework for decision making. Grade of C required.

Prerequisite: Successful admission into the LPN Program

### **NU 101 KSPN Foundations of Nursing Clinical (1 Cr)**

This course provides an introduction to the skills required for practical nursing. The theoretical foundation for basic data collection and nursing skills presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practical application of the nursing process to client-related situations. course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced. Grade of C required.

Prerequisite: Successful admission into the LPN Program

### **NU 102 KSPN Nursing Care of Adults I (5 Cr)**

This course focuses on the care of adult clients experience common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

Prerequisite: NU 100, NU 101 | Corequisite: NU 104

### **NU 104 KSPN Nursing Care of Adults 1 Clinical (3 Cr)**

This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

Prerequisite: NU 100, NU 101 | Corequisite: NU 102

### **NU 105 KSPN Leadership, Roles, and Issues (2 Cr)**

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

Prerequisite: Successful admission into the LPN Program

### **NU 106 KSPN Fundamentals of Pharmacology and Safe Medication Administration (2 Cr)**

This course provides an introduction to the principles of pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medications to clients across the life span.

Prerequisite: NU 100, NU 101

### **NU 200 KSPN Nursing Care of Adults II (5 Cr)**

This course focuses on the care of adult clients experience common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

Prerequisite: NU 102, NU 104 | Corequisite: NU 201

### **NU 201 KSPN Nursing Care of Adults II Clinical (3 Cr)**

This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience provides the student an opportunity to build the theoretical concepts from Nursing Care of Adults I & II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.

Prerequisite: NU 102, NU 104

### **NU 202 KSPN Maternal Child Nursing (2 Cr)**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on the care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.

Prerequisite: NU 100, NU 101 | Corequisite: NU 200



**NU 203 KSPN Maternal Child Nursing Clinical (1 Cr)**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.

Prerequisite: NU 100, NU 101 | Corequisite: NU 202

**NU 204 KSPN Care of Aging Adults (2 Cr)**

This course is designed to explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

Prerequisite: Successful admission into the LPN Program

**NU 205 KSPN Mental Health (2 Cr)**

This course provides basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the client with a mental health disorder.

Prerequisite: Successful admission into the LPN Program

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

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

Prerequisite: Acceptance to the ADN Program

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

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

Prerequisite: Acceptance to the ADN Program

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

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

Prerequisite: Acceptance to the ADN Program

**NU 209.1 Medical/Surgical Nursing III Clinical (3 Cr)**

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

Prerequisite: NU 208 | Corequisite: NU 209

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

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

Prerequisite: NU 206, NU 207, NU 208

Corequisite: NU 209, NU 209.1, NU 212

**NU 213 Medical Surgical III (3 Cr)**

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

Prerequisite: Must have current LPN Licensure.

**NU 214 Nutrition for Nursing (3 Cr)**

This course introduces nursing students to the interrelationships among nutrition, food, and the environment as they impact health status and disease process throughout the life cycle.

### **NU 215 Maternal Child and Family Nursing (3 Cr)**

This course is to educate and familiarize nurses with the care of clients during the childbearing years, and the care of children and their families. To include enhancement of the client's health, recognition of potential complications and a focus on their cultural diversity.

Prerequisite: Acceptance to the ADN Program

### **NU 221.1 Medical/Surgical Nursing IV Clinical (3 Cr)**

This experience uses simulated and actual care situations of selected systems throughout the life span, utilizing critical care or high acuity settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the professional nurse will be implemented, as well as multi-task management skills for transition as a professional nurse.

### **NU 222 Leadership in Nursing (1 Cr)**

This course will provide a broad introduction to the knowledge base needed to manage both the skills of nursing care management and nursing care leadership/management. Covered topics include leadership, critical thinking and decision making, legal and ethical issues, team building, delegation, conflict management/resolution, organizational structure, and strategic management. Other issues that will also be explored are quality, safety, staffing and scheduling, disaster preparedness and workplace violence. Must have current LPN Licensure.

Prerequisite: NU 206, NU 208, NU 209

### **NU 224 Mental Health Nursing (2 Cr)**

This course provides basic concepts and trends in mental health nursing. Treatment modalities related to the nursing care of patients and their families are also highlighted. Maladaptive behaviors as well as the safe and competent nursing skills are introduced.

### **NU 225 Concept Synthesis-RN (1 Cr)**

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

Prerequisite: Must have current LPN Licensure.

### **NU 226 Concept Synthesis-PN (2 Cr)**

This course provides evaluation of the NCLEX-PN Examination format and blueprint. Emphasis is placed on taking NCLEX style questions, evaluation student's readiness for taking the NCLEX-PN state boards and giving feedback on areas needing more preparation before taking the boards.

### **NU 227 Medical Surgical IV (4 Cr)**

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

## **PHILOSOPHY**

### **PH 100 Logic (3 Cr)**

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

### **PH 112 Philosophy of the Human Person (3 Cr)**

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

Prerequisite: C or higher in EN 111

### **PH 210 Introduction to Philosophy (3 Cr)**

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

Prerequisite: C or higher in EN 112

### **PH 211 The Ethics of Everyday Life (3 Cr)**

Ethics is studied as a practical science, that is, as an integrated and lived theory of action. Central to the course are the perennial questions surrounding the nature of the common good - what is justice? what is the good? what is the relationship between the person and community, virtue and freedom, rights, and responsibilities? Students are then asked to reflectively participate in service-learning projects aimed at cultivating virtue and seeking the common good.

Prerequisite: C or higher in EN 111

### **PH 213 General Ethics (3 Cr)**

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

Prerequisite: C or higher in EN 112

### **PH 260 Business Ethics (3 Cr)**

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

Prerequisite: Placement in college level courses

### **PH 301 Ancient Philosophy (3 Cr)**

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

Prerequisite: Junior standing

### **PH 304 Philosophical Anthropology (3 Cr)**

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

Prerequisite: Junior standing

### **PH 305 Medieval Philosophy (3 Cr)**

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

Prerequisite: Junior standing

### **PH 401 Metaphysics (3 Cr)**

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

Prerequisite: Junior standing

### **PH 402 Contemporary Philosophers (3 Cr)**

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

Prerequisite: Junior standing

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

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

Prerequisite: Junior standing

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

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

Prerequisite: Junior standing

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

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

Prerequisite: Junior standing

## **POLITICAL SCIENCE**

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

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

Prerequisite: Placement in college level courses

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

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

### **PS 211 International Relations (3 Cr)**

The theory and practice of international relations with emphasis on specific contemporary problems. Overview of realism, liberalism, and other important theories of international relations. Relevant economic, political, historical, geographic, and cultural factors affecting the relations between nations as well as analysis of likely future problems and developments will be addressed.

## **PHYSICS**

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

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

Prerequisite: C or higher in MT 130

## **PSYCHOLOGY**

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

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

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

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

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

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

## **SCIENCE**

### **SC 101 Fundamentals of Physical Science (5 Cr)**

A survey course designed to present the content and methods of physical science. The lecture and laboratory present fundamental principles of chemistry, physics, astronomy, and geology. It is counted toward laboratory science requirements and is intended for non-science majors.

### **SC 105 Environmental Science (5 Cr)**

Environmental Science seeks to describe problems and solutions associated with human use of natural resources. Students will study complex interactions of the natural ecosystems. The human's role in the environment is analyzed with emphasis on air and water pollution, energy use and population growth. Students will sample the local environment for various types of environmental pollution, conduct lab projects, and computer simulations, and attend field trips.

### **SC 204 Environmental Ethics (3 Cr)**

This course examines theories of ethical frameworks for thinking about, using, and protecting the natural world. It introduces students to the history of ecological ideas, environmental movements, nature and literature, nature and theology, and environmental justice and rights. Through this interdisciplinary perspective, we want to encourage students to think creatively and knowledgeably about their environmental responsibilities and to be good stewards of creation. This class has a service-learning component. (Cross-listed EN 204)  
Prerequisite: C or higher in EN 111

## **SOCIOLOGY**

### **SO 100 Introduction to Sociology (3 Cr)**

This course is designed to introduce the basic concepts, theories, and methods in the field of sociology. As a social science, sociology is concerned with individuals, groups, and institutions as they interact and change. Major schools of thought in sociology are utilized to provide an analysis of various social institutions, social change, and development both at the national and international levels.  
Prerequisite: Placement in college level courses

### **SO 205 American Film Culture (3 Cr)**

This class will focus primarily on the film genre. Students will examine the recurrent themes in various genres such as the western, the musical and the gangster film. Students will discuss the sociology needs for prevalent features in generic formulas such as the resolution of conflict and the rites of order and integration. Each class period will consist of a historical feature film, class lecture, discussion, and exams.  
Prerequisite: C or higher in SO 100

## **SPANISH**

### **SP 101 Beginning Spanish I (5 Cr)**

This course will introduce the student to the language through the study of basic structures and vocabulary. Through this class the student will gain a working knowledge of written and oral skills, reading, basic grammar, idioms and will have a limited ability to converse in the language.

## **SUCCESS FIRST**

### **SF 099 Success First Accelerated Reading & Writing (3 Cr)**

This course is a co-requisite course, in conjunction with EN111. The course is designed to help students strengthen proficiency in reading comprehension, writing, and language skills. Students will practice specific strategies to improve vocabulary, grammar, sentence structure, word choice, and organization in academic writing. Students will also apply critical thinking skills to a variety of printed materials and respond to that material using the writing process. A service-learning project may be included to enhance student engagement and relevancy.

## **THEOLOGY**

### **TH 110 The Search for God (3 Cr)**

The human person longs for that which is beyond him, for the infinite and eternal. This natural desire for the supernatural is expressed throughout human history in religious beliefs and practices the world over, and yet, alongside such longing there remains skepticism towards God's existence, goodness, and self-revelation. In this course students explore the questions of natural and fundamental theology: What is theology? What is meant by the word "God"? Does God exist? Is faith in God reasonable? Has God made himself known? Students will explore these questions through primary source works of theology and spiritual autobiography.

### **TH 120 The Word of God (3 Cr)**

The Bible is the soul theology. It is also the most read book in human history. Knowledge of it is knowledge of Christ and human culture. In this course students are introduced to the Bible as the Word of God. Attention is given to its major themes, historical development, literary symbolism, and theological meaning all within its canonical unity. Special concern is given to the relationship of human and divine authorship, the Old and New Testaments, Scripture and Tradition, Scripture and liturgy, and the rich history of biblical interpretation in patristic, medieval, and modern sources.

Prerequisite: C or Higher in TH 110

### **TH 135 Survey of Catholic Belief (1 Cr)**

This course is a survey of Catholic teaching considered within a biblical and liturgical context. It serves the needs of students seeking the sacraments of initiation (Baptism, Holy Communion, and Confirmation), those interested in developing a greater knowledge of their own Catholic faith, and those who are not of the Catholic faith but desire more understanding.

### **TH 310 Theology of the Human Person (3 Cr)**

This course contemplates the human person from a theological perspective seeking to understand the nature and vocation of the person made in the image of God. It takes as fundamental the human person as a creature, always and already in relationship to God and called to eternal life in Him. It asks questions on the relationship of nature and grace, freedom and responsibility, sin and salvation, intellect and will, body and soul, man and woman, person and community, and takes Jesus Christ and his mother, Mary, as uniquely revealing these mysteries. The course traces the history of theological reflection on the human person from Sacred Scripture through patristic and medieval sources to the modern era with an emphasis on primary source texts.

Prerequisite: Junior Standing

the student of basic structure and vocabulary. Students will gain a working knowledge of written and oral skills, grammar, and idioms. They will have a good rudimentary ability to communicate in Portuguese.

### **NON-CREDIT**

### **NT 025 Certified Nurse Aide (0 Cr)**

This 90-hour non-credit program prepares students to successfully pass the Kansas Certified Nurse Aid Exam. Certified nurse aides provide daily living assistance and bedside care to patients under the supervision of a registered nurse. CNAs are generally responsible for patients' basic care including bathing, vital-sign assessments, and grooming. They also offer social and emotional support to patients and communicate important information to nurses. CNAs work in a variety of settings including hospitals and private homes, as well as long-term care, mental health, or assisted living facilities.

## **WORLD LANGUAGES**

### **WL 136 Portuguese I (3 Cr)**

This course will introduce students to the language through

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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.