



DONNELLY COLLEGE

EST. 1949

POLICY & PROCEDURES MANUAL

OCTOBER 2008

(SUBMITTED FOR BOARD APPROVAL - DECEMBER 9, 2008)

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INTRODUCTION

0.1 HISTORY OF DONNELLY COLLEGE

Donnelly College is an independent, co-educational college. Founded in 1949 by the Benedictine Sisters at Mount St. Scholastica in Atchison and the Archdiocese of Kansas City in Kansas, it is a Catholic college affiliated with the archdiocese. Donnelly College was located and has remained in the heart of Kansas City, Kansas.

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

As a college serving the heart of the city, Donnelly is committed to a policy of equal opportunity for all persons without regard to race, sex, age, handicap, natural 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 community.

Sister Jerome Keeler is credited with the vision of creating an independent college in Kansas City, Kansas. The Benedictine Sisters of Atchison, a teaching order, proposed a community college that would serve the urban population of Kansas City, Kansas more than 60 years ago. Bishop Donnelly was an enthusiastic supporter of the vision and he assured Sister Jerome that the Diocese would provide buildings and equipment if she could provide the faculty.

Classes began September 12, 1949, at 1236 Sandusky with 202 students. There were 11 faculty members, nearly all of whom were Benedictine Sisters. Tuition was \$40 a semester.

Costs were kept low because the College was planned to serve first generation college students who could live at home and keep a job. As the hours accumulated on their transcripts, they could transfer to a 4-year college or university. The devotion of the teaching Sisters always kept the costs affordable.

The dream of a college education was made into reality for the youth of largely Catholic ethnic neighborhoods of Kansas City, Kansas. The names of graduates told the story: Doherty, Flynn, Jaworski, Ryan, Stiptich, Zugecic, Krstolic, Maciaszak and Delich were common.

By the 1970's, these neighborhoods aged, their children were educated, and their places were taken by families from different ethnic backgrounds. The College began to serve a new group of first generation college students. The ambitious growth of the tax-supported colleges and universities gave high school graduates more choices for college. Suburbia was growing at the expense of the central city. "White flight" to the suburbs changed the population of the inner city, and many of the social and educational

institutions shifted to the suburbs as well. Even the public community college which had been in the heart of downtown moved out. The College shifted from an almost exclusively white population to a majority of minority students, from predominantly Catholic to less than 25% Catholic, and from a majority of men to a majority of women.

Donnelly College was faced with hard choices. There was sentiment for the College to move to the suburbs. But, the words of Sister Jerome reinforced the decision to stay in the central city. Her vision was a community college “to serve those who might otherwise go unserved.” There were still such students in this community.

In 1982, the College moved to the recently vacated Providence Hospital on 18th Street. With this huge investment the message was clear: Donnelly College will continue to serve the community where it is most needed.

Three out of four Donnelly graduates continue their formal education beyond the Associate Degree. This is well above the national average for community colleges and is consistent with the vision of the founders.

The Basic Education for Life Long Learning (B.E.L.L.) program was started in 1986 to serve high school drop-outs who wanted to earn a college degree. The program has been expanded now to the Learner Retention Program. Applicants who pass ability-to-benefit standards are enrolled in college developmental courses to strengthen skills as needed.

Donnelly’s English as a Second Language program began in the early seventies. Good teaching has gained the program a worldwide reputation as it attracts young and old from more than 35 countries.

At its Annual Recognition luncheon in the summer of 2000 Donnelly launched a 2.8 million dollar capital campaign. Over the next three years Donnelly exceeded the campaign goal and the money was used to remodel, renovate, and buy new equipment to improve the learning environment at Donnelly College.

In 2000-01 Donnelly College began offering classes at Lansing Correctional facility. In 2001, Donnelly was designated a Hispanic Serving Institution (HSI) by the Department of Education and received a Title V grant for strengthening developing institutions. Donnelly received a second Title V grant in 2007 to develop nursing and teacher education programs. Donnelly College is firmly in step with national education trends. The challenge well into the next century will be to serve adult, minority, and urban citizens. The mission “to provide education and community services with a personal concern for the needs and abilities of each student, especially those who might not otherwise be served” is as valid today as it was in 1949.

0.2 MISSION & VISION

Mission:

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 a personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

Vision

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

0.3 INSTITUTIONAL GOALS

Donnelly carries out its mission by implementing the following goals:

1. To help students develop their potential through awareness of their relationship with God, the community, the environment, and themselves.
2. To challenge students to think clearly and to communicate effectively.
3. To offer students guidance and opportunities for growth in self-confidence, responsibility, and leadership.
4. To enable students to discover and use instructional and learning resources effectively.
5. To prepare students for living in a multi-cultural society by providing opportunities for enrichment and for association with and appreciation of individuals of differing races, religions, nationalities, and cultures.
6. To prepare and encourage students to continue their education for higher degrees at four-year colleges, to include Donnelly's baccalaureate programs, and

- to create a plan for engaging in life long learning as a component of a successful life.
7. To assist students in both career development and job placement.
 8. To provide students with relevant educational programs in response to the changing needs of the local community.
 9. To encourage students to participate in community activities and services by designing opportunities and providing examples.

The College implements these goals by providing:

- a) general education and pre-baccalaureate studies in its associate in arts and associate in sciences degree programs and various transfer certificate programs;
- b) general education and career preparation in its associate in applied science and various certificate programs;
- c) continuing education and community services, both credit and non-credit;
- d) developmental education in the Learner Retention Program;
- e) student development and student support services programs;
- f) baccalaureate programs.

0.4 STRATEGIC PLANNING GOALS

The report of the visiting Consultant-Evaluators from The Higher Learning Commission of the North Central Association, completed in 1996, stated as strength of Donnelly College: "Strategic long range planning is an integral part of the processes of the college." Donnelly College continued throughout the 1990s and up to the present time to focus on strategic planning as a way of strengthening the institution. In the fall of 1999 the college refocused its strategic planning process to an issues based approach. The college identifies various challenges that must be met using all faculty and staff and also involving external constituencies through focus groups and other forums. A committee is appointed to deal with each challenge by doing an analysis of the problem and creating goals and objectives to deal with these challenges. The plans from each committee are reviewed by the Administrative Committee and by the members of the Community meeting before being forwarded to the Board of Trustees for their review and approval. All faculty and staff serve on one of the planning committees and the plans are used as the basis for developing department budgets and eventually the institutional budget which is subsequently approved by the Board. In June each of the planning committees prepares a report on which of the objectives for the previous year were accomplished and why others were not achieved. This report is presented to the community by the President in August as part of the kick-off for a new planning cycle.

In preparation for the comprehensive visit from the Higher Learning Commission team, beginning in fall of 2003 the challenges were based on the Criteria for Accreditation by

the HLC so that the planning discussion and evidence could revolve around the Self-Study as well as result in specific plans for future action. In 2007, the Strategic Planning process was revised to align with the College Vision.

0.5 POLICIES AND PROCEDURES

This Policy and Procedures Manual is a dynamic document, subject to modification by and approval of the Board of Trustees.

0.5.1 Adding, Deleting, Revising Policies and Procedures

Recommended changes to the Policies and Procedures Manual will be discussed in a Community Meeting. The Chair of the Community Meeting will forward recommended changes that are nonacademic to the Administrative Council and those concerning academic policies to the Academic Council. After discussion the Administrative Council or the Academic Council will forward recommended changes to the President. If the policies require a vote by the Board, the President will present them at a Board meeting. Those that do not require a vote of the Board the President will approve for inclusion in the Manual.

New employees will be directed to the latest version of the Policies & Procedures Manual on the College website. The President will advise the community about policy and/or procedure updates via the community listserv (community@donnelly.edu). Each employee is required to subscribe to this list and to check it regularly for announcements.

PART ONE: GOVERNANCE, ADMINISTRATION, AND COMMUNICATION

1.1. GOVERNANCE

The By-laws of Donnelly College provide for a Corporate Board and a Board of Trustees.

1.1.1 Donnelly College Corporate Board

According to the By-laws, most recently amended in December of 2004, Donnelly College, a coeducational college sponsored by the Archdiocese of Kansas City in Kansas, is a not-for-profit corporation organized for educational purposes, pursuant to a charter granted by the State of Kansas and filed in the office of Secretary of State on January 16, 1950.

The primary public corporate purpose of Donnelly College, expressed in its charter, is “to conduct a college for the dissemination of truth, to encourage knowledge of and interest in the arts, sciences and letters, and in furtherance of these general purposes to perform such acts and acquire such property as are usually performed and acquired by colleges having similar general purposes.”

The Members of the Corporation shall be the Archbishop, the Chancellor, and the Vicar General of the Roman Catholic Archdiocese of Kansas City in Kansas, and the Prioress of the Benedictine Sisters of Atchison, Kansas.

The Archbishop of the Archdiocese of Kansas City in Kansas shall serve as President of the Donnelly College Corporation and as Chairperson of the annual meeting and special meetings of the members of the Corporation.

An annual meeting shall be held to choose trustees for the Board of Trustees in accordance with the number allotted to the membership of the Corporation.

Special meetings of the members may be called at any time by the Chairperson or at least two members of the Corporation.

Notice of the time, place and object of any meeting shall be given to all members by mailing to the member's post office address as shown on the corporation's records at least ten days prior to the day of the meeting. Notices of annual meetings shall be given by the President of the Corporation: notices of special meetings shall be given by the persons calling the meetings. Notice of any meeting may be waived by a member.

A majority of the members shall constitute a quorum for all purposes, unless a larger number shall be required by law.

1.1.2. The Board of Trustees

The Donnelly College Corporate Board shall confer the general power of the governance over the property and affairs of the corporation, subject to certain limitations to a Board of Trustees which shall be distinct from members of the Corporation who shall retain the rights of ownership.

The number of Trustees shall not be less than 10 or more than eighteen elected members. The elected membership shall include one priest from the Archdiocese of Kansas City in Kansas and one sister of the Benedictine Sisters of Mount St. Scholastica of Atchison, Kansas. The Archbishop of the Archdiocese of Kansas City in Kansas and the Prioress of the Benedictine Sisters of Atchison, Kansas shall serve as voting ex-officio members.

Trustees, except those who serve ex-officio, shall be elected by the Board at the annual or any special meeting called for such purpose from a list of nominees recommended to the Board and approved by the Donnelly College Corporation. Members shall be elected for an initial three year term with one renewable three-year term or until their successors are elected.

In the event that other religious communities participate in the staffing of Donnelly College, representation of these communities will be taken into consideration in the choice of trustees.

In case of the death or resignation of a trustee, the members of the Board of Trustees shall elect another member to fill the vacancy until the next annual election.

The Board of Trustees shall meet no less than quarterly. The Chairperson of the Board shall notify the trustees in writing of the dates of these meetings which shall be chosen at the discretion of the Chairperson of the Board. Other meetings of the Board of Trustees shall be held from time to time at the call of the Chairperson of the Board, the President of the College, or of three or more trustees. Such notice may be given orally at least twenty-four hours before the meeting or by mailing written notice on or before the third day preceding the day of the meeting. Any such notice shall specify the time, the place of the meeting and the business to be taken up at the meeting. Any required notice may be waived in writing, and a trustee who is present at the meeting shall be deemed to have waived notice thereof unless he files written objection to the holding of the meeting for want of proper notice.

A majority of the trustees shall constitute a quorum for the transaction of any business, and the act of a majority of the trustees duly assembled as a board shall be the act of the Board of Trustees, unless a greater number is required by law.

The affairs, assets and properties of the Corporation shall be managed by the Trustees acting as a board in order to fulfill the purposes of the Corporation. The Board of Trustees shall have and is vested with all the unlimited powers and authority, except as may be expressly limited by law, the Articles of Incorporation, or by the By-laws, to manage the business and affairs of the Corporation, to do or cause to be done any and all lawful things for and on behalf of the Corporation, to exercise or cause to be exercised any or all of its powers, privileges, and franchises, and to seek the effectuation of its objectives and purposes including, within the limitations, approving and adopting all policies of the Corporation and approving the annual budget.

The Board of Trustees shall make recommendations concerning the following matters, but final approval will be reserved to the Corporate Board:

- a. Amendment of the Articles of Incorporation of the Corporation.
- b. Amendment of the By-laws of the Corporation.
- c. The sale, transfer, exchange or other disposition of the real estate and its appurtenances owned by the Corporation.
- d. The merger or consolidation of the Corporation with any other Corporation.
- e. The dissolution of the Corporation or the discontinuance of substantial part of its activities.
- f. Borrowing procedures will be governed by a resolution of the Members of the Corporation.

The officers of the Board of Trustees shall be a Chairperson and a Chairperson-elect.

The Chairperson of the Board of Trustees shall be elected by the full membership of the Board among its members for a term of two years and is to be chosen at an annual meeting. The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Chairperson-elect shall preside.

The Chairperson-elect of the Board of Trustees shall be elected by the full membership among its members for a term equal to that of the Chairperson. The Chairperson-elect shall succeed the Chairperson upon completion of the Chairperson's two-year term.

The President of the College shall be chosen by the Board of Trustees. The President shall administer the business, academic and other affairs of the Corporation, subject to the direction of the Board of Trustees. The President shall be a non-voting member of the Board and shall participate in all deliberations of the Board except in those sessions concerned with the presidential office itself. The Board of Trustees shall conduct an annual review of the President of the College. As he/she deems necessary, the Chair of the Board of Trustees shall appoint committees to provide guidance and support in the financial, academic and development functions of the College. The President of the College shall have the power, with prior approval of the Board of Trustees, to appoint such administrators as are necessary for the administration of the affairs of the college.

The Corporate seal of the Corporation shall have upon it the name "Donnelly College". The impression of such seal on the margin hereof is the corporation seal of the Corporation.

Recommendations to amend or repeal its By-laws may be made by the Board of Trustees. Actual amendment or repeal, however, is within the jurisdiction of the Members of the Corporation only.

1.1.2.1. Board Member Responsibilities

The College is governed by a Board of Trustees composed of not fewer than ten or more than eighteen elected members involving both lay and religious men and women. The Board has broad powers of policy-making and control and is responsible for finance, faculty and staff policies, educational programs, student welfare, the physical plant, and the overall supervision of the affairs of the College.

Specific responsibilities include:

1. Holding in trust the purpose of the College consonant with its charter.
2. Selecting and determining the tenure of the chief executive.
3. Providing continued assessment and planning consistent with the College's mission.
4. Serving as a court of last resort.
5. Holding the College's assets in trust.
6. Sharing responsibility for the fund raising needs of the College.

1.1.2.2. Board Member General Expectations

It is expected that members of the Donnelly College Board of Trustees will have:

1. A commitment to Donnelly's special educational mission to serve the economically disadvantaged of the Kansas City metropolitan area.
2. Support of the "community college philosophy" which focuses on being responsive to the education and training needs of all people in the immediate community.
3. A commitment to quality education consistent with Christian values offered at the College.
4. An involvement in the Kansas City metropolitan community to help communicate Donnelly's mission and purpose and to serve as an advocate for the school.
5. An interest in assisting the College in identifying and recruiting students to the College.
6. A willingness to assist the President in identifying donors and soliciting funds for the College.
7. A willingness to contribute to the support of the College consistent with each Board member's financial ability.

8. Commitment to attend with regularity the Board of Trustees' quarterly and special meetings (Approved by the Board of Trustees February 1996).

1.1.2.3. Board Committees

Consistent with powers granted to him/her by the by-laws, the chair of the Board has appointed the following standing Board committees: the Finance committee, the Development Committee, Academic Committee, and the Nominating Committee.

1.1.2.3.1. Finance Committee

The Board Chair has appointed a Finance Committee:

- a) to work with the president and the business office to provide the Board the financial reports that it needs to exercise fiduciary responsibility for college operations;
- b) to review these reports thoroughly so that the Committee can provide a report at each Board meeting on the financial status of the college;
- c) to review the college's annual Revenue/Expenditures budget each year and recommend it to the Board;
- d) to make recommendations concerning financial plans for inclusion in the Long Range Strategic Plan each year;
- e) to receive and review the annual audit and recommend it to the Board.

1.1.2.3.2. Board Development Committee

As a private college, Donnelly is dependent on donor funds in order to fund its annual operations budget and provide scholarship money for needy students. In order to promote fundraising for the college, the Board Chair has appointed a Board Development Committee:

- a) to take an active role in soliciting new support from individuals, corporations, and foundations;
- b) to work with the Director of Development to create prospect lists, schedule appointments with prospects, and personally solicit prospects;
- c) to meet periodically to review the Director of Development's Board report, to review progress, and to address policy issues;
- d) to provide recommendations, as needed, on issues such as gift acceptance policies, new directions for fundraising and donor recognition and to provide direction for setting the fundraising goals and for its achievement.

1.1.2.3.3. Board Nominating Committee

The Board Chair has appointed a Nominating Committee:

- a) to provide nominations for membership to the Board of Trustees and officers to the Board, i.e.; president and president-elect;

- b) to recommend changes to the college's bylaws concerning Board membership where necessary and appropriate;
- c) to review enforcement of Board policies concerning Board membership;
- d) to make recommendations concerning the Board "emeritus" status.

1.1.2.3.4 Board Academic Committee

The Board Chair has appointed an Academic Committee:

- a) to provide reviews and make recommendations to the full Board, major academic changes resulting from the college's governance system.
- b) to make recommendations to the President regarding Board originated academic programs.
- c) to review implementation of Board approved academic programs.

1.1.3. Board Attendance Policy

Approved: That members having two consecutive unexcused absences from Board Meetings have their membership terminated and be so notified by the Chairperson of the Board" (Board Action on February 11, 1993).

1.2. ADMINISTRATION AND COMMUNICATION

Since the Policies and Procedures guide us as a community in knowing what is required of us in our professional performance, it is important that we understand and be familiar with them. Thus, it is important that everyone have an opportunity to express his/her opinion and ask questions as policies and procedures are developed.

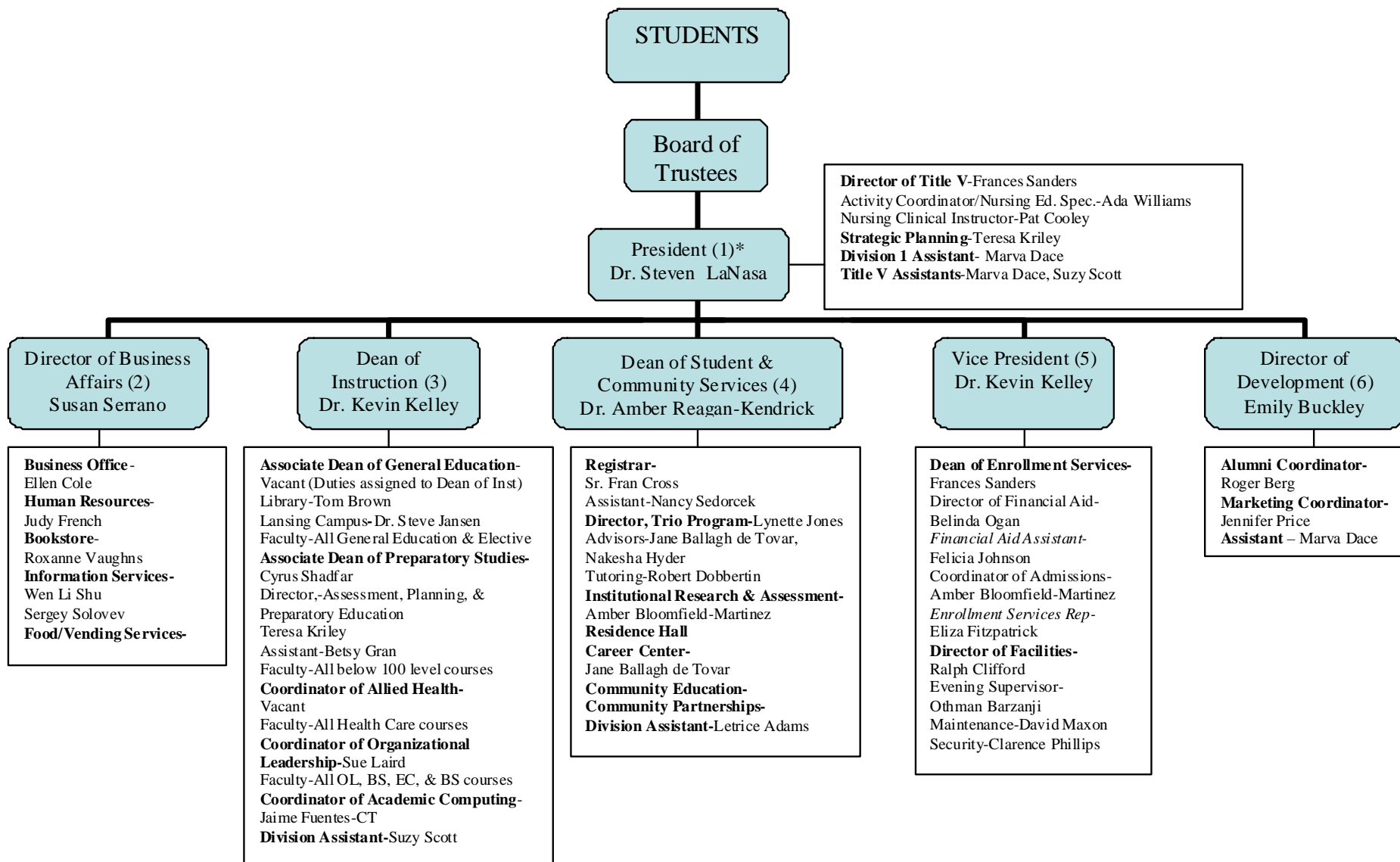
1.2.1. Administrative Structure

Donnelly College is governed by a Board of Trustees which meets at least quarterly and has powers and authority granted by the Donnelly College Corporation to govern the business and educational affairs of the College.

One of the primary responsibilities of the Board of Trustees is the selection and hiring of the President of the College. The President administers the business, academic and other affairs of the College subject to the direction of the Board of Trustees. The President is also authorized by the Board of Trustees to appoint such administrators as are necessary for the administration of the College.

The following chart reflects the manner in which the College has organized itself to conduct its affairs:

DONNELLY COLLEGE ORGANIZATIONAL CHART

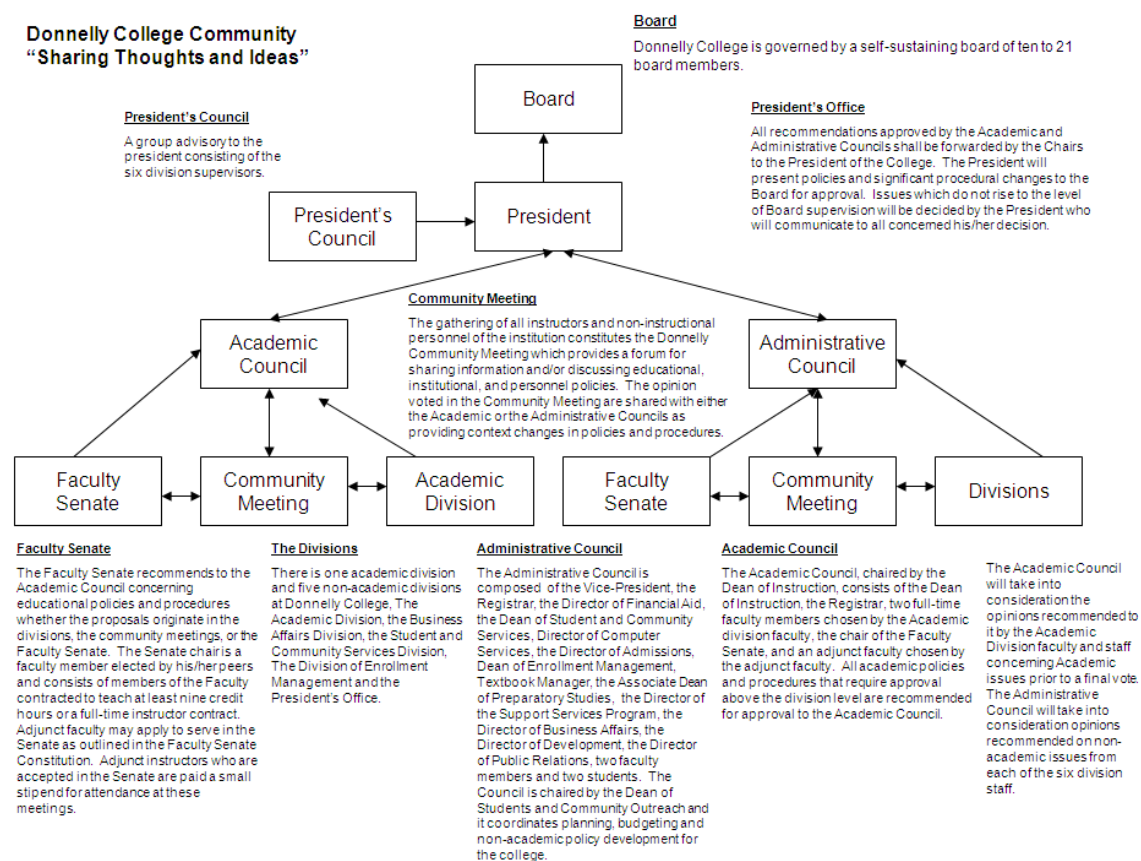


*Indicates Division

1.2.2. The College as Community

An important aspect of the governance structure of Donnelly College is the widespread involvement of staff, faculty, and administration in the planning and decision-making processes. The college seeks to “share thoughts and ideas” among all constituencies. Our small size and compact spaces provide not only the advantage of personalized instruction and attention for our students in small classes with caring teachers, but they also allow us to congregate for all community meetings which bring together all parts of the faculty and staff for conversation. The following chart reflects the conversational flow at the college and highlights the path that ideas take as they filter down to the President. The foundation for this process is the Donnelly Community Meeting.

The chart below describes the flow of communications and conversations that keep all employees informed of college decision making.



1.2.2.1. Donnelly Community Meeting

The gathering of all instructors and staff of the institution constitutes the Donnelly College Community Meeting, which provides a forum for sharing information and/or discussing implications of overall educational/institutional policy. Annually each of the

planning committees reports to the community on the success of its objectives and goals from the previous year.

The following policies and procedures have been agreed upon for Donnelly Community Meeting:

1. At all meetings the Chair will strive for consensus for the approval of any proposals, propositions, motions, or candidates.
2. A quorum of 70% of the members is required to transact business.
3. Those absent from a meeting forfeit the right to vote but are expected to accept the decisions made in their absence.
4. No policy decisions will be called to a vote at the meeting in which the policy is first presented, except by 2/3 majority vote of the members present and voting (abstentions excluded).
5. If consensus cannot be reached, a simple majority of the votes cast by voting persons present will determine the decision.
6. The methods of voting are by voice, by show of hands when deemed necessary or more fitting by the Chair, or by written ballot when requested by any member present.

The following order of business is ordinarily observed at Donnelly Community Meeting meetings:

- 1) Prayer
- 2) Call to Order
- 3) Approval of Minutes
- 4) Agenda for the Day
- 5) Reports
- 6) Announcements
- 7) Adjournment

Items not placed on the agenda ahead of time are to be postponed until the end of the meeting or until the next meeting. Any person who presents a report at the meeting shall give either the original report or a summary of it in writing to the secretary of the meeting.

1.2.2.2. Academic Council

The Academic Council, chaired by the Dean of Instruction, consists of the Dean of Instruction, the Associate Dean of Preparatory Studies, the Registrar, two full-time faculty members, and the chair of the Faculty Senate. The Academic Council meets once each month during the regular academic year, usually on the first Wednesday. Special meetings may be called by the Dean of Instruction or requested by a member of the Academic Council. The Academic Council processes the agenda for the Division meetings, Faculty Senate, and the Donnelly Community Meeting as appropriate.

1.2.2.3. Academic Division

The implementation of the Education program of Donnelly College is provided by members of the Faculty. Their decisions are guided by the Faculty Senate after discussion and study in the academic division and the Donnelly Community Meeting. All recommendations concerning academic issues from the Faculty Senate, the Community Meeting and the Academic Division are ultimately forwarded to the Academic Council.

A faculty member, ranked Instructor, is anyone who teaches, full-time or part-time, in any of the educational programs. A faculty member may serve as an Instructor, a member of a Division, a member of the Faculty Senate, a member of the Donnelly Community Meeting, and a member of the Academic Council. Full-time faculty members are expected to attend all regular professional meetings and workshops scheduled unless other arrangements have been made with the Academic Dean. Part-time instructors are encouraged, but not obligated, to attend professional meetings; they are, however, obligated to comply with decisions agreed upon at these meetings. The Academic Division regularly meet during the fourth week of each month during the academic year or when needed as determined by the Dean of Instruction, or when requested of the appropriate Dean of Instruction by a member of the Division. The Divisions engage in preliminary discussion and study of issues to be discussed and voted upon by the Faculty Senate and the Academic Council. The Division may make recommendations to the Faculty Senate and the Academic Council concerning new courses, curriculum changes, class schedules, or any topic of general academic interest. The Dean of Instruction reports to the division on issues discussed at the Academic Council and activities and concerns of the division are reported back to the Academic Council.

1.2.2.4. Faculty Senate

The Faculty Senate determines educational policies and procedures by consensus or vote after study in Division meetings and discussions in the Community Meeting. The Senate is chaired by a faculty member elected by his/her peers and consists of members of the faculty as defined by the Faculty Senate Constitution. Adjunct faculty may also participate in the Faculty Senate as described in the Faculty Senate Constitution.

1.2.2.5. Administrative Council

The Administrative Council is composed of the Dean of Instruction, Dean of Enrollment Services, Director of Computer Services, Textbook Manager, Director of Admissions, the Associate Dean of Preparatory Education, the Registrar, the Director of Financial Aid, the Dean of Student and Community Services, the Director of the Student Support Services Program, Director of Business Affairs, Director of Development, Marketing Coordinator, two faculty members, and chair of faculty senate with the Dean of Student & Community Services serving as Chair. The Council coordinates planning and policy development for the College.

1.2.2.6. President's Council

This group serves as advisory to the President.

PART TWO: GENERAL CAMPUS POLICIES

2.1. CAMPUS ENVIRONMENT

2.1.1. Respect for Persons

All persons, students, faculty and staff are to be respected and given the opportunity to succeed as members of the Donnelly College community. Disrespect either in word or action will not be tolerated and will result in disciplinary action.

2.1.2. Donnelly College Code of Conduct

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

Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college “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.”

1. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs;
2. Conduct which leads to embarrassment, physical harm, or indignities to other persons will not be tolerated;
3. A genuine interest in all students and community members will be apparent/visible at all times, with a dedication to helping them learn to help themselves;
4. The privacy of others will be respected and information obtained in the course of duties will be held in the strictest of confidence;
5. The rights and views of colleagues and those served will be honored, and all individuals will be treated with respect, courtesy, and good faith;
6. Harassment or discrimination in any form will not be tolerated or condoned at any time;
7. Those that have the responsibility for employing and evaluating staff performance will do so in a responsible, considerate and equitable fashion;
8. Individuals will not use their professional relationship to further their own interests, financial or otherwise;

9. And personal behavior of community members must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.

Donnelly College adheres to the principle of equal education and employment opportunity without regard to age, race, sex, disability, or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty, and staff.

Violation of the College's Code of Conduct may lead to disciplinary action(s) or may be grounds for dismissal.

2.1.2.1. Conflicts of Interest

In connection with federal regulation 24 CFR 84 (Institutions of Higher Education, non-profit organizations), Donnelly College has developed the following addendum to the Code of Conduct that prohibits real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibits the solicitation and acceptance of gifts or gratuities for personal benefit in excess of minimal value.

Conflicts of interest exist when it is likely that an employee could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their duties of employment. Conflicts of interest that lead to biased decision-making may constitute corrupt conduct.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agent of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

An Individual employee may often be the only person aware of the potential for conflict. It is therefore their responsibility to avoid any financial or other interest that could compromise the impartial performance of their duties, and disclose any potential, or actual conflicts of interest to their supervisor or other senior staff member. If employees are uncertain whether a conflict exists, they should discuss the related interest matter with their supervisor and attempt to resolve any conflicts of interest that may exist.

To resolve any conflicts of interest that occur, or could occur, a range of options is available depending on the significance of the conflict. These options include:

- a) Recording the details of the disclosure while taking no further action because the potential for conflict is minimal or can be eliminated by disclosure, or effective supervision.
- b) Relinquishing the personal interest, or
- c) Being removed from the task/activity/situation where the conflict could occur.
- d) Disputes over alleged conflicts of interest may be resolved through the College's grievance procedure.

Acceptance of gifts or benefits

- a) Employees should not accept a gift or benefit that is intended to, or is likely to cause them to act in a partial manner in the course of their duties.
- b) The President may approve the acceptance of token gifts or benefits under certain circumstances provided that there is no possibility that the recipient can be, or might appear to be compromised in the process.
- c) Employees should report to their immediate supervisor if they believe they have received or been offered a favor or benefit.
- d) Employees dealing with, or having access to, sensitive investigations, or commercial sensitive information, should be particularly alert to inappropriate attempts to influence them.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

2.1.3. Harassment and/or Discrimination

The college strictly prohibits, in accordance with the law, any harassment or offensive conduct related to a person's sex, race, color, creed, religion, age, national origin, ancestry or disability. All students and employees are required to accept responsibility for keeping the college free of unlawful discrimination or harassment.

2.2. HEALTH AND SAFETY

2.2.1. Campus Crime Report

The annual report is made available to students and is filed in the Admissions Office.

2.2.2. Campus Security

The Security Personnel can be contacted by calling 913-433-3350. In emergency situations call 911.

2.2.3. Safety and Security

Each person is responsible for his/her belongings. Taking another's belongings will not be tolerated and will result in disciplinary action.

Children are welcome on campus only when accompanied by a parent or guardian. The presence of children in classes is only permitted in unusual circumstances and requires the permission of the instructor. Children of employees are permitted on campus with approval of appropriate division head.

2.2.4. First Aid

First aid supplies are available in Room 102.

2.2.5. Accident and Incident Reports

To report an accident call the Director of Facilities, 913-433-3350. Incident reports are maintained by the Dean of Student and Community Services.

2.2.6. Policy for the Prevention of Drug Use and Alcohol Abuse

In 1989 the United States Congress passed the Drug-Free Schools and Communities Act as amendments to the 1965 Higher Education Act. The legislation, which was signed into law in December of 1989, requires institutions that receive federal funds to implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Donnelly College, in order to provide a drug-free campus for the benefit of students and employees, adopts the following policy statement with reference to employees and students at the college.

1. Donnelly College supports and endorses the 1989 Drug-Free and Communities Act. The college is committed to a program to prevent the abuse of alcohol and the illegal use of drugs on the campus. The college prohibits the unlawful possession, use, manufacture or distribution of drugs, or alcohol by students and employees on its campus, or as part of any college program or activity.

2. Employees or students of the college who are found to be abusing alcohol or using, possessing, manufacturing, or distributing a controlled substance in violation of the law on college property or as a part of college events shall be subject to disciplinary sanction.

An employee who violates this policy is subject to sanctions including suspension, non-renewal of contract, and termination of employment.

A student found to be in violation of this policy is subject to action including suspension or expulsion from the college. Additionally, students found in violation of this policy may lose federal student aid eligibility.

3. Illegal possession or use of drugs or alcohol may subject individuals to criminal prosecution.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distribution or manufacturing opiates and narcotics, such as cocaine or heroin, shall be guilty of a Class C felony, the court may sentence a person to a term of imprisonment for a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant, or hallucinogenic drug is punishable as a Class A misdemeanor with a penalty of up to a year in jail and a fine of \$2,400. Depressants include barbiturates, valium and barbital. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and meta-amphetamines as stimulants.

The Federal Controlled Substances Act provides penalties of up to 1 year imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines of up to \$5,000.

Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fines otherwise authorized by law.

4. Accidents and injuries are more likely to occur if alcohol and drugs are used on campus or as part of college activities. Every year in the United States over 200,000 people are treated in hospitals for drug related accidents and mental and physical illness; another 25,000 persons die every year from drug-related accidents or health problems. Drug users can lose resistance to disease and destroy their health. Drug tolerance and psychological dependence can develop after sustained use of drugs. Physical dependency, heart problems, infection, malnutrition, and death may result from continued high doses of amphetamines. Chronic use of narcotics can damage lungs, cause respiratory paralysis and death. Depressants such as tranquilizers and alcohol can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest,

convulsions, and accidental overdoses because the abuser is unaware of the amount of drug or alcohol consumed. Use of hallucinogens may cause psychosis, convulsions, coma and psychological dependency.

Alcoholism is the number one health problem in the United States. It impacts personal lives by affecting finances, health, social relationships and families. It has significant legal consequences. Abuse of alcohol or drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

5. At Donnelly College referral for and assistance with substance abuse problems is available through the Advising Center-Room 201. Many community agencies provide assistance with counseling services, referral and treatment.

2.2.7. Alcoholic Beverages on Campus

Students are not permitted to have or to be served alcoholic beverages at student campus functions.

2.2.8. Smoking Policy

The Donnelly College building was declared a smoke-free building by the Board of Trustees on January 1, 1994.

2.3. BUILDING, FACILITIES, AND EQUIPMENT

2.3.1. Entrances and Exits

Entrance and exit from the building is limited to the East entrance of the main hall, adjacent to the main parking lot. All other exterior passages are for emergency use only. If special circumstances arise that require the use of passages other than the main entrance, call extension 913-433-3350.

2.3.2. Visitors to Campus

All visitors to the campus must check in at the Enrollment Services Office at the entrance to the building. Guests, family members, and friends of Donnelly students must receive an approval for attendance of any Donnelly classes from the Dean of Instruction and the classroom instructor prior to their attendance. Attendance should not exceed two contact hours.

2.3.3. Building Hours

Building hours follow the academic schedule, with access available 30 minutes before the start of classes and 30 minutes after the end of classes. Hours will be distributed electronically and posted on the web site when classes are not in session.

2.3.4. After-hours Access

After hours access is limited to employees with alarm system pass codes. Please contact 913-433-33509 to make arrangements for access outside of regular hours.

2.3.5. Property Maintenance

Any member of the College staff can call attention to any item that is in need of repair or cleaning. These needs and other requests for ordinary repairs (lights, doors, windows, vending machines, and other equipment) should be made electronically to the Director of Facilities.

2.3.6. Parking and Traffic

Students are to observe parking regulations. There is no parking permitted which blocks entrances to the college or fire lanes. Parking spaces reserved for handicapped are to be observed. Parking stickers are required. Students are requested to drive slowly and to keep cars locked at all times. The college is not responsible for articles lost or stolen, or for damages to vehicles in the parking lot. Space is provided for employee parking. “No Parking” and “Handicap” parking spaces must be observed.

2.3.6.1. Vehicle Registration

Students must register vehicles with security personnel. A parking sticker will be issued to you and it must be displayed on your back window. Parking stickers are obtained from the Library. Donnelly parking includes the main lot, the lot on the southwest corner of 18th & Tauomee, and the church lot across 18 Street to the east.

2.3.7. Office Assignments and Keys

Director of Facilities at 913-433-3350.

2.3.8. Room Reservations

Requests for the use of all rooms at the College, except the Library are made through the Dean of Student and Community Services. Reservations should be made at least two weeks in advance and will be taken on a first-come, first-served basis and assigned according to the purpose and capacity required.

2.3.9 Room Reservations Fees

Priority goes to Donnelly College or any organization that maintains a partnership with the college. External groups have access to the facilities after the college's needs are met. Only events and activities congruent with the Donnelly College mission will be approved. Weekend events, including Fridays in June and July, are scheduled only when the college is open for classes and with proper security.

The following rooms are available at a flat rate to external groups and organizations:

Meeting Room	\$75.00
Conference Room 101	\$25.00
Cul-de-Snak	\$75.00
Classrooms	\$50.00
Chapel Room (IC)	\$50.00
Meeting Room (IC)	\$50.00

Exceptions to the above Room Reservation fee policy need approval by the Dean of Student and Community Services.

In addition to the above, a \$25.00 reservation and clean up fee will be assessed for week day events and \$50.00 on weekends.

2.3.10. Accessibility

The Vice-President is responsible for ensuring that Donnelly maintains building and facilities standards that comply with the Americans with Disabilities Act.

2.3.11. Fire Drills

The Vice-President is responsible for ensuring that a clear fire evacuation procedure is posted throughout the building and for coordinating drills as necessary in compliance with the law.

Exits to be used for fire drills must be posted in each classroom and hallway. Employees and students are responsible for following directions as posted.

2.3.12. Tornado Drill Procedure

The Vice-President is responsible for ensuring that a clear tornado cover procedure is posted throughout the building and for coordinating drills as necessary in compliance with the law. Procedures used for tornado drills must be posted in each classroom and hallway. Employees and students are responsible for following directions as posted.

2.3.13. Technology Policy

The purpose of this policy is to ensure the proper use of Donnelly's technology. The effective/efficient use of technology plays an integral role in maximizing service to students. This policy intends to encourage each and every Donnelly employee to use our technology to its fullest in a manner that is consistent with our mission. This policy intends to discourage and eliminate inappropriate use of our technology.

2.3.13.1. Definitions

- a) **Technology:** This refers to our computers, voice mail, electronic mail, Internet access, Internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, video cassette recorders, cameras, pagers, radios, DVD and electronic equipment in general.
- b) **Management:** Management is defined as Donnelly division supervisors.
- c) **Background:** There is a tremendous amount of money and time invested into the computing and communication systems' of Donnelly. Our computers, networks, e-mail, voice mail, Internet access, phone systems, etcetera, serve as the backbone of our daily operations. Without these modern tools we become much less able to provide student services.

2.3.13.2. General Policy

- a) All users of the Donnelly's technology must respect and adhere to state, federal, and international laws. Any attempt to violate these laws will be met with prompt appropriate legal and/or disciplinary action.
- b) Efficient, ethical, authorized, and legal utilization of Donnelly's technology which is in concert with our stated goals is desired.

- c) The following policies apply to ALL of Donnelly's technology. Policies on specific technologies may be more restrictive as division supervisors have the right to implement more restrictive technology policies.
- d) The Director of Computer Services or his/her designated representative may override these policies when necessary.
- e) Donnelly hereby notifies all employees and management personnel that no member or personnel should have any expectation that their use of Donnelly's technology is in any way private. The technology belongs to and is managed by Donnelly and Donnelly may access the technology when required and when the law permits. Generally, Donnelly will only access information contained, or stored in the technology for work-related non-investigatory purposes, or for work-related investigatory purposes relating to claims of misconduct.
- f) Threats, harassment, slander, defamation, obscene or suggestive messages and images, political endorsements, commercial activities, material that is discriminatory with regard to race, sex, religion, ethnicity, disability, and age are prohibited.

2.3.13.3. Privacy Advisory

- a) Do not expect privacy when you use a communications system that is operated or owned by Donnelly.
- b) Management reserves the right in certain circumstances to monitor your electronic conversations, to read your messages and to inspect mail or documents sent to or by you, including deciphering of encrypted text.
- c) Management reserves the right in certain circumstances to access, without notice: data or text caches, pager memory banks, e-mail and voice mail boxes or accounts, and other employer provided electronic storage systems.

2.3.13.4. General Computing & Network Policy

- a) Users of Donnelly's network services shall promote efficient use of the networks to minimize, and avoid if possible, congestion of the networks and interference with the work of other users of the network.
- b) No encryption of communications is allowed unless necessary for safety of students or employees.
- c) No "bios" passwords allowed unless approved by the Director of Computer Services or his /her representative.
- d) Users of Donnelly's network services shall not disrupt or damage any components of Donnelly's Computer systems.
- e) Deletion, examination, copying, or modification of files and / or data belonging to other users without their prior consent is prohibited.
- f) Any unauthorized access or attempts to gain unauthorized access to data, system resources, passwords, etc. is prohibited.
- g) Decryption of system or user passwords is prohibited.

- h) The copying or deleting of network system, operating system, and application software, is prohibited.
- i) Intentional attempts to “crash” the network or computer systems or programs are prohibited.
- j) Any attempt to secure a higher than assigned level of privilege as assigned by Computer Services on the network or on specific technologies is prohibited.
- k) Software license and copyright infringement are prohibited.
- l) Loading of any software on Donnelly’s computers or network systems is prohibited unless approved by Computer Services.
- m) The playing of any computer games, except for instructional purposes is prohibited.
- n) The willful introduction of computer “viruses” or other disruptive programs into the Donnelly’s systems is prohibited.
- o) Any data on Donnelly equipment is considered Donnelly property. Electronic mail, documents, spreadsheets, etc. are all accessible if deemed necessary.
- p) Sharing your passwords with others is prohibited.

2.3.13.5. Donnelly-wide & Internet Electronic Mail

Electronic mail, in general, lends itself to a more relaxed and less guarded way of communicating which could lead to misunderstandings and unwarranted liability. Electronic mail is Donnelly equipment and hence all material is Donnelly property. There exist extensive backups of all communications and it is imperative to remember that “erased” mail / messages may linger forever.

- a) Don’t put anything on e-mail that you would not broadcast to the general public.
- b) Be polite.
- c) Use appropriate language.
- d) Delete all messages from the e-mail system when they are no longer needed as a finite amount of network storage is available.
- e) Be aware that Internet e-mail transmissions can be easily intercepted by others.
- f) Forgery or attempted forgery is prohibited.
- g) Junk mail and/or “chain” letters are prohibited.
- h) Never e-mail from someone else’s e-mail account / box.
- i) Computer viruses can be spread easily via the Internet and especially via Internet e-mail. Don’t stop our virus scan programs and follow all instructions for cautious use.
- j) Jokes and pornographic e-mails are prohibited.
- k) E-mail attachments should not be opened unless you are expecting them from a known source. E-mail attachments may host viruses that can have major negative impact.
- l) If you receive an expected attachment and the attachment has a file extension of exe, bat, vbs, or other type of program files please contact Computer Services before opening.

2.3.13.6. Internet Access

- a) Internet access is granted to employees as a tool to do Donnelly business. Reasonable personal access is allowed during lunch or after hours subject to department or supervisor's restrictions. Inappropriate or unreasonable usage is prohibited. There should be no expectation that any use of Donnelly's technologies are in any way private. Donnelly can monitor all usage of the Internet and e-mail.
- b) Be aware that file downloading and uploading from and to the Internet creates significant network traffic which can consume scarce Donnelly bandwidth (resources) to the Internet.
- c) Accessing gambling, adult entertainment, pornography, suggestive or any other inappropriate material, at any time from any Donnelly facility is prohibited regardless of whether or not you are using Donnelly or personal equipment.

2.3.13.7. Violations

Violations of this policy will result in disciplinary action up to and including termination.

2.3.14. Computer Labs

Use of facilities or equipment by college employees or students must relate to the instructional mission or work assignment and not to the support of other personal or commercial activities.

2.3.15. Telephones

The general number for the College is (913) 621-8700. Three-digit office extensions are assigned by the Director of Computer Services. To dial directly, drop the number "2" and dial (913) 621-97xx. For example, the direct dial line for extension 234 would be 621-8734. A booklet of complete instructions for setting your voicemail message, checking your mail, and other functions, is available from the Director of Computer Services.

2.3.15.1. Long-distance Calling

All employees are given a code that will allow for long-distance calling related to college business. Personal long distance calls are not allowed.

2.3.16. Fax Machines

The College has a fax machine in the mailroom: (913) 621-8719. The fax machine is for school business.

2.3.16.1. Faxes for Personal Use

Employees can use the fax on the honor system. A fax fee is assessed for personal use. Charges are as follows:

1. Local \$1.00 per page.
2. Domestic long distance, \$2.00 for the first page then \$1.50 for each additional page.
3. International long distance, \$3.00 for the first page then \$1.50 for each additional page. Employees should bring their payments to the Business Office.

2.3.17. Photocopy Machines

College copy machines are available in several locations for college-related business. There is a \$.08 fee per page for personal copies on the honor system for employees. Employees should bring their payments to the Business Office.

The fax machine and copy machine for personal use should not exceed 5 pages. Employees should report unauthorized, excessive copying or fax abuse to the Director of Business.

Students and employees may use the copy machine in the Library for a \$.10 per page charge.

2.3.18. Lost and Found

Lost and found items are kept in the security office, room 107.

PART THREE: ACADEMIC POLICIES AND PROCEDURES

3.0 ACADEMIC POLICIES AND PROCEDURES

These are the policies for our academic programs. Academic programs include our two academic divisions and the IESL program.

3.1. CURRICULUM

3.1.1. Curriculum Development and Approval

3.1.1.1. Curriculum Changes

Changes in the academic curriculum must go through the following steps:

1. The initiator of the change request must describe the proposed change in detail on the Course Proposal Form. The change is submitted to the Dean of Instruction who schedules discussion of the change in a Division meeting. If the Faculty approves the request it is submitted to the Faculty Senate for discussion and vote. If the Faculty Senate approves, the request is submitted to the Chair of the Academic Council. If the Faculty Senate disapproves, the Dean of Instruction on behalf of the Faculty can request that the Academic Council review the decision. An individual can also appeal to the Academic Council to consider a request that has been denied by the Division faculty and/or the Faculty Senate.
2. The Academic Council will review and approve all matters referred to it by the Faculty Senate, the Faculty, and/or a member of the Community Meeting.
3. The Academic Council will forward all requests that it approves to the President for presentation to the Board of Trustees. Once the Board has approved the request the President will notify the appropriate offices of the change.

The following changes require Board approval for initiation:

1. Significant modification of an existing program.
2. Implementation of a new program.

The following changes require approval of the Academic Council for initiation:

1. Addition of a new course
2. Change of course credit hours
3. More than 25% change in course content
4. More than 25% change in course objectives
5. Prerequisite change
6. Change the delivery format of a course
7. Instructional format
8. Course deletion

The following changes require approval of the Faculty:

1. Teaching methodologies
2. Contact hours
3. Doubled number of doubled division courses
4. Minor changes in course description
5. General course updating
6. Textbooks, supplies, or fees
7. Less than 25% change in course objectives or content.

3.1.1.2. General Guidelines for New Courses

1. Design:

New courses:

- a. should be academically sound and challenging.
- b. should make adequate provision for appropriate testing and evaluation of student progress.
- c. should be carefully tailored to student, division, and college needs.
- d. should contribute to the efficiency and economy of the division or certificate program while maintaining an enriching character.
- e. should be related to a designated division.

2. Development of Resources:

New Courses:

- a. should not duplicate a course already offered, either in the division of origin or in any other division of the college.
- b. Should consider the current level (F.T.E.) of faculty personnel and/or the impact of possible changes in personnel on the financial condition of the college.
- c. Should relate positively to actual faculty competence or to faculty competence that can be acquired.

3. Implementation:

- a. New Course Approval: The following materials should be presented to the Academic Council for approval of a new catalog course:
 1. Course syllabus
 2. A statement concerning how the proposed course relates to student, division and college needs and how the proposed course relates to faculty competence.
 3. A projection of new resources that would be involved in the implementation of the proposed course.

4. A plan for the acquisition of professional skills and competencies not already possessed by faculty involved in the course.

Courses approved by the Academic Council will be included in the immediately following edition of the college catalog and reported to the Board of Trustees.

- b. Special Studies Course Approval:
 1. Course approved by the offering division.
 2. Course approval form presented in writing by the Dean of Instruction to the Academic Council.
 3. Presenting instructor attends the next Academic Council meeting to answer questions about the new class. Council votes to accept, reject, or to defer for additional information. If approved by a majority of the Academic Council, the Registrar gives the course a number.
 4. Dean of Instruction announces class to Community at the next Community Meeting. Class can be offered as a special offering a maximum of three (3) times before going through the formal course approval process.

4. Evaluation:

New courses will be routinely evaluated according to measures determined by the Dean of Instruction and faculty members of the Division involved. The President of the college may request an evaluation of a specific course anytime that it seems to be warranted.

3.1.2. Degrees and Programs- see current College Catalog

3.2. ASSESSMENT OF STUDENT LEARNING

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

3.2.1. Placement Testing

New students entering Donnelly College as certificate-seeking, degree-seeking, or ESL program students without previous college experience are required to undergo a series of placement tests. This includes testing in English writing skills (i.e. rhetoric and grammar), reading skills, math skills, and computer literacy.

These testing requirements are waived, amended, and/or limited for students with transfer credit, taking classes for personal/professional development, dual-enrollment credit, or in healthcare professions. Because of the confidential information contained in the database, the Accuplacer student and administrative log-in names and passwords are to be protected at all times. Passwords will be changed at regular intervals determined by the Director of Assessment. Only the Director of Assessment, the Dean of Student and Community Services, and their designees will have access to the administrative passwords.

3.2.2. Assessment of Achievement on Learning Outcomes

At the end of each course section, all students enrolled in preparatory courses are given post-tests. To determine their progress and placement.

3.2.3. Summative Assessment

The results of all these evaluations help the IESL/ESL instructor give students a grade of A, B, C, D, or F. Students may also be evaluated according to a pass/fail system. Post-testing of students, using the same instruments as are used in placement, is done at appropriate junctures throughout their college experience. The results of this summative assessment are used to determine curricular changes and in the planning process.

3.2.3.1. Final Exams

The final exam schedule for day classes is published by the Dean of Instruction each semester. This schedule allows for longer examination periods for classes that incorporate comprehensive examinations. All day classes should follow this schedule.

Saturday, weekend, and evening classes should schedule their final examinations for the final class period.

3.2.4. Letter Grades and Grade Points

All Instructors are expected to keep accurate records of grades and attendance according to the guidelines which follow:

Letter grades A, B, C, D, F and I are used to indicate academic achievement or academic status.

Grade Description Points per credit hour

Grade	Description	Points Per Credit Hour
A	Excellent	4
B	Above Average	3
C	Satisfactory	2
D	Minimal Passing	1
F	Not Passing	0
I	Incomplete	0
U	Audit	0
W	Withdrawal	0

“W” indicates withdrawal. All student withdrawals are made through the Office of the Registrar. Students may repeat any course for which a grade of D, F, or W has been recorded, with the stipulation that a particular course may be counted only once toward the fulfillment of a graduation requirements.

“AU” indicates registered audit with no credit.

The college also permits the use of P/F in specific classes as approved by the Academic Council. It is highly recommended that the faculty member have a conference with each student at midterm to evaluate the student’s progress for the course.

Grade points are awarded on a four-point system. For graduation 64 credit hours and 128 grade points with 2.0 grade point average are required. The grade point average (GPA) is determined by dividing the total number of grade points by the total number of semester hours attempted.

Sophomore standing requires 29 credit hours and 58 grade points for a C average.

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

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

3.2.4.1. Incomplete Grades

A grade of Incomplete (I) may be given at the discretion of the Instructor. The Incomplete (I) grade is given only when the student is prevented from completing the course because of unusual circumstances and has a minimal amount of the course work to complete. An Incomplete (I) will be converted to a letter grade when the student has

completed the course within a proper time limit which is set at the discretion of the Instructor. No grade of Incomplete (I) may be changed after graduation.

3.2.4.2. Grade Changes

If an instructor needs to change a grade for a student, s/he should obtain a change-of-grade form from the Registrar.

3.2.4.3. Grade Appeal Process

Any question concerning a grade received is to be submitted in writing to the Dean of Instruction within 12 weeks following the close of the semester in which the grade is earned. Information concerning the appeal process and procedures is outlined in the College Catalog and in section Four of this Manual. Any questions concerning a grade received is to be submitted in writing to the Dean of Instruction within twelve (12) weeks following the close of the semester in which the grade was earned. Information concerning the appeal process and procedures is available from the Dean of Instruction.

3.2.4.4. Transcripts

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

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

Students who have earned a semester grade point average of 4.00 in at least 9 credit hours are recognized for their achievement. The Dean's List is published at the end of each semester. Students who have earned a semester grade point average between 3.50-3.99 in at least 9 credit hours are recognized for their accomplishment. The Honor Roll is also published at the end of each semester.

3.2.4.5. Academic Honors-see current College Catalog

3.3. ATTENDANCE AND WITHDRAWALS

See current College Catalog.

3.4. CREDIT HOURS

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

3.4.1. Transfer of Credit

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

3.4.1.1. Transfer and Articulation Agreements

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

3.4.1.2. Credit by Prior Learning Assessment

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

1. College Level Examination Program (CLEP)
2. Credit by Course Exam
3. Dante Subject Standardized Test
4. Portfolio Assessment

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

The Donnelly College Library administers DANTES Subject Standardized Tests. A \$40 money order made out to "DSST Program" is due before taking the test. A check or \$12 cash is due for the Donnelly College Library's administration of the test. A transcription fee of \$15.00 per credit hour is due at the time credit is awarded.

Applications for PLA through Course Exam or Portfolio begin with an interview with the Dean of Instruction during the first two weeks of the semester in which the credit is to

be awarded. A fee of \$30.00 per credit hour is charged at the time of application and a transcription fee of \$15.00 per credit hour is charged at the time credit is awarded.

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

3.4.1.3. Tech Prep

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

3.4.1.4. Transfer to a Four-Year Institution - see current College Catalog

3.5. ACADEMIC INTEGRITY, ACADEMIC MISCONDUCT

Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions are to be reported in writing and will be reviewed by an ad hoc committee, appointed by the Dean of Instruction, and appropriate sanctions will be imposed.

3.6. ACADEMIC EXPECTATIONS

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

1. For 1-24 credit hours attempted, a minimum 1.4 GPA.
2. For 25-48 credit hours attempted, a minimum 1.8 GPA.
3. For 49 or more credit hours attempted, a minimum 2.0 GPA.

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

The students who do not meet standards for academic progress will be placed on WARNING STATUS for one semester. A student on warning status who meets academic progress standards by the end of the semester will be removed from Warning Status. A

student on warning status who does not meet academic progress standards (i.e. withdrawn from any classes or receives a grade lower than C by the end of the semester, will receive ACADEMIC SUSPENSION and may not enroll the following semester.

The academic expectations policy has the same requirements as the Satisfactory Progress Policy for Title IV Recipients. Students who appeal their Financial Aid Warning or Suspension and are denied the appeal, may further appeal their Academic Warning or Suspension if they want to enroll without financial assistance.

3.7. TRANT MEMORIAL LIBRARY

The Library and Information Center provides a wide variety of learning resources and materials to assist students with course-related work, recreational reading and informational needs. The main collection, currently 30,000 titles, is classified according to the Dewey Decimal System. Magazines, newspapers, reference books, audio and video materials are available for student use. Through computer links with the OCLC network, other state and local networks, Donnelly has interlibrary loan access to the resources of the libraries in the metropolitan area and across the country.

Study rooms and areas for individual and group study are available. Computers in the library are available for CD-ROM periodical, full-text and library database searching, tutorials for selected courses and SIGI Computerized Career Guidance. The library maintains the Roe Collection, a display of African-American History and Cultural Memorabilia.

Trant Memorial Library, located on the 7th floor, is open Monday through Thursday from 8:30 a.m. to 8:00 p.m. and Friday from 8:30 a.m. to 4:30 p.m. All employees will need to obtain a personal computer card for use of the library.

Reference Services

The Reference Collection contains encyclopedias, directories and other books to locate information on a variety of topics. Computer databases are also used to locate information not available in printed form. The Librarian will assist in developing search strategies and in using the Library's resources.

Public Catalogs

Donnelly participates in a shared online catalog with Kansas City Kansas Public Library (OTTO). Materials can be located by author, title, subject or keyword. In addition, the Kansas Library Catalog, the catalogs of KCMOPL (including 8 regional colleges), the OCLC International database and the INTERNET make millions of books available to Donnelly library users.

Magazines and Journals

The library subscribes to approximately 150 magazines, journals and other serials. Most are kept for 10 years or longer, some in micrographic form. Indexes such as The Readers' Guide, Academic Abstracts on CD-ROM, and hundreds of specialized indexes are available through DIALOG.

Interlibrary Loan

Books, journal articles and other information sources not available at Donnelly may be requested through Interlibrary Loan. The Library participates in several reciprocal borrowing agreements with regional, state and national access. E-Mail, FAX and overnight delivery make these materials accessible in a timely manner.

Requests for Purchase

Instructors are encouraged to make recommendations for purchasing materials (books, journals, videotapes) to support curriculum areas and meet informational needs. Request forms are available in the library and from the Department Chairperson.

Audiovisual Equipment and Materials

TV/VCR and overhead projectors are available for use on every classroom floor. The Department office assistant or the library staff can help in locating and scheduling TVs and overheads. Please contact the library to schedule other equipment such as video projector, audiocassette players, LCD plate for computer projection and other equipment. Audio and Video duplicating, transparency-making and laminating service are available.

All equipment housed in the library are to be scheduled and checked out. Any special arrangements for the reservation of space for the audiovisual room should be made with appropriate Library personnel. All reservations should be made twenty-four hours ahead of time to assure the availability of the equipment, and the equipment and materials must be returned immediately after use. Off-campus use of audiovisual materials must be approved by the Librarian.

Borrower's forms for film or video requests from Kansas City Public Libraries, Kansas City Kansas Community College or other agencies are to be filled out at the circulation desk.

If a breakage or malfunction occurs to the equipment while assigned to an employee, the employee will report the fact to the Librarian.

PART FOUR: STUDENT SERVICES

4.1. ACADEMIC ADVISING

Academic Advising is required before a student can register for classes, withdraw from class(es), change a class schedule or graduate. The advising is provided by professional Academic Advisors who are available to all the students at Donnelly College. The Academic Advisor will help you plan your education, explore career planning, select classes, deal with problems in class and stresses in life.

4.1.1. Role of Academic Advisors

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

Academic Advisors are available to all students at Donnelly College. Students may see any academic advisor during the school year and during registration.

Enrollment forms require the signature of an Academic Advisor in order to complete the registration process.

1.1.2. Assignment of Advisors

Academic Advisors assignments: New full-time students are assigned an Academic Advisor. They are notified of their Academic Advisor as soon as possible in their first semester at Donnelly College.

Students on Academic Warning are assigned an Academic Advisor if they do not have one. The Academic Advisor works with the student as outlined in the Project Success Program. The goal is to help the student be successful and to get off Academic Warning.

1.1.3. Changing Advisors

Students are free to work with any Academic Advisor at the college. Students who want to change an assigned advisor may request the change from the Dean of Student and Community Services.

4.1.4. Changing Class Schedules

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

4.1.5. Early Intervention Program

Academic Advisors and Instructors work together to try to intervene early when a student is not doing successful work in a class. Instructors are provided with a form to return to the Dean of Student & Community Services for follow up. Academic Advisors contact the student and work with him/her and report back to the Instructor. The goal is to assist students with academic difficulties and support their efforts to remain in class.

4.1.6. Withdrawal from Class or from School

Once enrolled, students may be removed from classes in one of two ways, student withdrawal or administrative drop. All withdrawals are made in the Office of the Registrar. A student may withdraw from a course up to two weeks before the end of the semester. The final date for withdrawal is published in the student calendar. Failure to submit the Withdrawal Form may result in an F grade.

Procedure for Withdrawal from Class by Students: Students may withdraw from class by completing a Withdrawal Form and taking the signed form to the Office of the Registrar. The Withdrawal Form requires the signature of an Academic Advisor and the student. The Withdrawal Forms are available from the Academic Advisors. Normally, withdrawal from courses is the responsibility of the student.

4.2. CAREER PLANNING AND PLACEMENT

The Career Center provides the career planning service to guide students in the process of learning more about themselves, their interests, aptitudes, career opportunities and requirements. The service includes coordinating internship placements, keeping the job opportunities postings current, writing a resume, coordination of internship placements, and learning about careers. Career fairs and opportunities to visit with job recruiters are provided for students.

4.3. TUTORING SERVICE

Tutoring is provided in the basic skills areas of English, reading, and math as well as other subject areas. Professional and peer tutors are available in the Tutoring Center.

4.4. STUDENTS WITH SPECIAL NEEDS

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Donnelly will make every reasonable effort to ensure that students have an equal opportunity to the pursuit of their educational objectives. Students who need accommodations because of a documented disability should contact the Dean of Student and Community Services in room 116.

4.5. STUDENT GRIEVANCE PROCEDURE

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

If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 15 working days of the alleged offense. All grievances must contain the following information:

1. A clear and concise written statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date and time of the alleged act, and a statement describing the specific supporting evidence.
2. A brief summary of prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of previous discussions.
3. A specific statement of the remedial action or relief sought.

Upon receipt of the grievance, the supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

If the grievance cannot be resolved after this discussion, the supervisor(s), in consultation with the President, will convene a Grievance Committee composed of three persons: One member chosen by the grievant; one member chosen by the responding person and a third member to be chosen by the President and mutually agreed upon by the other two members of the Grievance Committee.

The Committee so designated will meet not more than 5 working days after its selection. At the first organizational meeting, the Grievance Committee will elect a

chairperson from among its members and set up rules of procedure for the hearing within these guidelines.

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

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

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

- a) a statement of the purpose of the hearing
- b) issues considered
- c) a summary of the evidence presented and findings of the facts as developed at the hearings
- d) recommendations for final disposition of the case

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee.

At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of the majority of the committee members and of the respondent. These proceedings

may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee.

In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

Either the grievant or the respondent has the right to appeal the decision of the Grievance Committee to the Board of Trustees. Such an appeal will be made through the President, and must be made within 15 working days. The decision of the Board will be final.

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

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

4.7. STUDENT RECORDS

4.7.1. Change of Address and/or Phone Number

All changes of address are made in the Registrar's Office. Complete the "Change of Address" form if your address or phone number change after enrollment. This will insure accurate and timely receipt of all correspondence from the college, including the student grade reports.

4.7.2. Privacy Rights under the Family Educational Rights and Privacy Act (FERPA)

4.7.2.1. Student Directory Information

Directory information is available to the public unless otherwise requested in writing by the student to the Registrar Office. Upon written request, directory information will be made available to military recruiters.

Donnelly College designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose at the institution’s discretion.

Name, address(es), telephone number(s), dates of attendance, classification (freshman, sophomore, etc.), class type (day, day/evening, week-end only), previous institution(s) attended, major field(s) of study, awards, honors (includes Dean’s List), degree(s) conferred (including dates), past and present participation in officially recognized activities, date of birth, photographs, and student likenesses.

Currently enrolled students may withhold disclosure of this information to non-institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar. Otherwise, the College assumes that the student approves of disclosure of that information.

4.8. BEHAVIOR ON CAMPUS

Students are to observe appropriate behavior while on campus. Since classes are in session most of the day, students are reminded to keep hallway noise and activity at a minimum. The student lounge and the student union are available for students between classes. A Code of Conduct for Students is explained in the Student Handbook.

4.9. STUDENT EMAIL & IQWEB ACCOUNTS

All students are required to have Donnelly Email accounts. New students fill out Email and IQWeb applications in Rooms 303/305 as part of registration process. Returning students who don’t have Email accounts have to contact Computer Services in Room 305. Student Email accounts are to be disabled upon 3 months of inactivity. Messages to students will be sent primarily through the e-mail. Students may check e-mail in the computer labs or in the library. Students needing help with e-mail accounts should contact the Computer Services Office.

4.10. IDENTIFICATION CARDS

Student ID Cards are available in the library during registration and all semester long. Students will need an ID card to check out library materials. A student ID card can be used at many theaters, bookstores, etc, to obtain student discounts. Student ID cards from a previous semester can be updated instead of issuing a new ID. Students must provide proof of registration. ID card replacements are \$3.00.

4.11. HEALTH INSURANCE

The college does not provide health and accident insurance for students but does have information on a variety of plans which students may purchase. Contact the Student Services Office in Room 116 or 118 or see the bulletin board on the first floor.

4.12. HEALTH SERVICES

The college does not provide on-campus medical services, nor does it assume responsibility for injuries incurred by students while participating in college activities. Medical services are readily available at local clinics and hospitals. The college reserves the right to require a medical examination for any student at any time. When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical report from a licensed physician must be filed with the Dean of Student and Community Services. The Dean of Student and Community Services will review the medical record report and may deny permission for the student to participate in a program, course or activity.

4.13. MESSAGES FOR STUDENTS

Classes are not interrupted for delivery of messages to students. Students are requested to advise family and friends of this policy. Special consideration will be given in the event of an extreme emergency. All messages to students are handled through Student Services Offices, Room 116 or 118.

4.14. APPROVED NOTICES OF SERVICES

Notices of services available to the students from the local community will be posted on the bulletin boards near the first floor elevators. All notices are handled through the Student Services Offices, Room 116 or 118.

4.15. VOTER REGISTRATION

Students may register to vote in Room 116, 118 or in the library during regular office hours.

4.16 RESIDENCE HALL

Housing is available for students enrolled in a minimum of 9 credit hours each fall and spring semesters. Students residing in the residence hall during the summer must enroll for fall classes in spring.

4.16.1 Procedure

Domestic students must undergo a background check. At the College's discretion any applicant may be denied residence in campus housing. Applications, along with other appropriate paper work, are available in the Dean of Student and Community Services offices.

Each student moving in will be asked to complete a room inventory form to be submitted to the Dean of Student and Community Services' office.

The student must check out with Student Services. Together the resident and a Student Services representative will inspect the room and residence hall move out form.

4.16.2 Fees

All money is collected in the Business Office. The Dean of Student and Community Services does not accept money.

Rent is due in full for spring and fall semesters. For June and July students can pay on a monthly basis. The rent is due the 1st day of the month in June and July; however, students are given a 5 day grace period. On the 5th day a late charge of \$50.00 will be added. After the 7th day, if the rent has not been paid, the student will be evicted. Personal belongings will either be sold or disposed of. The entire rent for the month and the \$50 late charge will still be owed.

Students who work for Donnelly College during summer or employees who work year round may deduct rent from their paychecks. Contact the Business Office to fill out the appropriate paperwork.

4.16.2.1

Students pay a \$100.00 non-refundable deposit before moving in.

4.16.2.2

Students may be fined for the campus residency violations listed below. The fine(s) must be paid prior to enrollment and/or before student records are released.

Littering on the grounds	\$10.00
Leaving trash outside room	\$10.00 per bag
Having a grill and/or hot plate in room	\$25.00
Exiting through emergency exits	\$25.00
Allowing visitors after curfew	\$25.00
Setting off fire alarms due to incense, candles	\$25.00
Removing furniture or other items belonging to Donnelly	\$25.00
Propping open entry/exit doors	\$50.00
Having a space heater in room	\$50.00
Tampering with the fire alarm or security cameras	\$100.00
Smoking in non-smoking areas	\$100.00
Allowing non-residents access to codes and building	\$100.00

Intentional damages done to furniture or the structure will be assessed at the cost to replace or repair the item or damage.

4.16.2.3

Lost or damaged access cards cost \$25 to replace.

4.16.2.4

Storage of personal property is for 30 days only. If items are not claimed, they will be discarded or sold.

Residents who want to store personal belongings can do so at a rate of \$25 per week. A storage agreement must be filled out and signed. Items must be labeled and moved by the resident. Before personal belongings can be released a receipt must be provided to the Dean of Student and Community Services indicating that all storage fees have been paid. The Dean will contact maintenance to provide an escort to remove items. If personal belongings are left beyond the contracted date, they will be discarded or sold.

4.16.3 EVICTION

A student can be evicted for non-payment of rent, for unauthorized possession of goods belonging to another resident or Donnelly College, graffiti, intentional destruction to Donnelly College, illegal drugs, possession of guns, ammunition or any other weapon that can inflict bodily harm, fighting, assault, disorderly conduct, arson, evidence of gang behavior, and harassment that could consist of sexual, racial or a threat to do bodily harm.

Students can also be evicted for underage consumption or possession of alcohol, selling, giving, or delivering alcoholic liquor to a minor. Consuming or possession of alcohol outside the individual's room or in the rooms of underage minors can be cause for eviction.

4.16.4 PERSONAL PROPERTY LOSS

Donnelly College is not liable for any damages or theft that may occur to residents' personal belongings. This includes personal belongings in storage.

4.16.5 ROOM ENTRY

Authorized personnel may enter student rooms to conduct a room check. Before authorized personnel enter they must knock and announce who they are. The following are reasons to enter rooms:

- Routine maintenance.
- To identify potential hazards or safety violations.
- If smoke (i.e., cigarette, incense, etc.) is smelled or seen coming from the room.
- If there is suspicion of foul play.
- To leave large packages that will not fit under the door.

4.16.6 ALCOHOLIC BEVERAGES

Consumption or possession of alcohol by minors in the residence hall is not permitted. Selling, giving, or delivering alcoholic liquor to a minor is not permitted. Students of legal age can consume alcohol in their room only. Alcohol is not permitted in any other area of the residence hall, including outside in the porch or picnic areas, the T.V. room, or in the rooms of underage minors.

4.16.7 FACULTY AND STAFF

Faculty and Staff employed 20 hours or more are eligible to reside in the residence hall. They are subject to the same rules and policies as students. Rent will be deducted monthly from paychecks.

PART FIVE: PERSONNEL

5.1. GENERAL (ALL EMPLOYEES)

These policies, procedures and benefits may vary at times as the College deems it necessary to respond to particular circumstances. These policies and procedures shall apply to current as well as to future employees, and may be changed, altered or modified by the College President with appropriate approval by the Board of Trustees. In general, these policies may serve as a guide to you to assist you in understanding your responsibilities to the College and the College's responsibilities to you. This Policy and Procedures Manual is not a contract of employment and does not impose any contractual or other obligation on the College. If you have any questions about these policies and/or procedures, please talk to your Division Supervisor or the Director of Business Affairs.

5.1.1. Ethical Treatment

5.1.1.1. Equal Employment Opportunity

The College provides equal employment opportunity to all applicants for employment and all employees in accordance with the law. The College strictly prohibits any unlawful discrimination against applicants or employees because of their race, color, creed, religion, sex, age, national origin, ancestry or disability. Employment decisions are made on the basis of bonafide occupational qualifications such as merit, experience, education, demonstrated performance and competency.

5.1.1.2. Affirmative Action Policy

Donnelly College will utilize affirmative action strategies when necessary to achieve prompt and full utilization of minorities, the disabled, women and other protected classes at all levels and in all segments of the work force. The necessity for such strategies shall be reviewed at least annually to achieve these stated objectives.

5.1.1.3. Sexual, Racial, and Other Unlawful Harassment and/or Discrimination

The College strictly prohibits, in accordance with the law, any unlawful harassment on the basis of sex. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The College also strictly prohibits, in accordance with the law, any unlawful harassment or offensive conduct related to any person's race, color, creed, religion, sex, age,

national origin, ancestry or disability. This specifically includes, but is not limited to, conduct such as racial or ethnic slurs or other derogatory statements relating to a person's race, color, creed, religion, sex, age, or other protected status.

If any employee believes that he or she has been subjected to treatment in violation of this policy, or any employee has information relating to the treatment of a fellow employee in possible violation of this policy, the employee should immediately report it to any supervisor, manager, or officer, or, if the employee prefers, the Director of Business Affairs. There will be no retaliation against an employee for reporting unlawful discrimination or harassment.

Any such complaints will be handled in accordance with the procedures set out in the Discrimination/Harassment Grievance Procedures.

All employees are required to accept responsibility for maintaining the College free of unlawful discrimination or harassment. The College will not tolerate unlawful discrimination or harassment against its employees or applicants for employment.

Discrimination/Harassment Grievance Procedures

Any current employee of Donnelly College alleging discriminatory treatment or harassment in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve the allegation informally by bringing the matter to the attention of the accused party and requesting that the objectionable behavior cease. If this does not resolve the discrimination or harassment, the grievant may request that his/her supervisor set up a meeting of the grievant, the accused, and their supervisors to discuss the allegations.

If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the division supervisor of the other party within 15 working days of the alleged offense. All grievances must contain the following information:

1. A clear and concise written statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date and time of the alleged act, and a statement describing the specific supporting evidence.
2. A brief summary of prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of previous discussions.
3. A specific statement of the remedial action or relief sought.

Upon receipt of the grievance, the division supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

If the grievance cannot be resolved after this discussion, the division supervisor(s), in consultation with the President, will convene a Grievance Committee composed of three persons: One member chosen by the grievant; one member chosen by the responding person and a third member to be chosen by the President and mutually agreed upon by the other two members of the Grievance Committee.

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

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

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

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

- a) a statement of the purpose of the hearing

- b) issues considered
- c) a summary of the evidence presented and findings of the facts as developed at the hearings
- d) recommendations for final disposition of the case

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee.

At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of the majority of the committee members and of the respondent. These proceedings may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee.

In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future. Either the grievant or the respondent has the right to appeal the decision of the Grievance Committee to the Board of Trustees. Such an appeal will be made through the President, and must be made within 15 working days. The decision of the Board will be final. This policy is not applicable to any person whose employment at Donnelly has ended through either termination or resignation.

5.1.2. Health and Safety

5.1.2.1. Substance Abuse Policy

Donnelly is committed to the maintenance of a drug-free environment and workplace for students and employees. As a condition of employment, all employees must agree to abide by the College's commitment that the unlawful manufacture, distribution; dispensing, possession or use of a controlled substance in the workplace is prohibited.

Employees also agree to notify the College within five days of any personal criminal drug statute conviction. Employees convicted under such statutes may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program and/or be subject to appropriate personnel actions up to and including termination.

5.1.3. Employment Procedures

The President and the Director of Business Affairs will be responsible for preparing and maintaining thorough position descriptions. Such position descriptions should contain the designation as to whether the position covered by the description is categorized as exempt with contract, exempt with letter of employment, or non-exempt, in addition to duty and qualification specifications. All position descriptions will be reviewed periodically to determine their continued accuracy, completeness, compliance with applicable standards of state and federal laws and relevance to the college's pay and

performance evaluation systems. Each employee will be assigned to a position classification approved by the President. Positions will be filled after the Division Supervisor notifies the Director of Business Affairs of the (Pending) vacancy and the President approves the request to fill the open or new position.

5.1.3.1. Internal Transfers/Promotions

When a full-time, non-faculty position becomes vacant, it will be made known through internal publications by the Director of Business Affairs. A minimum of one week will be allowed for anyone at Donnelly to apply for a vacant position. Lateral moves (i.e., to other positions of similar responsibility and comparable salary) will be considered after an employee has been in one position for at least one year. If an employee transfers, his/her current salary level does not transfer with him/her.

5.1.3.2. Advertising and Recruitment

If a vacant full-time position is not filled internally, external advertising will be made through newspapers of general circulation or appropriate job agencies as deemed appropriate by the Director of Business Affairs. All such advertisements will be coordinated through the Director of Public Relations.

5.1.3.3. Interviewing and Selection

All interviews for vacant positions must conform to Affirmative Action and Equal Employment Opportunity policies. All interviews are to be conducted by an "Interview Committee," consisting of at least two people selected by the Division Supervisor. The Committee should include colleagues who work in close proximity to assist in the hiring selection. Salary, fringe benefits, etc., will be explained to the interviewees.

The Division Supervisor will secure authorization from the President before offering a particular person the position. The Division Supervisor will also coordinate with the Business Office regarding new employee orientation and necessary forms that need to be filled out on the first day of employment.

5.1.3.4. Employment Agreements

No one other than the President of the College has the authority to enter into any legally enforceable contract with any employee or make any legally enforceable promise with such an employee, and only such legally enforceable contract or promise must be in writing and signed by both the President of the College and the employee.

5.1.3.5. Verification of Identify and Eligibility to Work

The United States government requires employers to verify the identity and employment eligibility of new employees within three days of being placed on the payroll. Therefore, in order to complete the employment process, applicants must supply documentation that can be used for this verification. Donnelly College requires

that all final applicants who are to be offered employment complete the I 9 form to confirm eligibility to work.

5.1.3.6. Orientation of New Employees

The division supervisor initiates an orientation program for the new employee to provide a systematic process for adjusting and adapting to the new job in a new environment. A checklist is provided to indicate steps to be taken during the first week to clarify job expectations, explain the college's organizational structure, and provide information on the history and mission of Donnelly College. A welcome luncheon each semester gives an opportunity for the new employees to meet each other, their supervisors, and administrative personnel.

The Director of Business schedules a new employee orientation to explain the benefits available, so the employee can decide whether to accept or decline participation.

5.1.4. Paychecks

5.1.4.1. Pay Dates

Donnelly College is on a Bi-Weekly pay frequency. However, Adjunct, Work-study and overload pay will be paid on the second pay period of each month. The Business Office will publish each year an official calendar of pay dates. Some adjustments are made to accommodate holiday periods. Employee checks will be ready to pick-up in the Business Office after 9:00 a.m. on pay-day. Checks not picked up by Monday at 4:00 p.m. following Friday's pay will be mailed to the address on record). Employees may enroll in Direct Deposit by bringing a cancelled check or deposit slip to the Business Office Manager.

5.1.5. Employee Benefits

Donnelly College provides a balanced program of benefits which includes: retirement plans, medical, dental, vision and life insurance programs as well as educational benefits in the form of tuition remission. At the time of employment, the Business Office will provide information and enrollment forms for such programs. In addition to these benefits, the College seeks to provide a variety of other services, each of which is explained in the following paragraphs. **Only full-time personnel are eligible for all benefits.**

New employees should decide immediately upon employment the benefits in which they are interested so that limited eligibility periods may be met and coverage may become effective at the earliest possible date. An employee who leaves Donnelly for any reason may be entitled to continuation of coverage under the benefit plans currently in effect at his/her own expense. See the Business Office for details.

Should an employee wish to change any benefit plans for any reason, they should contact the Business Office. Cancellations are only accepted if you have a life changing event, for example: marriage, birth of a child, job loss (spouse), change of job. The Business Office will require a letter from the insured explaining the life change.

5.1.5.1. Group Medical Insurance

Full-time employees of the College are eligible to participate in the Archdiocese of Kansas City in Kansas Employee Health Care Plan, which is administered by The Epoch Group. An employee has 31 days from the date of hire to elect or decline health care coverage. If the employee declines they cannot come into the plan at a later date except when a change in status (life changing event) occurs. Premium payments are payroll deductions (the premium calculation is the monthly amount divided by two and is deducted from the 1st and 2nd pay period each month). Employer pays 60% of the monthly premium for family or individual plans. You will be required to provide the EPOCH Group a Certificate of Credible Insurance if you want to have the waiting period for pre-existing conditions waived. You must notify the Business Office Manager within 6 weeks of the birth of a child.

5.1.5.2. Dental Insurance

Full-time employees of the College are eligible for dental care. If employees do not apply within 31 days of the date of hire, they cannot come into the plan at a later date except when a change in status occurs. Premium payments are payroll deductions. Employer pays 60% of the monthly premium. Contact the Business Office for application forms for health and dental insurance.

5.1.5.3. Short Term Disability, Life, Supplemental Life, Accidental Death and Dismemberment, Dependent Life and Supplemental Dependent Life

Full-time employees are offered the option to purchase life, accidental death and dismemberment, and short term disability insurance during the enrollment period. The employer pays one-half of the basic life monthly premium. Supplemental Life is paid 100% by the employee. Premium payments are payroll deductions.

Information booklet is on file in the Business Office. This policy is available through the Group Benefits Plan of the Archdiocese of Kansas City in Kansas. The group policy is issued by Hartford Life and Accident Insurance Company.

Full-time instructors are offered the option to purchase life, accidental death and dismemberment, and short term disability insurance during the enrollment period. The employer pays one-half of the basic life monthly premium. Supplemental life is paid 100 % by the employee. Premium payments are payroll deductions. Information booklet is on file in the Business Office. This policy is available through the Equitable Life Assurance Society.

5.1.5.4. Group Tax-Deferred Annuity

Inquire at the Business Office for details.

5.1.5.5. Worker's Compensation Insurance

Donnelly College employees are covered by Worker's Compensation Insurance for medical expenses incurred and loss of earning power, resulting from work-related injuries. The College bears the total cost of this insurance.

5.1.5.6. Flex Spending Accounts

The College offers employees pre-tax deductions for medical expenses, health and dental premiums and day-care expenses. Employees must enroll each year.

5.1.5.7. Sick Leave

The purpose of Sick Leave is to establish provisions which will enable the ill employee to remain off the job until well enough to return to work, and to avoid subjecting co-workers to illnesses which might be contagious. Sick Leave is a privilege which the employee can exercise in the event of an illness or disability. Leave necessitated by pregnancy or childbirth conditions will be granted under the same terms and conditions as Sick Leave. Sick Leave is seven (7) working days per year, cumulative to 30 working days. No Sick Leave accrues for period of leave without pay. Upon separation from employment or retirement, employees will not receive payment for accrued Sick Leave.

When an authorized college holiday falls within an eligible employee's Sick Leave period, Sick Leave is charged only for the actual Sick Leave days, not the holiday.

The Division Supervisor is to be notified when requesting Sick Leave. The division supervisor will approve and keep a permanent record of sick leave accrued and used. Forms are available for this purpose.

5.1.5.8. Emergency Leave

Emergency Leave is non-cumulative. Three (3) days emergency leave will be granted per year.

Emergency Leave includes death in the family, illness in the family requiring the employee's presence, and other legitimate instances to be determined by the President.

5.1.5.9. Jury Duty

Donnelly encourages responsible citizenship among its employees. If notification is received by an employee to report for jury duty, the supervisor should be notified immediately and be provided a copy of the summons for the record. The division supervisor will approve and keep a record of jury duty leave. Employees will continue to receive full college pay while on jury duty.

5.1.5.10. Family and Medical Leave

It is the intent of Donnelly College to comply with all applicable provisions of the Family and Medical Leave Act, 29U.S.C. &&261 et.seq. Under the FMLA, eligible employees with a minimum of twelve (12) months of service are entitled to take up to twelve (12) weeks of leave per fiscal year in certain circumstances for personal and family medical reasons. The leave is unpaid. Details can be obtained by contacting the Business Office.

5.1.5.11. Domestic Abuse Policy

5.1.5.11.1 Leave For Victims of Domestic Violence, Abuse and Sexual Assault

Employees who are victims of domestic abuse (including physical violence and/or sexual assault), may take leave from work to:

- Obtain protection for the employee or his/her child(ren), such as restraining orders or injunctions,
- Seek medical attention for injuries caused by the abuse,
- Seek help from domestic violence shelters or programs, or
- Make court appearances in connection with the abuse.

Such leave should be scheduled in advance with the President or his designee whenever possible. The employee must provide documentation to certify the nature of the leave. If the leave is scheduled in advance, the employee must submit the documentation within 48 hours after returning from the scheduled leave. If the leave is unscheduled, the employee must submit the documentation within 48 hours after the start of the unscheduled leave. Such documentation should be given to the President or his designee and may consist of one or more of the following:

- A police report indicating that the employee was a victim of domestic abuse,
- A court order protecting the employee from the perpetrator of the abuse, or other evidence that the employee has appeared in court in relation to domestic abuse, or
- Documentation from a health care provider, an advocate for victims of domestic violence or sexual assault, or a counselor that the employee was undergoing treatment for physical or mental injuries caused by an act of domestic abuse.

Employees requiring this type of leave may use any accrued paid time off (sick or vacation leave). Once this accrued time is exhausted, the employee may use unpaid time off. The total number of days available for leave under this policy is limited to eight days per calendar year.

For the purposes of this policy, domestic abuse means any of the following when caused by a domestic partner or household member:

- Intentional infliction of bodily harm,
- Causing fear of bodily harm by physical threat, or

- With respect to a child under the age of 16 (who is not the spouse of the offender), sexual intercourse, lewd fondling or touching of either the minor or the offender with the intention or arousing of satisfying sexual desires.

The President or his designee will take all necessary precautions to protect the confidentiality of the employee and any documentation provided to substantiate a request for time off under this policy.

5.1.5.12. Archdiocesan Retirement Plan

All lay employees who have attained the age of 25 and average 30 hours per week are included in an Archdiocesan Retirement Plan. An enrollment form is required for each employee. The enrollment form is completed in January following the completion of two years of service. Employees become vested after ten years of employment. An employee may not waive participation. A booklet explaining the details of the plan is available in the Business Office.

5.1.5.13. Tuition Waiver

The College grants waiver of tuition for attendance at Donnelly to all full-time employees and to the spouses and dependent children of same, provided such students have necessary academic entrance requirements and maintain the academic standards of the College. These students will be required to apply for Financial Aid.

5.1.5.14. Tuition Remission

The College has entered into tuition remission agreements with several other institutions. See the Human Resources Office for details.

5.1.5.15. Midwest Regional Credit Union

Located on the Kansas City Kansas Community College campus, 7240 State Avenue, Kansas City, Kansas, the Midwest Regional Credit Union has invited persons in the parochial school system to join the Credit Union. No monthly service fee on checking and interest paid on account balances with an average monthly balance of \$1,000 per month and they offer Bounce Back protection. The College offers payroll deduction service. For further information, call 334-4200.

5.1.5.16. Supplementary Retirement Plans

On September 8, 1994, the Board of Trustees authorized the College to establish a supplementary retirement plan through the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF). This is a voluntary plan in which any employee may participate and serves as a way to supplement the Archdiocesan Retirement Plan. Details are available in the Business Office.

5.1.6. Personnel Records

Accurate personnel records are important to the employee and the College. The administration of many of the benefit plans is dependent upon accurate information about family members.

It is the employee's responsibility to maintain the following information with the Business Office and to report immediately all changes, including:

1. Home address and telephone number
2. Persons to be notified in case of an emergency
3. Legal change of name
4. Marital status for benefit plan purposes
5. Number of dependents on Federal and State Income Tax Withholding
6. Dependents on insurance coverage
7. Insurance and benefit plan beneficiaries.

The division supervisor will be responsible for providing the Business Office with employee records of approved leave of whatever kind (sick leave, vacation leave, jury duty, emergency, etc.). Personnel records are maintained to document employment related decisions and to comply with government recordkeeping and employment requirements. Personnel Records are the property of Donnelly College. Access to an employee's personnel file is restricted to that which is necessary for the conduct of Donnelly's business or as required by law.

5.1.7. Supervision of Family Members

To avoid situations where the opportunity or perception of bias may occur, employees may not supervise directly or indirectly (i.e., input on evaluation, employment status, promotion or compensation) members of their immediate family; viz., spouse, parents, children, siblings, in-laws, without approval of the President.

5.1.8. Consultation and Other Extramural Activities

Full-time employees are expected to devote a full-time commitment to their work responsibilities. However, it is recognized that besides these responsibilities, consultation and other services outside of the College may be conducted by employees.

The College, therefore, may approve such activities when they do not unduly reduce attention to other College responsibilities. Involvement in such activities requires approval of the Division Supervisor.

5.1.9. Partisan Political Activity Prohibition

As a 501 C3 organization, Donnelly College prohibits employees who engage in partisan political activity from representing themselves as spokespersons for the college. Such actions are also prohibited during work time or using Donnelly College resources. Employees involved in partisan political activity must see that this is clearly recognized as the exercise of their individual rights and has no association with the college.

5.1.10. Mail and Mailbox Locations

All employees have a mailbox located in the First Floor mailroom.

5.1.11. Parking and Vehicle Registration

Donnelly College has approximately 175 vehicle parking spaces in the east, north, and south parking lots. The College also has parking available in the lot south of the College and across 18th Street in the parking lot of the Macedonia Missionary Baptist Church. Parking is available for students, employees, and guests on a first come, first serve basis (no assigned parking spaces). During registration students are assigned parking stickers for their vehicles in the Library. Unauthorized vehicles parked in the parking lot for more than twenty four hours are reported to the Kansas City, Kansas Community Police Department. They come immediately and place a sticker that allows the vehicle owner one week to remove or be towed.

5.1.12. Email Accounts and Website Space

New employees fill out a request form (including Email, Telephone password, Long distance code, Copier code, Room key, etc.) obtained from Human Resource office. Email, voice mail, and other passwords will be removed upon employee termination. All Email account users are subjected to follow Computer User Policy at Donnelly College.

5.1.13. Exit Interview and Final Paycheck

Each employee who terminates employment will have a scheduled exit interview with the Director of Business Affairs and the Human Resource Office Manager. During the interview the employee will turn over all Donnelly College property. All benefits will be discussed (continuation or cancellation dates acknowledged and understood by the terminated employee). A check-list is used which includes the final pay (including unused vacation), all benefit cancellation dates, all property returned and signed by the terminating employee and the Director of Business Affairs.

5.2. NON-FACULTY EMPLOYEES

5.2.1. Classification and Employment Status for Non-faculty Employees

Full-time/part-time: Full-time staff or administrative personnel will work a minimum of 30 hours of the normal work week consisting of 35 hours. Only full-time personnel are eligible for all fringe benefits. Part-time personnel (those working less than 30 hours per week) are eligible for only Unemployment and Worker's Compensation.

Full-time or Part-time employees will be generally described as Faculty, Administrator, or Support Staff depending on position responsibilities as described in the job description. Full-time or part-time employees may be issued a contract by the President or may be issued a letter of employment (non-contractual). Full-time employees can be classified as exempt or non-exempt depending on their expertise and responsibilities in accordance with the guidelines set forth by the Department of Labor.

5.2.1.1. Non-exempt Employees

Federal law stipulates that certain employees are covered by the Fair Labor Standards Act of 1938. Such employees are covered by the minimum wage and overtime provisions of that Act. These employees are, therefore, classified as non-exempt personnel and typically provide all of the important support services for the College. This includes such positions as secretary, clerk, receptionist, bookkeeper, security guard, maintenance person and others. These employees are paid on the basis of completed time cards. Typically such persons do not have supervisory responsibilities nor are they provided annual contracts. Their employment is for no definite period of time and they may resign at any time and for any reason with appropriate notice. They also may be terminated at any time and for any reason with appropriate advance notice.

No commitment for employment of any specific duration or for life is binding upon the College unless set forth in a written employment contract signed by the President. No employee of the College has the authority to waive this policy or to authorize exceptions orally or in writing. Full-time or part-time employees classified as non-exempt are required to turn in a time sheet, signed by their immediate supervisor for each pay period.

5.2.1.2. Exempt Employees

Not all employees are covered by all provisions of the Fair Labor Standards Act. Certain employees, while covered by the record-keeping provisions of the Act, are exempt from the overtime and minimum wage requirements. These employees are classified as exempt personnel and typically include executive or administrative employees, and employees who have substantial supervisory responsibilities.

Exempt employees may be hired on the basis of an annual contract or a letter of employment as determined by the President. Employees on a letter of employment will not be employed for a definite period of time.

5.2.2. Contracts for Exempt Employees

An exempt staff member employed in a management or supervisory capacity full-time may receive an annual contract ending June 30, or may be employed on the basis of a letter of employment for an unspecified period of time. Whether the employee receives a contract or a letter of employment will be the decision of the president. If the College decides not to renew the contract of an exempt employee, the employee will receive written notice of non-renewal by March 16 of each year. However, employment contracts of employees with contracts that have a definite ending date may be non-renewed or not extended without cause and without any reason or reasons being given for such action. The fact that such an employee's contract has been renewed in the past shall not be deemed to create an expectation of continued employment beyond the contract expiration date, nor shall it create any protected property interest in employment beyond the contract expiration date. A contract becomes null and void if it is not signed and returned within two weeks from the time it is offered.

5.2.3. Introductory Period of Employment

The first ninety (90) days of employment is an introductory period for two purposes: 1) This period gives the employee an opportunity to learn the duties of the position and to evaluate the job in terms of his/her original expectations; 2) It also allows supervisors time to initiate and train new employees, to measure their progress, and to assess their performance.

At the end of the ninety-day period, the immediate supervisor will make a written evaluation of the employee's performance. The evaluation will be shared and discussed with the employee and the division supervisor. A copy of the evaluation will be submitted to the Business Office. Consistent with Donnelly's general policy regarding non-exempt employees, such employees may be discharged during the introductory period at the sole discretion of the College.

5.2.4. Performance Evaluation of Staff members

An annual performance review is made of all staff members by their immediate supervisor. Comprehensive reviews involving appropriate input from colleagues, subordinates and faculty members will occur at least every three years for all exempt staff members. Written reports of the employee's job performance are shared with the Division Supervisor and are available for the employee to review and make any comments.

5.2.5. Salary Review

The division supervisors are given the opportunity to have input on the salary review and to make recommendations. Consideration is given to the individual employee's responsibilities and his/her effectiveness of performance. Final salary determinations for all staff are made by the President. After the salaries have been determined, the division supervisors advise employees of their salary and benefits for the following fiscal year. This is normally done in March shortly after the employee's evaluation has been completed. Salary increases take effect July 1 of each year when the new fiscal year begins.

5.2.6. Non-faculty Leave

5.1.6.1. Paid Holidays

Donnelly College observes the following holidays:

1. Christmas Eve through new Year's Day, inclusive
2. Martin Luther King, Jr. Day
3. Good Friday
4. Two days scheduled during Spring Break, plus One additional day in lieu of President's Day
5. Memorial Day
6. Independence Day
7. Labor Day
8. Wednesday before Thanksgiving, Thanksgiving and the following Friday
9. Personal Day (normally employee's birthday or wedding anniversary)

5.1.6.2. Vacation

All non-faculty employees are expected to take annual vacations from work in order to refresh themselves and prepare for the duties of the coming year. Scheduling of vacation time requires advance approval of the employee's immediate and division supervisor. However, every effort will be made to accommodate the personal wishes of the employee. The Division Administrator will keep a record of approved vacation leave and provide a copy for the Business Office. Exempt employees are provided 15 working days of vacation each year. Non-exempt employees are provided vacation in accordance with the number of years employed by the college. Nonexempt employees have 10 working days following one full year of employment; 12 days after 5 full years; and 15 days after 10 full years of employment.

Vacation days accrue at a monthly rate. Vacation time is computed from the time the employee starts work until the end of the fiscal year (June 30). New vacation accumulates beginning July 1 through June 30. Vacation accrued but unused at the end of the fiscal year must be used by December 31 of the same calendar year. In those

cases where it is deemed by the College that the June 30 vacation balance cannot be used in full before December 31, the deadline for taking vacation may be extended to March 31 provided the division supervisor requests the extension prior to December 31. The extension must indicate the specific dates the vacation will be used and is subject to the approval of the President.

5.2.7. Working Hours and Employee Attendance

Regular hours of work are from 8:30 a.m. to 4:30 p.m. with one hour for lunch Monday through Friday (35 hour work week). Summer hours may differ as determined by the President but will not exceed 35 hours for a full time employee. The nature of work in some departments necessitates arranging special work schedules for some employees. Where necessary, special work hours are assigned on a need basis by the division. Each hourly employee is to maintain a record of the hours worked each day and file such reports with appropriate supervisor each pay period. These records must be approved by the division supervisor and submitted to the Business Office for paychecks to be written.

5.2.8. Unexpected Absences

Non-faculty, non-exempt employees are expected to be at their place of employment daily at 8:30 a.m. or other assigned starting time. When unexpected circumstances occur which prevent an employee from being at work on time, the employee must notify his/her supervisor prior to the employee's starting time. If contact cannot be made with the supervisor, a message should be left on the voice-mail of the supervisor. Employees who fail to adhere to the tardiness policy will be penalized vacation time or, if there is no unused vacation time, pay. Employees with an unexcused absence from work are subject to termination.

5.2.9. Overtime for Non-exempt Employees

Ordinarily the College does not require its non-exempt hourly employees to work more than their regularly scheduled work week. Sometimes, however, it becomes necessary for various departments/supervisors to ask some employees to work more than the normally scheduled 35 hour work week.

The Federal Labor Standards Act requires that employers compensate employees at a rate of one and one-half times the regular rate for more than forty hours of work per week. When non-exempt employees work more than thirty-five (35) hours in a week, they will be provided compensatory time up to five (5) hours for that week. Time worked over forty (40) hours will be compensated at a pay rate of one and one-half times the employee's regular rate.

5.2.10. Non-faculty Employee Resignation

5.2.10.1. Non-exempt Employee Resignation

Non-exempt employees intending to resign should submit to their immediate supervisor written notice of intent 14 days in advance of leaving. Failure to give this advance notice cancels all rights to vacation time that may have accumulated.

Employees are considered to have resigned when they leave of their own accord, fail to return from an authorized leave of absence, or fail to report to work and fail to provide their supervisor with a valid excuse within a reasonable period of time (See page 68, “Unexpected Absences”). Final pay may include vacation time, if due, but no accrued sick leave.

5.2.10.2. Exempt Employee Resignation

Exempt personnel with annual contracts are expected to complete the terms of their contracted period of employment. Failure to complete the contractual agreement cancels all rights to vacation time that may have accumulated. Final pay may include vacation time, if due, but no accrued sick leave.

5.2.11. Termination of Non-faculty Employees

5.2.11.1. Termination of Non-exempt and Exempt Non-contracted Personnel

A non-exempt staff person or an exempt non-contracted staff person may be discharged for any reason with two weeks’ notice. The employee’s division supervisor also may terminate the employee effective immediately and provide two weeks severance pay if such action appears to be in the best interest of the College or the employee. In such cases, the employee, if eligible for accrued vacation, is entitled to payment.

5.2.11.2. Termination of Contracts of Exempt, Non-faculty Personnel

Termination of contracted non-faculty personnel before the end of the specified term will be preceded by discussions between the affected employee and supervising administrative officers in regard to the reasons for termination of contract and looking toward mutual agreement. In the event of termination, a minimum of two weeks notice will be given to terminated personnel. Specific circumstances which may constitute due cause for termination of contract include:

- 1) Ill health, as confirmed by medical opinion, which would not permit the carrying out of full responsibilities.
- 2) The finding, as confirmed by the Board of Trustees, that financial considerations arising from lack of enrollment or other sources necessitates a reduction of programs and/or staff.

- 3) Failure of the contracted employee to maintain the conditions expressed or implied, under which the contract was signed.
- 4) Failure to maintain competent performance levels as confirmed by objective appraisals.
- 5) Conduct in violation of any College policies or procedure.
- 6) Ineffectiveness in constructively carrying out the aims and objectives of the college.
- 7) Personal conduct which reflects unfavorably on the College or inhibits its effectiveness in carrying out its aims and objectives.

A written appeal of the notice of termination from the president can be made by delivery of such appeal to the president and the Chair of the Board within fifteen (15) working days of written notification of the President's decision to terminate.

5.2.12. Non-faculty Professional Development

Non-faculty personnel are encouraged to achieve greater excellence by engaging in learning and other professional activities that will enable them to do a better job. At the time of his/her annual performance review each employee should discuss with his/her supervisor plans for professional development.

5.3. FACULTY

5.3.1. Credentials

As a rule, instructors will hold a Master's or other advanced degree. Instructors who do not have a Master's degree will be required to earn a Master's degree within five years from the time of employment.

Any change in professional proficiency of a faculty member should be made known to the Dean of Instructions. These changes may include: Transcripts of higher degrees, records of research or publication, advanced studies, committee appointments or services, attendance at major educational meetings, papers and lectures delivered away from the College, recognition by education, civic, or religious groups.

Academic files, together with curriculum vitae for each faculty member, are kept in the Offices of the Dean of Instructions and are updated each year.

5.3.2. Faculty Contracts

Contracts are issued to full-time faculty members in March each year for the school year beginning in August. In general, a teaching load of 15 credit hours each semester is considered full-time. Detailed explanation is provided in a later section of this Handbook under "Professional Responsibilities." Only full-time personnel are eligible for all fringe benefits. Part time personnel are eligible only for Unemployment Compensation and Credit Union benefits.

5.3.3. Appointment, Non-reappointment

A mutual responsibility is shared by the institution and the instructor regarding any appointment or non-reappointment of employment for the succeeding academic year.

Notice of non-reappointment, or of intent not to reappoint, is given in writing to the instructor no later than March 1 of the academic year of service. However, employment contracts of employees with contracts that have a definite ending date may be non-renewed or not extended without cause and without any reason or reasons being given for such action. The fact that such an employee's contract has been renewed in the past shall not be deemed to create an expectation of continued employment beyond the contract expiration date, nor shall it create any protected property interest in employment beyond the contract expiration date.

The instructor notifies the President no later than March 1 of the academic year of his/her intention to terminate employment at the end of the contract year.

A contract becomes null and void if it is not signed and returned within two weeks from the time it is offered.

5.3.4. Working Hours

Each full-time instructor is expected to be on campus at least thirty hours through five days of each week that classes are in session. A minimum of five office hours each week is to be scheduled for professional services. Conference hours for consultation and guidance at times convenient for the students should be posted outside each faculty member's office and filed with the Dean of Instruction.

5.3.4.1. Faculty Full-time Load

Faculty load is defined in terms of full-time equivalency for a two-semester academic year. As a rule, a full-time load consists of thirty credit hours of teaching per year, usually fifteen credit hours each semester. One laboratory period clock hour will be considered .75 of a credit hour.

Full-time loads may include at least one evening class. No more than three course preparations are expected. Average class size is not less than 12 or more than 25.

Besides teaching, the full-time instructor's duties include:

- 1) Attendance at division, assembly, community meetings and instructional workshops.
- 2) A minimum of five office hours per week will be posted on the office door and maintained at a time available to students.
- 3) Participation on at least one committee, with possible service on two.

Schedules of class periods, registration assignments, and office hours are to be arranged so that the Instructor renders service over the 175 days designated by the school calendar as the contract period.

The instructional load may be adjusted by consultation with the Dean of Instruction each semester. If the number of credit hours assigned exceeds the maximum, any of the following adjustments may be made in lieu of additional pay:

- 1) The instructional load may be reduced in the Spring semester of the school term.
- 2) No evening class will be scheduled.
- 3) The number of course preparations may be reduced.
- 4) Additional compensation will be made if the maximum is exceeded both semesters.

If the number of credit hours assigned is below the minimum, any of the following adjustments may be asked:

- 1) More than one evening class may be scheduled.
- 2) An additional course preparation may be assigned.
- 3) Various administrative or quasi-administrative roles may be requested.
- 4) An instructional load may be balanced by an additional load the following semester.
- 5) The instructor may teach a summer course (without additional compensation).

Any released time arrangements must be approved by the president.

5.3.4.2. Faculty Overload

An instructor whose teaching load exceeds full-time as described above will be compensated according to an agreement reached with the Dean of Instruction at the beginning of the year. Ordinarily, extra classes will be compensated according to the payment offered for adjunct instructors. Occasionally, other duties may be requested of an instructor by mutual agreement.

5.3.4.3. Faculty Part-time

Over time several different types of part-time instruction have developed at the College. The following is proposed to clarify and form a policy foundation related to part-time instruction at Donnelly. We propose three classifications of part-time instructors; contract, adjunct, hourly.

Contract: This classification applies to instructors with less than 30 credit hours of contracted instruction in an academic year, excluding fulltime faculty with off load resulting in less than thirty credit hours of instruction. Part-time contract instructors will fulfill all requirements outlined in the *Policies & Procedures Manual* for fulltime faculty, with the exception of the 30 credit hours of annual instruction requirement.

Adjunct: This classification applies to instructors hired on a course-by-course basis, not normally to exceed 12 credit hours per semester. Adjunct instructors serve as the instructor of record, independently complete academic assessment of students in their assigned classes, submit requests for “incomplete” grades, develop lesson plans, and are the College’s liaison for students’ in their assigned courses. Additionally, adjunct instructors may be required to participate in curricular development, and program assessments.

Hourly: This classification applies to instructors hired on an hourly basis, not to exceed 29 hours per week. Hourly instructors report to an instructor of record for the courses they teach. The instructor of record completes academic assessment of students in their assigned classes, submit requests for “incomplete” grades, develop lesson plans, and are the College’s liaison for students’ in their assigned courses. The hourly instructor delivers the curriculum and lesson plans as assigned by the instructor of record. Hourly instructors will be compensated on an hourly basis for all work related to the delivery of their courses.

5.3.5. Unexpected Absences of Faculty

An instructor may not be absent from class without the approval of the Dean of Instruction. If the instructor must be absent from class or from office hours he/she reports the anticipated absence in writing to the Dean of Instruction as far in advance as possible. In the case of an absence from class, it is the responsibility of the Dean of Instruction and the faculty member to make arrangements so that the class period will prove a learning experience for the students. In the case of unexpected absence, the instructor notifies the Dean of Instruction who makes provision for the class. In the event of the absence of the Dean, the Registrar is notified. The instructor files an appropriate written form with the Dean of Instruction for each absence. An instructor with an unreported or unexcused absence from class may be subject to termination.

5.3.6. Faculty Resignation

Instructors are contracted for the year and are expected to fulfill their contract. However, if an instructor must resign before the expiration of the contract because ill health or family circumstances, a written notice of intent is submitted to the President at least 14 days in advance of leaving. Payment due will be consistent with the portion of contract filled and any accumulated sick leave due. Instructors are considered to have resigned when they leave of their own accord, fail to return from an authorized leave of absence, or fail to report to work and fail to provide their supervisor with a valid excuse within a reasonable period of time.

5.3.7. Termination of Faculty Contracts

Termination of the contract of faculty members before the end of the specified term will be preceded by discussions between the affected employee and the Division Supervisor in regard to the reasons for termination of contract and looking toward mutual agreement. Specific circumstances which may constitute due cause for termination of contract include:

- 1) Ill health, as confirmed by medical opinion, which would not permit the carrying out of full responsibilities.
- 2) The finding, as confirmed by the Board of Trustees, that financial considerations arising from lack of enrollment or other sources necessitates a reduction of programs and/or staff
- 3) Failure of the faculty member to maintain the conditions expressed or implied, under which the contract was signed.

- 4) Failure to keep and maintain accurate attendance records and make appropriate reports and withdrawals in a timely fashion.

These conditions include:

- 1) Maintenance of competent performance levels of teaching as confirmed by objective appraisals.
- 2) Professional performance of assignments outside the classroom.
- 3) Effectiveness in constructively carrying out the aims and objectives of the College: personal conduct which reflects unfavorably on the College or inhibits its effectiveness in carrying out its mission, aims and objectives.

A written appeal of the notice of termination from the president can be made by delivery of such appeal to the president and the Chair of the Board within fifteen (15) working days of written notification of the President's decision to terminate.

5.3.8. Academic Freedom

Donnelly College accepts the definition of academic freedom contained in the 1940 Statement of Principles on Academic Freedom and Tenure agreed to by the American Association of University Professors and the Association of American Colleges. Following are the relevant principles to which the College ascribes:

- 1) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution (1940).
- 2) Teachers are entitled to freedom in the classroom in discussing their subjects but should be careful not to introduce into their teaching controversial matter which has no relevance to the subjects being taught. (1940) Controversy is at the heart of the free academic inquiry which (this) entire statement is designed to foster. This passage serves to underscore the need for teachers to avoid persistently introducing intruding material which has no relation to the subject. Instructors are expected, however, to reflect a respectful attitude toward the teaching of the Roman Catholic Church.
- 3) As members of their community, teachers have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to the subjects, to their students, to their profession, and to their institutions. When they speak or act as private persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, teachers have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

5.3.9. Faculty Responsibilities

5.3.9.1. Syllabus

For any course that is scheduled, a course description must be on file in the Registrar's Office and a course syllabus must be filed with the Dean of Instruction.

The syllabus, to be filed before the first class and given to each student in each class at the beginning of the term, should include:

- 1) Instructor's name and title
- 2) Course name, number and number of credits
- 3) Class meeting time and location
- 4) Instructor's office location, phone, and office hours
- 5) Instructor's home phone (optional)
- 6) Course rationale
- 7) Course purpose, goals and objectives
- 8) Textbook information (author, title, edition, publisher)
- 9) Supplementary readings — mandatory and/or suggested
- 10) Attendance policy/Grading policy
- 11) Assessment criteria
- 12) Assignments and course calendar
- 13) Statement regarding disabilities/assistance

5.3.9.2. Textbooks

Instructors will recommend textbooks and place orders through the bookstore located in the Student Union. Book orders are placed within one week after publication of the Spring, Summer and Fall schedules. Instructors must seek approval for the adoption of textbooks by the Dean of Instruction. Selected textbooks must be used for a complete academic year, unless an exception is approved by the Bookstore.

5.3.9.3. Office Hours

A minimum of five office hours each week are to be scheduled for professional services. These office hours for consultation and guidance at times convenient for the students must be posted outside each faculty member's office and filed with the Dean of Instruction.

5.3.9.4. Notices and Announcements

Faculty members are responsible for information provided in any one of the following manners:

- 1) Individual notices placed in faculty mailboxes.
- 2) Announcements made at faculty meetings.

- 3) Information sent out as memos addressed to faculty, delivered by voice mail, or sent via email.
- 4) Information made available through the minutes of any meetings in which faculty members participated.
- 5) Information in all sections of the community handbook, catalog, and student handbook.
- 6) Information posted on the community electronic mail list.
- 7) Calendar of events distributed monthly.

5.3.9.5. Student Attendance Tracking

Failure to keep and maintain accurate attendance records and make appropriate reports in a timely fashion may be considered cause for termination of contract.

5.3.9.6. No-show Reporting Requirements

A student whose name appears on the class roster, but who does not report to class the first two weeks that the class is in session, must be withdrawn immediately by the instructor as a “no show” in the office of the Registrar.

5.3.10. Teaching Resources

5.3.10.1. Audiovisual Resources

All equipment housed in the library are to be scheduled and checked out. Any special arrangements for the reservation of space for the audiovisual room should be made with appropriate Library personnel. All reservations should be made twenty-four hours ahead of time to assure the availability of the equipment, and the equipment and materials must be returned immediately after use. Off-campus use of audiovisual materials must be approved by the Librarian. Borrower’s forms for film or video requests from Kansas City Public Libraries, Kansas City Kansas Community College or other agencies are to be filled out at the circulation desk. If a breakage or malfunction occurs to the equipment while assigned to an employee, the employee will report the fact to the Librarian.

5.3.10.2. Computers and Computer Labs

Faculty members are free to use computers in the Library, the faculty rooms, and the computer labs. Lab Assistants are available to give help if needed in the computer labs during all times that classes are in session. Workshops are scheduled each semester to provide training in new software as it becomes available. All instructors are encouraged to become acquainted with software available as aids in recordkeeping and test construction.

5.3.11. Emergency Classroom Procedures

On rare occasions, instructors may need to deal with emergency situations in the classroom. These emergencies may arise from health, behavior, or maintenance situations. If 911 is called in health emergencies, the caller should also remember to call Security at 913-433-3350 to indicate the floor and location where the emergency is located. In a behavioral emergency, Security should be alerted at 913-433-3350. If there is a maintenance emergency, call 913-433-3350 to reach maintenance personnel.

These measures are reserved for true emergencies. The person making the emergency call should file a written report with the Vice President.

5.3.12. Professional Development

Instructors are expected to evaluate and update themselves in whatever way is most helpful to them. It is strongly recommended that faculty members read professional journals in their fields to keep abreast of developments in higher education. Reading materials are made available through the Library. Instructors are encouraged to attend professional meetings whenever possible.

5.3.13. Performance Evaluation

Performance evaluation for faculty members, an important aspect of professional development, consists of three components:

- 1) Each Fall semester an evaluation survey is administered to students in each class under the supervision of the Dean of Instruction. Computerized results of these surveys are given to each faculty member for self-study.
- 2) A self-evaluation tool is used by each full-time faculty member in conjunction with the annual interview with the Dean of Instruction prior to renewal of contract. At that time, a plan for professional growth is agreed upon.
- 3) A third vehicle for performance evaluation is peer evaluation, which is conducted in Spring Semester within each department under the Dean of Instruction.

An annual performance review is made of all faculty members by their Division Supervisor each year. Written reports of the employee's job performance are filed with the Division Supervisor and are available for the employee to review and make any comments.

5.3.14. Salary Review

The salary scale for full-time faculty is updated each year by the Board of Trustees, generally allowing a cost of living increase in the base. Increments for experience are provided in the scale as well as gradations for difference in academic preparation. The initial step on the scale is determined at the issuance of the first year's contract.

Salary increases take effect July 1 of each year when the new fiscal year begins. The length of contract is 175 days of instruction, in-service workshops, meetings, registration and other academic related activities. A Calendar outlining the schedule for the following year is issued each Spring semester.

PART SIX: ENROLLMENT SERVICES

6.1. ADMISSIONS POLICY

In keeping with the mission of “providing an opportunity for higher education, with a special concern for those who would otherwise go unserved,” Donnelly College maintains an open admissions policy.

Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school, successfully passed the GED examination, or met Ability to Benefit testing standards approved by the U.S. Department of Education. Students will be enrolled in appropriate developmental courses if placement tests show they need to improve basic skills in reading, writing, and/or mathematics. As an equal opportunity institution, the college accepts applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability, or veteran status. Students who falsify admissions information and/or fail to submit all necessary transcripts are subject to academic dismissal.

6.2. REGISTRATION PROCEDURES

1. Complete an application form and return it to the Admissions Office.
2. If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Students Aid) and return it to the Financial Aid Office.
3. Request appropriate transcripts be sent to Donnelly College Registrar:
 - a. first-time college students have high school transcript or GED certificate indicating the date of graduation.
 - b. Transfer students have college or university transcript.
 - c. c. Part-time non-degree seeking adult students who want to take classes for personal or professional development are not requested to submit transcript; however, only nine hours may be accumulated in this manner.
4. Placement testing is required for first-time college students and some transfer students, unless waived through ACT scores. Testing is available during registration periods and at other times with an appointment.
5. Admission to certain classes may be restricted by mandatory placement for remedial courses and by pre-requisites for courses.
6. Students who enroll in classes are not officially registered until they make arrangements to pay tuition and fees. If students fail to pay or make arrangements to pay with the Business Office they may be withdrawn for classes.

6.3. FINANCIAL AID

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

6.3.1. Types and Criteria-see current College Catalog

6.3.2. Application Procedures

1. The application for admission to the college must be submitted to the Office of Admissions to begin the scholarship/grant process.
2. Applicants/students may make written appeal to the President of the College for waiver of any of these procedures, except those mandated by law.
3. Students must follow these procedures to be considered for financial aid.
4. These procedures will be reviewed annually.

6.3.3. Federal Financial Aid

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

6.3.4. State and Institutional Grants/Scholarships

1. Applicants seeking scholarship/grants must complete a Donnelly College Scholarship/Grant form.
2. Applicants seeking scholarships/grants may be required to complete the FAFSA before awards are considered.
3. R-1 visa applicants will be awarded grants at a level of 25% of tuition.

4. Donnelly College will not award institutional aid above and beyond tuition and fees, unless authorized by the President with the exception of the Bloch Scholars who may receive such aid at the discretion of the Bloch Scholarship Committee.
5. For academic scholarships, transcripts must be submitted for full consideration. This documentation should be included with the admission application if possible. Academic Scholarship awards are ultimately based on final, official transcripts.

6.3.5. Student Loan Policy

1. Students interested in the Federal Student Loan program must meet with the Financial Aid office. Steps to apply will be provided to the eligible students.
2. Students, who apply for a FFELP loan and are receiving institutional need-based aid, will have the institutional aid rescinded and the loan funds will replace the institutional aid. (Exception will be made for students who have a balance due for direct costs to Donnelly College.)
3. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid. Students may appeal the decision of the Director of Financial Aid to the President.
4. Students may appeal the decision of the Director of Financial Aid to the President.
5. Student loans will normally be distributed in two disbursements per semester.

6.3.6. Institutional Payment Plans

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

16-Week Courses

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

8-Week Courses

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

A \$20 fee will be assessed for late payments. If payment is not received, or other arrangements made, students may be removed from class rosters seven days after due

date. Collection and other costs related to failure to fulfill the terms of a payment plan agreement are the responsibility of the student.

6.3.7. Satisfactory Progress for Financial Aid Recipients

All students receiving financial assistance must comply with Donnelly College's Satisfactory Progress Policy For Financial Aid Recipients.

6.3.8. Policy for Return of Federal Study Aid (Title IV) Funds

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.

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 60% point of the semester. After this point 100% of the aid has been earned and no funds will be returned. A student's official withdrawal date is:

1. The date the student officially withdraws in the Registrar's office, in person or in writing.
2. The midpoint of the term is the official withdrawal date for the student who leaves without notification.

Donnelly College returns the following funds in the order below:

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

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

If this calculation determines that the student has not earned the total amount of the federal grant by attending classes through 60% of the semester, the student will be required to repay the unearned 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 50%. Amounts due to be returned to the loan program will be paid according to the terms of the promissory note. The lender will be notified of the date of the student's withdrawal. If the calculation indicates the student must return any federal monies previously given to him/her, the Donnelly College Business Office will send a bill to the student for these monies. If the student fails to make satisfactory payment to Donnelly College, the balance owed may be referred to the Department of Education for collection. The student would be ineligible for Federal Student Aid until

these monies are repaid. The fees, procedures and policies listed above 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.

6.3.9. Annual Progress Policy for Title IV Recipients

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

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

1. You must complete a minimum of 66% of all credit hours attempted. Grades of I, W, F, or U will not be considered completed hours. Transfer credits that are accepted will be included in the calculation of courses completed or attempted.
2. You may receive aid for a maximum of ninety-six (96) credit hours. The total number of hours may include up to thirty (30) hours of remedial or developmental coursework.
3. You must maintain the following minimum Cumulative Grade Point Average (GPA):

Total Credit Hours Attempted	Minimum Grade Point Average
1-24	1.4
25-48	1.8
49 or above	2.0

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

- 1) If you are not making satisfactory academic progress according to the above standards, you will be placed on Financial Aid Warning. A student on Financial Aid Warning is given one term to meet the standards of academic progress. When on Financial Aid Warning, you will continue to receive financial aid.
- 2) If you complete all the hours with a “C” or above, the next term for which you enroll, you will be able to continue on Financial Aid Warning.
- 3) If you fail to meet the satisfactory progress standards the next term for which you enroll, you will be placed on Financial Aid Suspension. When on Financial Aid Suspension you are unable to receive financial aid at Donnelly College.

You may appeal, in writing, the Financial Aid Suspension status to the Director of Financial Aid. The appeal must be for reasons such as a death of a family member, personal illness, or other situation beyond your control. If the appeal for Financial Aid Suspension is granted, you will be placed on Financial Aid Warning.

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

6.3.10. Tuition and Fees-see current College Catalog

6.3.10.1. Intensive English Program – (see current College Catalog)

6.3.10.2. Returned Check Fee

\$25.

6.3.10.3. College Credits Now – (see current College Catalog)

6.3.10.4. Refund Policy – (see current College Catalog)

PART SEVEN: BUSINESS OFFICE

7.1. BUDGET AND FINANCIAL PLANNING

The Director of Business Affairs shall develop and implement a chart of accounts, a system of financial accounting and procedures which are necessary to insure that all funds received and disbursed by the college are received and disbursed in accordance with board policies, state and federal laws and regulations, and the American Institute of Certified Public Accountants Audit Guide for Colleges and Universities.

The fiscal year for Donnelly College shall be the twelve-month period beginning on the first day of July in each year and ending on the last day of June in the succeeding calendar year.

7.1.1. Budget Divisions

Division	Dept	Description
1	00	General Institution
2	01	President
2	02	Dean of Student & Comm
2	03	Dean of Instruction
2	12	ESL
3	13	Registrar
3	14	Library
3	16	PR/Marketing
3	17	Fin. Aid
3	18	Admissions
3	19	Director of Development
3	20	Bus Office
3	21	Book-store
3	22	Maint/Security
3	23	Computer Services
3	24	Lansing
4	28	Developmental Ed
4	04	Baccalaureate
4	05	Humanities
4	06	Business
5	07	Allied Health
5	08	Math
5	08	K-State Grant
5	09	Title V
5	10	SSS
6	11	Inst. Research
6	26	Non-Federal Title V
7	29	Marian Hall
7	30	Dormitory

7.1.2. Budget Expense Codes

*Non-Salary Expenses

Expenses

Non-Salary Expenses

Teaching Supplies	5100
Student Activity	5200
Bloch	5600
K-State Grant	5953
Office Supplies	6100
Postage	6110
Telephone	6120
Memberships	6130
Training, Meetings, Workshops	6140
Travel and Transportation (Mileage, tolls, parking)	6141
Hospitality	6150
Outside Services	6160
Equip Lease/Maint, Repair, & Purchases <\$1,500	
Equipment Lease/Annual maint. agreements	6200
Equipment Repair	6220
Equipment Purchase < \$1,500	6230
Computer License	6210
Advertising	6300
Athletic Expenses	6960
Fundraising Events	6340
Campus Ministry	6341
Printing	6310
Magazines	6320
Books	6330
Bookstore - Text	5300
Audit & Legal	6400
Bank Charges	6641
Miscellaneous	6500
Custodial	6600
Maintenance	6610
Insurance	6630
Utilities	
Electricity	6650
Water	6660
Gas	6670
Professional Development	6700
Contingency	6950
Bad Debt Expense	6450
Total Non-Salary Expenses	
Equipment Purchases	
Capital Improvements	1550
Software > or = to \$1,500	1525
Equipment Purchases > or = to \$1,500	1520
Total Capital Purchases	

7.1.3. Budget Process

The Director of Business Affairs shall present a quarterly report to the Finance Committee of the Board of Trustees which summarizes activity within the various funds and budget accounts maintained as part of the college's accounting system.

The President shall prepare a Management Budget of estimated revenue and expense on a fiscal year basis for presentation to the Board of Trustees. The budget shall contain sufficient revenues to finance the estimated expenses.

The Board of Trustees shall approve the Management Budget at its May quarterly meeting for the following fiscal year. The adoption of the Management Budget by the Board of Trustees indicates that approval is given to the president to make salary adjustments and purchase goods and services provided for in the budget.

7.1.4. Budget Changes

The president shall have the authority to approve changes to and reallocations within the approved Management Budget; however, a report identifying such changes and reallocations will be presented to the Board at the following quarterly meeting.

Division budget managers may obtain forms for requesting approval for changes in the budget from the Director of Business Affairs. All changes will become effective only after approval of the President who will issue a revised budget.

7.1.5. Procedures for Tracking Revenues and Expenses

The Business Office will maintain a series of ledgers and accounts that track all revenues and expenses. These documents will provide a record of properly coded and recorded revenues and expenditures. The Business will also maintain an up-to-date Accounts Payable and Accounts Receivable Report.

7.1.6. Reporting Statements of Accounts to Budget Heads

The Director of Business Affairs will prepare a monthly report of revenues and expenditures to the Division Managers of the eight organizations areas of the college. It will be the responsibility of the President's Council to monitor this report on a monthly basis to insure that the Management Budget remains in balance.

7.1.7. Accounting Corrections

Immediately following review of the monthly Internal Operating Budget, if a line item is in question, the Division Manager should report the error to the Director of Business Affairs for research and resolution. The correction will appear on the next month end statement.

7.1.8. General Purchasing Policies and Procedures

Purchase request forms are completed (see attached) and signed by the Division Manager. Next, the form is brought to the Business Office for a purchase order number. The Business Office issues a purchase order number and keeps a copy to be matched with the original when submitted with an invoice. For purchase requests greater than \$1,000 and less than \$2,000, the Director of Business Affairs must sign before a purchase order number is issued. For purchase requests greater than \$2,000 the President must sign before a purchase order number is issued. Note: purchase request forms must be signed by a Division Manager before any purchases are given a purchase order number.

7.1.9. Standard Purchase Order

Standard Purchase Order Request forms are completed for all purchases except the following monthly and quarterly expenses:

1. Utilities
2. Telephone
3. Internet Provider Services
4. Insurance
5. Heating/cooling maintenance contract
6. Elevator maintenance contract
7. Copier leases
8. Postage maintenance
9. Title V Consultant Fee
10. Audit/Legal

Although purchase order requests are not necessary for the above expenses, the Division Manager should sign all invoices.

7.1.10. Prepaid Invoices

If a vendor requests pre-payment of a purchase, the same Purchase Request Procedure above must be followed and the vendor must provide an invoice for the purchase. For vendors who will not issue an invoice before payment is received, the Business Office

will enter the payment as a credit and as soon as an invoice is received it will be entered and applied to the pre-payment.

7.1.11. Receiving Documentation Procedures

When packages are delivered by UPS, FedEx, US Postal, or other major delivery companies for a purchase, the delivery receipt should be accompanied with the purchase request and invoice. This assures receipt of purchase.

7.1.12. Invoices

Invoices should be attached to the original purchase request and submitted to the Business Office to be entered in Accounts Payable.

7.1.12.1. Invoice Payments

Vendors are paid according to the terms of the invoice. It is important to turn in invoices as soon as you receive them so that all discounts offered can be taken. The Business Office issues checks every Friday. Employee reimbursements received by Wednesday will be issued that Friday.

7.1.13. Purchasing Classroom Supplies

Classroom supplies and other items are for sale in the College Bookstore. The College operates a campus bookstore to meet needs for texts, supplies and gift items. The staff is open to suggestions for additional items to be included in the Inventory. Employees should consult their immediate supervisor concerning procedures for making college-related purchases in the bookstore.

7.1.14. Emergency Purchases

Emergency purchases that do not follow the normal procedures of the college must be approved by the president.

7.2. EXPENDITURES

Once the Management Budget is approved by the Board, Division Supervisors are authorized to request such expenditures that have been budgeted. It is also the Division Supervisor's responsibility to ensure that no expenditures are requested from accounts that have no budget and that line items are not overspent. If it is necessary to modify budget line items, Division Supervisors may obtain forms from the Business Office to use in requesting authority for such budget modifications from the president.

7.2.1. Books, Publications, Magazines, Films, Filmstrips,

Newspapers, Periodicals

Division managers who have budgeted for the above expenses should process the purchase request forms according to the purchase request procedure. The following is a list of current periodicals available in the library:

7.2.2. Professional Organization Memberships

Professional organization memberships should have prior approval by the President. See the following list of Professional Memberships currently authorized by the President.

7.2.3. College Hospitality

College hospitality is budgeted for specific occasions relating to student activities, donor appreciation, employee recognition, employee meetings, and business meeting purposes. The Division Supervisor should approve all purchase requests in advance for hospitality funds. The names of the individuals for whom the event occurs and the location and purpose of the event should be documented.

7.2.4. Travel/Conferences

The prudent use of College funds for travel is expected. This requires prior approval for such expenses which must be reasonable in the circumstances and must be necessary to the performance of the College business involved. It is each employee's responsibility to exercise proper judgment when incurring travel and/or conference expenditures. No expenditures will be reimbursed without prior approval

7.2.4.1. General Policy

Employees who travel must have proper authorization by the Division Supervisor. The Travel Request Form (see Section 12) must be filled out completely and must identify all anticipated expenses for each trip. The College will reimburse employees for reasonable and necessary expenses which have been approved for employees engaged in authorized College business. All expenses must be documented by appropriate receipts to qualify for reimbursement.

7.2.4.2. Use of Personal Automobile

Employees who are authorized to use their automobiles when on College business will be reimbursed for mileage not to exceed IRS approved allowance to the extent mileage incurred exceeds mileage for commuting to and from the employee's usual place of work. Mileage incurred on regular business days commuting between your primary

place of employment and your home is not considered a business expense and therefore is not reimbursable. On January 1st each year the Director of Business will e-mail the current mileage reimbursable rate. Parking and tolls in excess of these incurred in commuting to employees primary place of employment will also be reimbursed.

7.2.4.3. Air Travel - General

For all air travel employees shall use the cheapest airfare possible that meets the scheduling requirements of the trip. Participation by an associate in a frequent flyer program should not take precedence over the cost of the ticket in any circumstance. Coach class should be used. Employees should take advantage of 7 – 14 day advance restricted fares which generally result in an overall cost savings to the College. The College has an account with Burke Travel for purchases of airline tickets. The Administrative Assistant in the President’s Office is the only person authorized to order airline tickets from Burke Travel for college employees.

7.2.4.4. Lodging

Employees should pay all lodging expenses (use personal credit card or request a check from the business office in advance) and not billed to the College. It is imperative that reservations be cancelled if the employee will not be using the accommodations to release the College from any guarantee. Non-cancellation charges are the responsibility of the employee and will not be reimbursed.

7.2.4.5. Personal Hygiene

Expenses of a personal hygiene nature while traveling such as toiletries, hair care, tanning or massages are not reimbursable.

7.2.4.6. Laundry and Dry Cleaning

Laundry and dry cleaning expenses incurred while out of town are not reimbursable.

7.3. CONTRACTING WITH INDIVIDUALS

The College hires sub-contractors to perform services such as consulting, building improvements, snow-removal, and mowing. All contracts should be signed by the President. The Division Manager should process all requisitions according to the Purchase Order Request Policy.

7.4. BIDS

1. If the estimated cost of purchase is less than \$3,000, the selection of a vendor may be made by unrestricted open-market processes.
2. If the estimated cost of purchase is more than \$3,000 but less than \$10,000, quotations shall informally be obtained from two (2) or more qualified sources of supply.

3. If the estimated cost of purchase is more than \$10,000 but less than \$25,000 quotations will normally be obtained from three (3) or more qualified sources of supply, provided, however, the president may approve a vendor without three (3) or more qualified sources of supply being verified if recent purchase information or group purchasing plans provide assurance of competitiveness.
4. If the estimated cost of purchase is more than \$25,000, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors, to include at least one minority bidder when possible. Purchases of \$25,000 or more shall be submitted to the board for approval after appropriate administrative evaluation and recommendation.

7.5. LEGAL SERVICES

The Archdiocese of Kansas City in Kansas has engaged the services of Attorney Jean Gorman Rau for Donnelly College. The President should be informed of all communications between Division Supervisors and the Attorney. A copy of the invoice detail is sent to the Director of Business who reviews with the Division Supervisor or President for approval. The Archdiocese receives the same invoice in order to pay legal expenses of the College. If the College is ever named as a defendant in any litigation or claim, the Board of Trustees must be notified immediately.

7.6. FINANCIAL AUDITS

The Board of Trustees along with the Department of Education requires that the College have an independent audit performed annually by a Certified Public Accountant. The Annual Financial Audit is reported to the Finance Committee and then presented to the Board of Directors by the Certified Public Accountant at the February (or sooner) Board Meeting.

PART EIGHT: PUBLIC INFORMATION

8.1. ACCREDITATION

Academic programs of Donnelly College are accredited by the Higher Learning Commission of NCA, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602. (312) 263-0456 · (800) 621-7440 · FAX: (312) 263-7462.

8.2. OFFICIAL COLLEGE PUBLICATIONS AND INFORMATION

8.2.1. College Calendar

The College publishes its academic calendar annually. The publication is initiated and supervised by the office of the Dean of Instruction.

8.2.2. Campus Directory

The College publishes a directory of faculty and staff telephone extensions, office numbers, and email addresses. The publication is initiated and supervised by the office of the Marketing Coordinator.

8.2.3. College Catalog

The publication of the College catalog is supervised by the office of the Dean of Student and Community Services. The course schedules contained in the catalog are produced under the supervision of the Dean of Instructions and sent to the academic council for review.

8.3. MARKETING, PUBLICITY, AND ADVERTISING

All publicity concerning the College is released through the Marketing Coordinator. Also, all external publications will be coordinated through that office. All staff members report to the Marketing Coordinator such newsworthy material about themselves, projects carried on in their areas, or other items considered newsworthy. News of an academic nature is submitted first to the Dean of Instruction. The person who is the subject of a news release will normally have the opportunity of reviewing the release.

8.3.1. Website Presence and Internet Marketing

The Director of Development is responsible for ensuring that the College website contains up-to-date information about the College. The President's Council reviews the website frequently and oversees its content.

8.3.2. News Releases

The Marketing Coordinator will make all news and public information releases, as well as internal/external posting, for Donnelly College.

8.3.3. Internal/External Postings and Information

All notices, whether posted by College personnel or external advertisers must be cleared and stamped by the Dean of Student and Community Services.

8.4. PRINTING PROCEDURES

All printing will be approved by the Director of Public Relations.

PART NINE: DEVELOPMENT

9.1. ANNUAL RESTRICTED GIFTS

Procedures for Processing Annual Restricted Gifts (Scholarships and General)

- 1) The check and accompanying letter, will, etc., are received by or given to the Business Office.
- 2) The Development Office deposits the gifts in the appropriate restricted gift account in the Business Office.
- 3) The Business Office receives one copy of the documents (including the date, account number, receipt number and amount of the deposit).
- 4) Grateful acknowledgments should be sent (unless there is no contact person) at the time of the original gift. These are generated by the Development Office.
- 5) The Development Office will provide the President with gift and contact information in the case that the President should join the Development Office in acknowledging a gift.

9.2. ENDOWED GENERAL FUNDS

Donnelly has three Endowments. One is independent of any federal controls and the other two were established through the receipt of federal Title III and Title V grant funds and adheres to certain government mandated restrictions. The following policies apply to all three College endowments:

9.2.1. Endowment Funds Investment Policy

The Donnelly College Board of Trustees is aware of its responsibility to manage prudently endowment funds which are given to the College. The purpose of this document is to provide the basis for the proper discharge of this responsibility.

The Board of Trustees serves as the Investment Committee for all Endowment funds and may, from time to time, appoint ad hoc committees of the Board to provide guidance and advice on specific issues. The Board will rely on the Chief Financial Officer of the College for day-to-day oversight of these investment policies. The Board will review these policies at least annually to make any modifications required to ensure the investment management remains in the best interest of the College.

The goal of Donnelly's endowment management strategy is to assure that present and future generations of students will enjoy quality educational programs at the lowest possible costs. Attainment of this goal will require a managed approach that will (1) generate income (payout) to provide for current College needs. (2) maintain a base for generating income to meet future needs, and (3) provide for possible major emergency needs. Board approved spending rate from endowment 3-5% annually depending on budget needs.

The Trustees desire to permit investment managers flexibility to maximize investment opportunities; however, it is the fiduciary responsibility of the Trustees to conserve and protect the assets of the portfolios and by prudent management prevent exposure to undue and unnecessary risk.

The following investment objectives and policies are stated for the general guidance of the management of the endowment funds. Exceptions thereto for individual and/or all investment managers may be made upon specific written approval of the Board of Trustees through the College president or other responsible College representative designated by the Board:

9.2.1.1. Investment Objectives

- 1) To preserve and over time increase the inflation – adjusted value of the investable assets of this fund.
- 2) To maximize total returns of the portfolio consistent with the level of risk undertaken by the portfolio. Of primary concern will be security, marketability and income.

9.2.1.2. Investment Philosophy

The College’s philosophy is to invest and manage funds to maximize current return of the assets at a prudent level of risk and diversification consistent with the College’s annual payout requirements.

In general, investments will be of high quality with sound financial strength, a reasonable historic record, and sound management practices of all issuers in whom investments are made.

Full discretion in portfolio investment is given to the Endowment Investment manager, subject to the operating guidelines reflected in this statement. The Investment Manager is required to utilize fiduciary care in all investment decisions and is expected to minimize all costs and expenses involved with managing those assets, always in compliance with all applicable investment and security laws and regulations.

Funds will be invested in FDIC money market and savings accounts, not to exceed federal insurance limits; or low-risk securities in which a regulated insurance company may invest under the laws of the state of Kansas. Permitted investments will include:

- U.S. Exchange listed common stocks, over the counter common stocks, preferred stocks and convertible securities. Also included are domestic common equity funds maintained by the Investment Manager of his/her affiliate.
 - No purchase of stock should result in a position which exceeds 5% of the total equity value.

- Corporate bond issues rated “AA” or higher are considered appropriate for this portfolio. Written approval from the Board of Trustees will be obtained to hold securities downgraded below “AA” by either Moody’s or Standard and Poor’s.
 - The securities of no single issue should represent more than 10% of the total fixed income market value.
- U.S. Treasury and agency securities.
- Mutual fund investments are limited to those in the following fund categories of high grade and low risk quality; money market, fixed income, income, income and growth, and balanced.
- Repurchase agreements may be used by the Investment Manager so long as they are fully secured by U.S. Treasury and agency securities.
- Uninvested cash reserves should be held in interest bearing accounts. Investments in tangible property, real estate, direct participation investments, venture capital, or other non-investment grade securities are prohibited.

9.2.1.3. Moral Philosophies and Principles

A basic tenet of the investment capital formation and growth strategies of the Endowment fund shall be to foster and advance business practices which reflect Christian principles, values and traditions embraced in Donnelly College’s philosophy and mission. Conflicts of values are inevitable, but each will be resolved with discretion, fiduciary responsibility, and appropriate consultation between the Investment Manager and the College’s Investment Committee.

The following basic principle specifically shall be taken into consideration: Reasonable caution will be exercised, to limit investments to companies which do not produce or market an abortifacient, abort-producing devices or medications, or which provide abortion related services.

9.2.1.4. Asset Allocation

With consideration given to the long-term goals of the fund, the following ranges are defined as suitable for portfolio asset allocation:

	<i>Minimum</i>	<i>Maximum</i>
*Equity	40%	60%
Fixed Income	30%	50%
Cash Reserve	3%	15%

The portfolio will include international stock but such stock will be limited to no more than 15% of the total equities.

9.2.1.5. Investment Reporting

Results of investment will be reported to the Board of Trustees at its quarterly meetings by the College's Chief Financial Officer. Also, the asset allocation will be reviewed at each quarterly meeting and adjustments made as deemed necessary.

9.2.1.6. Investment Policy and Procedure Approval

The College's Investment Policy and Procedures were first established by the Board of Trustees at a regularly scheduled meeting on September 2, 1992. At the February 10, 1994 meeting, the Board altered the policy on "Moral Philosophy and Principles" by eliminating language which restricted investments to those which comply with the "Sullivan principles."

9.2.1.7. Spending Restrictions

There are different spending restrictions for the Title III & Title V Endowments than for the other Endowment which involves no federal funds.

Title III Endowment Funds: These funds were generated by matching dollar for dollar federal grant funds from the U.S. Department of Education. This endowment consists of three accounts. In 1985, the College received a Title III grant of \$250,000 and matched it with \$250,000 of nonfederal funds. In 1986, the College received a \$500,000 Title III grant and matched it with \$500,000 of non-federal funds. In 1990, the College received a \$500,000 Title III grant and matched it with \$500,000 of non-federal funds. These amounts plus annual earnings make up the Title III Endowment.

None of the principal and not more than 50% of the annual earnings from the principal may be expended for twenty years from the time the Title III grant funds were made available to the College. The 50% of the income which may be expended must also cover any costs of administering and managing the endowment fund and costs associated with buying and selling securities.

Title V Endowment Funds: Since 2001 Donnelly College has participated in a matching program offered by Title V which allows the college to receive a matching amount up to \$60,000 for each of five years ending in 2006. According to the terms of this agreement the college can use 50% of the earned gain each year. The other 50% must be added to the principle with the total invested for twenty (20) years. As of August 2005, the principle invested totaled \$365,000. This money is invested at the Archdiocese at 3% interest. The College may use half of the earned gain from these funds each year for scholarships.

Other Endowment Funds: The College has approximately another \$900,000 invested with the Archdiocese. The total returns from these invested funds are used each year for general budget purposes except where such funds donated to this endowment were restricted for annual scholarships or other specific program uses. None of the principal shall be expended without the approval of the Board of Trustees.

9.2.2. Operations

All assets shall be held in trust by a custodian approved by the Board of Trustees, and shall be held in the name of Donnelly College and shall be held within the jurisdiction of the courts of the United States (Approved Board of Trustees meeting February 1998 / *Amended Board of Trustees Meeting May 14, 1998)

9.3. ENDOWED SCHOLARSHIP FUNDS

Procedures for Processing Endowed Scholarship Gifts

- 1) The check and accompanying letter, will, etc., are received by or given to the Development Office.
- 2) The Development Office will forward one copy of the documents (including the donor awarding restrictions and contact person) and the original gift amount to the Business Office.
- 3) Letters of appreciation should be sent (unless there is no contact person) from Development Office at the time of the original gift. For gifts of \$250 or more an IRS gift acknowledgement receipt will be provided.
- 4) The Development Office will provide the President with gift and contact information in the case that the President should join the Development Office in acknowledging a gift.
- 5) The Business Office will maintain an updated Endowed Scholarship Status Report. The report is distributed annually to: Director of Financial Aid, Director of Development, Vice President of Marketing, Enrollment Management and Community Services, and the President. It is critical that all information about endowed scholarships (including new endowments, guidelines for awarding, other instructions, changes in contact person, etc.) be recorded and maintained by the Development Office.

9.4. FUND-RAISING COORDINATION

To avoid any conflicting programs, all fund-raising activities must be coordinated through the Director of Development.

9.5. GRANT PROPOSAL PROCEDURES

1. The Foundation and Government Relations (FGR) Office works with all interested faculty and staff on foundation, corporation, and government proposals and grants. The assistance provided to faculty and staff includes:
 - a. Researching foundation, corporation and government grant opportunities.

- b. Assisting grant recipients in preparing progress reports. This assistance includes: providing reminders on deadlines and requirements, editing, drafting Presidential cover letters, and budget review.
 - c. Coordinating the submission of all grant requests and reports.
 - d. Providing assistance in proposal preparation. Depending on the nature of the proposal, this assistance can include: securing appropriate guidelines, researching, writing, editing, budget development, etc.
 - e. Faculty and staff may not solicit funds from foundations, corporations, or government agencies without involving the Development Office staff. This is to prevent duplication of efforts and to ensure that all proposals are appropriate to the needs of the College.
2. Any changes in the scope or budget of a grant-funded project need to be cleared with the Development Office staff. Similarly, faculty and staff need to check with the Development Office staff before they have any contact with funding agencies and must provide copies of all funding-related correspondence to be kept on file.

9.6. HANDLING DONATED CASH AND SECURITIES

In order to safeguard institutional funds, all donated cash and checks must be deposited on a daily basis. This means that any funds received by any office are to be turned over to the Development Office and then on to the Business Office cashier on a daily basis. In the event that securities are received by any person on campus, they should be turned over to the Business Office immediately. Information on the security and the valuation established will then be forwarded to the Development Office.

9.7. REAL ESTATE GIFT POLICY

The College is always open to accepting appropriate gifts whether they be in cash or property. Experience has led to some general policies and rules regarding the handling of real estate which is given to the College. These rules are stated here and while some flexibility is available on a transaction by transaction basis, they govern the area in a general sense. The rules/policies are:

- 1) The College will solicit, encourage, and accept gifts of real estate of real value. Preliminary appraisals or personal reviews are generally undertaken at College expense.
- 2) The College will, when appropriate, require an appropriate environmental review of the real estate which is being offered as a gift in order to protect its interest appropriately, preserve its mission and avoid issues in the future. In most cases, this will include a Phase I environmental study. An environmental questionnaire will be provided to donors at the time property is being considered for giving. All gifts of real estate must be approved by the Board of Trustees prior to acceptance.

- 3) The College is committed to a policy of compliance with all IRS requirements and will assist donors in meeting those requirements. The policy of IRS compliance includes an understanding of donor requirements and needs.
- 4) The College is not a real estate management or investment company. Although the College believes that a diverse investment portfolio is important, holding individual pieces of real estate is not in the best interests of the College. Accordingly, while honoring donors' wishes in terms of holding periods of up to two years where appropriate, the College intends to dispose of real property acquired as gifts as soon as feasible. It is recognized that there is commonly a fairly wide spread between and among appraisals. The College will always attempt to sell the real estate at the best possible price, but acknowledges that the selling price may not be the same as the appraisal.

9.8. DEVELOPMENT REPORTING

Each month the Development Office generates a report of gifts received in the previous month to be shared with the President and the Director of Business Affairs. This helps to provide good stewardship by ensuring the accurate recording, investing, and use of all gifts received by the development office.

9.9. DONOR RECORDS AND PRIVACY

The Donnelly College Development Office will accurately manage donor records and will ensure constituent privacy. The Development Office will collect and record the various types of information for Donnelly friends, donors and alumni, including current contact information, giving history and details, and other relevant constituent notes. The Development Office will make every effort to keep the records up-to-date and accurate. Donor information is saved on a separate database accessible only by Development Office personnel. Constituent mailing addresses will only be used for institutional purposes, such as for newsletter mailings. Donnelly College will not sell any donor information.

PART TEN: OTHER PROGRAMS

10.1. DONNELLY COLLEGE AT LANSING CORRECTIONAL

Facility

10.1.1. Attendance

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

10.1.2. Withdrawal from Class or from School

Once enrolled, students may be removed from classes in one of two ways, withdrawal or administrative drop. All withdrawals are made in the Office of the Registrar. The Dean of Instruction will process and deliver withdrawal forms to the Registrar office. Normally, withdrawal from courses is the responsibility of the student.

10.1.3. Tuition Policies and Procedures

Tuition for students at the Donnelly College Lansing Correctional Facility is one-third of the associates degree tuition charges as listed in the current College Catalog. Donnelly College scholarship awards are made for the two-thirds balance. Tuition for each class is due before the first day of class. Students need to fill out a SPECIAL PURPOSE ORDER form and submit the form to your Unit Team Counselor and/or Manager. Also, if you wish to purchase your textbooks you can do so by filling out a SPECIAL PURPOSE ORDER. Tuition and books will be charged to the student's account. Students who drop or withdraw from classes before the first day of classes will receive a full refund. After the first day of classes, students will be subject to the refund policy of the Business Office.

10.2. STUDENT SUPPORT SERVICES

The Student Support Services project has been at Donnelly College since 1978. The project is funded through a grant from the U.S. Department of Education. The project is funded in four year cycles and must reapply by submitting an application for funding every four years. The project is supported with some funds from the college as well. The purpose of the project is to provide academic support for low-income, first generation college students, students who are learning or physically disabled, and who are citizens or permanent residents of the United States. Recipients of grant services must meet these eligibility requirements. Services of the project include the following:

- Academic advising
- Transfer counseling
- Campus visits
- Tutoring
- Class instruction for basic skills
- Informational workshops and speakers
- Supplemental Instruction
- Leadership development
- Cultural activities
- Student newsletter
- Referrals
- Assessment
- Scholarship information

10.3 TESTING CENTER

10.3.1 Children in the Placement and Tutoring Centers

Children are not allowed in areas where placement, assessment, or tutoring is being conducted. The Testing Center is not equipped to provide childcare and the presence of children is distracting to others who are taking tests.