



DONNELLY COLLEGE

EST. 1949

ADMINISTRATIVE PROCESS AND PROCEDURE MANUAL

JULY 31, 2015

(Approved by Admin Council July 2015, approved by the
President - December, 2015)

INTRODUCTION	1
0.1 HISTORY OF DONNELLY COLLEGE	1
0.2 MISSION & VISION	2
0.3 INSTITUTIONAL GOALS.....	2
0.4 STRATEGIC PLANNING GOALS.....	3
0.5 PROCESS AND PROCEDURE.....	3
0.5.1 Adding, Deleting, Revising Processes and Procedures	4
PART ONE: ADMINISTRATION AND COMMUNICATION.....	4
1.1 ADMINISTRATION AND COMMUNICATION.....	4
1.1.1 Administrative Structure.....	4
1.1.2 The College as a Community.....	5
PART TWO: GENERAL CAMPUS POLICIES	7
2.1 CAMPUS ENVIRONMENT	7
2.1.1 Respect for Persons	7
2.1.2 Room Reservations	8
2.1.3 Accessibility.....	8
2.1.4 Technology Policy.....	8
2.2.1 Computer Labs	11
2.3.1 Fax Machines.....	11
2.4.1 Copy Machines.....	11
2.5.1 Lost and Found.....	11
PART THREE: ACADEMIC POLICIES AND PROCEDURES.....	12
3.1 ACADEMIC PROGRAMS.....	12
3.1.1 Curriculum.....	12
3.1.2 Degrees and Programs.....	15
3.1.3 Course level Expectations	15
3.1.4 Course Expectations and Additions	17
3.2 ASSESSMENT OF STUDENT LEARNING.....	18
3.2.1 Placement Testing.....	18
3.2.2 Assessment of Achievement on Learning Outcomes.....	18
3.2.3 Summative Assessment	18
3.2.4 Letter Grades and Grade Points.....	19

3.2.4.2 Grade Changes	19
3.3 ATTENDANCE AND WITHDRAWALS.....	19
3.4 CREDIT HOURS	19
3.4.1 Transfer of Credit	19
3.5 ACADEMIC INTEGRITY, ACADEMIC MISCONDUCT	19
3.6 ACADEMIC EXPECTATIONS.....	20
PART FOUR: STUDENT AFFAIRS	20
4.1 ACADEMIC ADVISING	20
4.1.1 Changing Class Schedules	20
4.2 CAREER PLANNING AND PLACEMENT.....	20
4.3 TUTORING SERVICES	20
4.4 STUDENTS WITH SPECIAL NEEDS	20
4.5 STUDENT GRIEVANCE PROCEDURE.....	20
4.6 GRADUATION	21
4.7 STUDENT RECORDS	21
4.7.1 Changing of Address and/or Phone Number.....	21
4.7.2 Privacy Rights under the Family Educational Rights and Privacy Act (FERPA).....	21
4.8 STUDENT EMAIL.....	22
4.9 MESSAGES FOR STUDENTS	22
4.10 VOTER REGISTRATION.....	22
4.11 RESIDENCE HALLS.....	22
PART FIVE: ENROLLMENT SERVICES.....	23
5.1 ENROLLMENT MANAGEMENT	23
5.1.1 Admissions Policy.....	23
5.2.1 Financial Aid Policy.....	23
PART SIX: PUBLIC INFORMATION.....	23
6.1 ACCREDITATION	23
6.2 OFFICIAL COLLEGE PUBLICATIONS AND INFORMATION.....	23
6.3 Marketing, Publicity, and Advertising	24
6.3.1 Website Presence and Internet Marketing.....	24
6.3.2 News Releases.....	24
6.3.3 Internal/External Postings and Information	24

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.

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.

In 2000 Donnelly College began offering classes at Lansing Correctional facility. In 2001, Donnelly was designated a Hispanic Serving Institution (HSI) by the Department of Education. The College has received multiple Title V grants for strengthening developing institutions, to develop the nursing, teacher education, and IS programs. Donnelly College is firmly in step with national education trends.

The College now offers three Bachelor degrees 1) Organizational Leadership, 2) Urban Teacher Education, and 3) Information Services. The College continues to strengthen its Associates of Arts and English for Academic Purposes (formerly ESL), and nursing programs. 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 2020, 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 lifelong 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 Preparatory Education Program;
- e. student development and student support services programs;
- f. baccalaureate programs.

0.4 STRATEGIC PLANNING GOALS

Donnelly College's strategic planning process is driven by the College's vision statement and is organized around the Higher Learning Commission's five core components. The five-year strategic objectives are set by the President and the Board of Trustees and are updated on an annual basis. The President, however, receives input from the departments and divisions, which in turn involve the entire campus community, and the entire community was involved in the development of the vision. Additionally, the AQIP steering committee identifies Action Projects that serve in achieving the strategic objectives.

0.5 PROCESS AND PROCEDURE

This Process and Procedure Manual is a dynamic document, subject to modification by and approval of Administrative Council, Division III, and/or the President. Printed copies of this document are not available as the document is frequently updated. The Manual will be available for view and personal printing on the Donnelly College Website. As the Manual references other official publications at the College, should there be a conflict between this manual and the other referenced sources, the information contained in this Manual will be considered current and in effect.

0.5.1 Adding, Deleting, Revising Processes and Procedures

Recommended changes to the Process and Procedure Manual that are nonacademic are made through the Administrative Council and those concerning academic (curricular) areas are made through the Academic Council. After discussion the Administrative Council or the Academic Council will forward recommended changes to the President. Once Presidential approval is obtained the item will be added to the Manual.

New employees will be directed to the latest version of the Manual on the College website. The President and or the Vice President of Enrollment Management and Student Affairs will advise the community about process 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: ADMINISTRATION AND COMMUNICATION

1.1 ADMINISTRATION AND COMMUNICATION

Donnelly College has a dynamic multi-layered approach to administration and communication to ensure that all employees have input and knowledge regarding creation, change, and implementation of policies and procedures.

1.1.1 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.

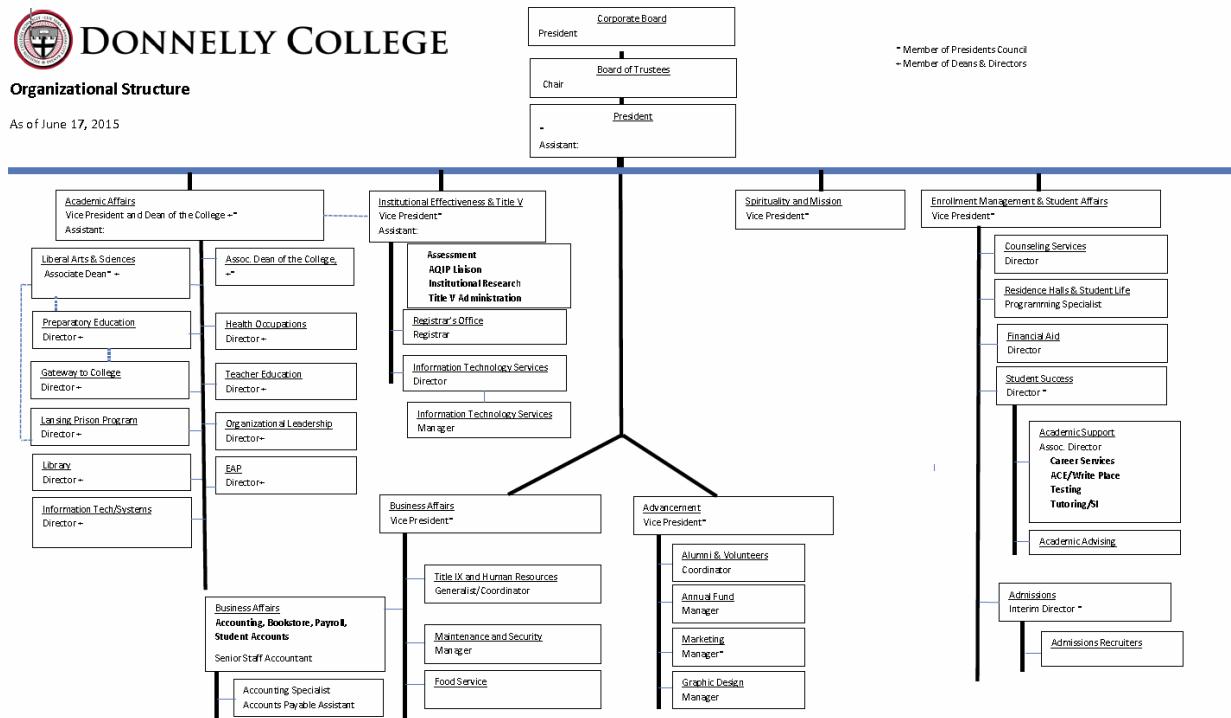
The following chart reflects the manner in which the College has organized itself to conduct its affairs:



DONNELLY COLLEGE

Organizational Structure

As of June 17, 2015



1.1.2 The College as a 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.

1.1.2.1 *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 Dean of the College will chair each meeting and apply the following order of business:

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. Minutes and supporting document are recorded by the Assistant to the President to establish and document institutional history.

1.1.2.2 Academic Council/Deans and Directors

The Academic Council/Deans and Directors, chaired by the Dean of the College, consists of the Dean of the College, Directors of Academic Programs, Library Director, and the Registrar. 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 the College or requested by a member of the Academic Council. The Academic Council/Deans & Directors processes the agenda for the Academic Division meetings and the Donnelly Community Meeting as appropriate.

1.1.2.3 Academic Division (Division 3)

The implementation of the academic programs of Donnelly College is provided by members of the Faculty. Their decisions are guided by the program faculty, who submit proposals to the Curriculum Committee.

A faculty member, is anyone who teaches, full-time or as an adjunct instructor, in any of the academic programs. 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. Adjunct 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/Division 3 meets on a monthly basis during the academic year or when needed as determined by the Dean of the College,. Each academic program engages in preliminary discussion and study of issues to be discussed and voted upon by the Academic Division/Division 3. The Division may make recommendations to the Faculty Senate and the Academic division concerning new courses, curriculum changes, class schedules, or any topic of general academic interest. The Dean of the College reports to the division on issues discussed at the Academic Council/Deans and Directors and activities and concerns of the division are addressed as needed by the Academic Council/Deans and Directors.

1.1.2.4 Faculty Senate

The Faculty Senate of Donnelly College is an organization whose goal is to represent all faculty in the Donnelly College community in matters pertaining to employment and professionalism. 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 found on the Donnelly College website.

1.1.2.5 Administrative Council

This group is responsible for oversight and maintenance of the non-academic policies and procedures of Donnelly College. The Administrative Council is composed of the Vice President of Business Affairs, Vice President of Enrollment Management and Student Affairs, Dean of the College, Director of Student Success, Director of Financial Aid, the Registrar, and the Faculty Senate President or their designates. The Council coordinates planning and policy development for the College.

1.1.2.6 *President's Cabinet*

Composed of senior leadership (President and Vice Presidents) of the College, the Cabinet meets weekly and addresses issues that affect the entire College. It is also charged with aligning the College's strategic plans and available resources to ensure the College fulfills its mission.

1.1.2.7 *President's Council*

This group serves as advisory to the President's Cabinet regarding day to day operations and Strategic Plan implementation. The President's Council is composed of all Vice Presidents and representatives from Student Support Services, Admissions, Marketing, and Academics.

1.1.2.8 *AQIP Steering Committee*

The AQIP Steering Committee serves as the coordinating body that supports the President in bringing together strategic planning, budgetary planning, and institutional improvement efforts. Overall, this body is responsible for ensuring that Donnelly College is making progress toward achieving our strategic objectives and supporting the College's efforts to embrace quality improvement across the institution.

The committee is comprised of the President, Vice Presidents for Academic Affairs, Student Affairs and Institutional Effectiveness, two faculty members elected by the faculty senate and two staff members elected by the community. The committee is chaired by the Vice President for Institutional Effectiveness, who serves as the institutional AQIP Liaison.

1.1.2.9 *Assessment Committee*

The purpose of the Assessment Committee at Donnelly College is to monitor, evaluate, and provide leadership to the assessment of student learning process across the curriculum. The Assessment Committee is charged with overseeing the annual assessment progress and critiquing the work of the individual academic departments while maintaining a cohesiveness of the college-wide process.

The committee is chaired by the Vice President of Institutional Effectiveness. Standing committee members include the Vice President of Academic Affairs, all academic program deans and directors, the Director of Student Success, and the Assistant Director of Student Success. Additional faculty members are also appointed especially within the area of the liberal arts and sciences to insure that there is an appropriate depth and breadth of representation across the curriculum.

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 Room Reservations

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. Room Rental information including applicable fees and insurance requirements is available on the Donnelly College website.

2.1.3 Accessibility

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

2.1.4 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.

2.1.4.1 Definitions

- a) Technology: This refers to 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. Computers, networks, e-mail, voice mail, Internet access, phone systems, etcetera, serve as the backbone of daily operations.

2.1.4.2 General Policy

- a) 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.
- b) 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 which may include termination.
- c) Efficient, ethical, authorized, and legal utilization of Donnelly's technology which is in concert with stated goals.
- d) The Vice President responsible for Information Technology 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 employee 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.

2.14.3 *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.

2.14.4 *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 Vice President responsible for Information Technology 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) Downloading and streaming of movies and media for personal use is strictly prohibited.
- h) Decryption of system or user passwords is prohibited.
- i) The copying or deleting of network system, operating system, and application software, is prohibited.
- j) Intentional attempts to "crash" the network or computer systems or programs are prohibited.
- k) Any attempt to secure a higher than assigned level of privilege as assigned by Information Technology Services on the network or on specific technologies is prohibited.
- l) Software license and copyright infringement are prohibited.
- m) Loading of any software on Donnelly's computers or network systems is prohibited unless approved by Information Technology Services.

- 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.

2.14..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 Information Technology Services before opening.

2.14..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.

2.14..7 *Social Media*

This policy governs the publication of and commentary on social media by employees of Donnelly College. For the purposes of this policy, “social media” means any facility for online publication and commentary, including without limitation blogs, wikis and social networking sites such as Facebook, LinkedIn, Twitter, Instagram, Google+ and YouTube.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that Donnelly employees must otherwise follow.

Please contact the Marketing department for detailed information regarding College expectations and best practices for social media.

2.14..8 *Violations*

Violations of this policy will result in disciplinary action(s) which may include termination.

2.2.1 *Computer Labs*

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

2.3.1 *Fax Machines*

The College has various fax machines located through the campus. Use of fax machines is for College business only.

2.4.1 *Copy Machines*

Donnelly College has several copy machines located throughout the campus that are College related business only. Use of the copy machines is restricted to employee use only. Personal use and student use of the machines is prohibited.

Employees should strive to use electronic submission of printed materials (files posted on Moodle, distributed through email, or posted on the website) when at all possible to reduce the amount of actual paper copies that are made.

2.5.1 *Lost and Found*

Lost and found items should be brought to the Student Support Services desk on the 2nd floor. Items of value or secure information will then be kept in the maintenance/security office.

Incident reports will be required for items found of high value or secure nature. Unclaimed items of high value or containing personal identity/security information will be surrendered to the Kansas City Kansas Police Department after fifteen (15) days.

PART THREE: ACADEMIC POLICIES AND PROCEDURES

3.1 ACADEMIC PROGRAMS

These are the policies for our academic programs. Academic programs include our Associate, Baccalaureate, Certificate, and Non Traditional Programs.

3.1.1 Curriculum

3.1.1.1 *Curriculum Changes*

It is the policy of Donnelly College to reserve curriculum decision-making to the faculty body most closely connected with the coursework and/or program, except where cross program overlap and/or dependencies exist.

Furthermore, in order to ensure adequate oversight and adherence to scope and mission, the following changes require approval of the Board of Trustees, in addition to all required faculty approvals:

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

The following changes require approval of Division III 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.

The initiator of the change request must describe the proposed change in detail on the Course Proposal Form.

The following table summarizes faculty curricular decision-making and the required approvals on the Course Proposal Form in order to implement actions. The order of approval proceeds from 1-4:

1. Program Faculty Approval	2. Curriculum Committee	3. Academic Division Approval	4. Dean & Directors Approval
Course Sequencing Changes	Course Sequencing Changes	Course Sequencing Changes	Course Sequencing Changes
New Course	New Course	New Course	
Pre-requisite Change	Pre-requisite Change	Pre-requisite Change	
Course Description Change	Course Description Change	Course Description Change	
Change in Credit Hours	Change in Credit Hours	Change in Credit Hours	
Course Format/Delivery Changes	Course Format/Delivery Changes	Course Format/Delivery Changes	
Course Deletion		Course Deletion	
Name Change (Dept. , Name, Title)		Name Change (Dept. , Name, Title)	
Course Content/Objective Changes			

The Academic Division/Division III will forward all requests that it approves to the President. Presentation to the Board of Trustees will be made when significant modification of a program or implementation of a new program are proposed. Once the Board has approved the request the President will notify the appropriate offices of the change.

3.1.1.2 *General Guidelines for New Courses*

1. Design of 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 for 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/New Course Approval:
The following materials should be presented to the relevant department, then the Curriculum Committee, then the Academic Division/Division III for approval of a new catalog course:
 - a) Completed Curriculum Addition Form
 - b) Course syllabus
 - c) A statement concerning how the proposed course relates to student, division and college needs and how the proposed course relates to faculty competence.
 - d) A projection of new resources that would be involved in the implementation of the proposed course.
 - e) A plan for the acquisition of professional skills and competencies not already possessed by faculty involved in the course.

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

4. Special Studies Course Approval:
 - a) Course approved by the offering division.
 - b) Course approval form presented in writing by the Dean of the College to the Academic Division/Division III.
 - c) Presenting instructor attends the next Division III 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 Division, the Registrar gives the course a number.
 - d) Class can be offered as a special offering a maximum of three (3) times before going through the formal course approval process.

5. Evaluation: New courses will be routinely evaluated according to measures determined by the Dean of the College and faculty members of the program 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.

3.1.3 Course level Expectations

100-Level Introductory

These courses are broad surveys or an introduction to a discipline. They may have prerequisites, if it is a sequential course.

Assumptions:

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

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

200-Level Intermediate

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

Assumptions:

Students are familiar with expository, narrative, and persuasive writing. Students have an understanding of qualitative and quantitative research information in their area of study.

- Extend understanding of terms and concepts within the discipline, although typically within a more specifically defined topic.
- Include assessment/evaluation tools that place emphasis on expected outcomes within the discipline.
- Develop the ability to integrate terms and concepts from throughout the discipline.

- Apply analytical and communication skills demonstrated in other courses.
- Connect relationships among terms and concepts within the discipline.
- Develop written and oral communication skills.
- Apply college-level reading, comprehension, and writing skills.
- Employ critical thinking skills.

300-Level Advanced

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

Assumptions:

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

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

400-Level Advanced

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

Assumptions:

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

- Develop and analyze the most current terms, concepts, theories, techniques, and approaches which shape the discipline.
- Formulate diverse responses and/or products that are created with minimal guidance from the instructor.

- Appraise innovative techniques and approaches that respect diverse assignments and/or projects.
- Constructively analyze, synthesize, and critique the use of scholarship in the discipline.
- Create independent application of writing assignments, oral presentations, and/or performances in the standards of the discipline.
- Work independently towards the solution of problems and creation of new outcomes.
- Construct independent evaluation of problems, solutions, and product creation that is potentially original to the discipline.
- Combine a wide variety of assessment and/or evaluation tools requiring primary and secondary resources research information to create divergent outcomes.

(This classification is based on “The Proposal for the Definition of Course Levels” from Southern Illinois University-Edwardsville and Blooms Taxonomy.)

3.1.4 Course Expectations and Additions

In the case of a specific section being full and there are extenuating circumstances for a student:

1. Student submits academic appeal to Vice President of Academic Affairs requesting permission to add into a full course (must document extenuating circumstances in appeal)
2. Appeal is reviewed by Vice President of Academic Affairs and Associate Dean/Director for the course and
 - a) Assigned instructor is consulted as needed/available.
 - b) Registrar is consulted as needed/available.
 - c) Academic Advisor is consulted as needed/available.
3. Decision is made regarding appeal
 - a) Email communication goes to student, advisor, Registrar to finalize and document appeal outcome.
 - b) Email communication goes to Associate Dean/Director document appeal outcome.

In the case of a course being full for the semester (either a single section course or a multi-section course):

1. Enrollment for all courses are monitored on a regular basis by Vice President of Academic Affairs and Associate Dean/Director.
2. When a course becomes full Vice President of Academic Affairs and Associate Dean/Director review circumstances for adding additional seats to existing section(s) or adding section(s) to existing section(s).
 - a. Examples of consideration include but are not limited to:
 - 1) required course vs. elective
 - 2) pre-requisite for future required courses
 - 3) how much time remains before the semester begins
 - 4) withdrawal rate of the course in past semesters
 - 5) seats available in current room assignment
 - 6) room availability

- b. If an additional section is added it is ideally added at the same time to promote even disbursement of students between sections.

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.

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.

3.2.1 Placement Testing

New students entering Donnelly College as certificate-seeking, degree-seeking, or EAP/CESL 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 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 Student Success. Only the Associate Director of Academic Support 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 as part of the determination regarding their progress and placement.

Additionally, each academic program prepares an annual assessment report focused on the student learning outcomes in their respective areas. Assessment is based on a number of measures including, but not limited to, standardized exams, program specific rubrics, and progression toward graduation.

See current College Catalog for additional information focused on learning outcomes.

3.2.3 Summative Assessment

The results of all these evaluations help the faculty in these programs give students a grade of A, B, C, D, or F. 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.

Students also take the Proficiency Profile at the end of their associate or baccalaureate program to measure reading, writing, critical thinking, and mathematics.

3.2.3.1 Final Exams

The final exam schedule for day classes is published by the Dean of the College 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

See current College Catalog.

3.2.4.1 Incomplete Grades

See current College Catalog.

3.2.4.2 Grade Changes

See current College Catalog.

3.2.4.3 Grade Appeal Process

See current College Catalog.

3.2.4.4 Transcripts

See current College Catalog.

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

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 the College, and appropriate sanctions will be imposed. See current College Catalog for additional information.

3.6 ACADEMIC EXPECTATIONS

Donnelly College monitors each student's academic status at the end of every fall, spring, and summer term, whether the student is full-time or part-time for that term to determine their academic standing (i.e., good standing, probations, or suspension).

Students enrolled at Donnelly who receive federal financial aid must maintain satisfactory academic progress toward a degree or certificate. See current College Catalog for additional information addressing academic standing and satisfactory academic progress.

PART FOUR: STUDENT AFFAIRS

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. Each student is assigned an Academic Advisor who will assist with educational goal setting, career planning, course enrollment, and other challenges students face.

4.1.1 Changing Class Schedules

See current College Catalog.

4.2 CAREER PLANNING AND PLACEMENT

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

4.3 TUTORING SERVICES

Tutoring is provided free of charge 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 Vice President of Academic Affairs

4.5 STUDENT GRIEVANCE PROCEDURE

See current College Catalog.

4.6 GRADUATION

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

4.7 STUDENT RECORDS

4.7.1 Changing of Address and/or Phone Number

All changes of student address and/or phone number are made with the Registrar's office.

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

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

These rights are:

The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

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

Limited disclosure of information from a student's record shall be conducted through the Office of the Registrar to those who have written consent or to officials specifically permitted within the law, such as college officials and – under certain conditions – local, state and federal officials.

One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age: Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

4.7.2.1 Student Directory Information

Donnelly College designates the following student information as public or Directory Information: Name, address, telephone number, date and place of birth, major field of study, participation in officially

recognized activities, date of attendance, degrees, awards received, most recent previous educational institution attended, photographs and student likenesses.

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

4.8 STUDENT EMAIL

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

4.9 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 the Welcome Center.

4.10 VOTER REGISTRATION

Voter registration is available in the library during regular office hours.

4.11 RESIDENCE HALLS

Housing is available for students enrolled full time for each semester of residence. Complete information regarding Residence Hall processes can be found on the Donnelly College website.

PART FIVE: ENROLLMENT SERVICES

5.1 ENROLLMENT MANAGEMENT

5.1.1 Admissions Policy

See current College Catalog.

5.2.1 Financial Aid Policy

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 enrollment and is reviewed each term thereafter. Financial aid policies are outlined in the College Catalog and the Financial Aid Policy and Procedures Manual available on the Donnelly College website.

PART SIX: PUBLIC INFORMATION

6.1 ACCREDITATION

Donnelly College is accredited by The Higher Learning Commission and a member of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; PH: (312) 263-0456 or (800) 621-7440; FAX: (312) 263-7462; www.ncahlc.org.

6.2 OFFICIAL COLLEGE PUBLICATIONS AND INFORMATION

6.2.1.1 *Faculty Handbook*

The College publishes a Faculty Handbook that is initiated and supervised by the Faculty Senate President and is found on the Donnelly College website.

6.2.1.2 *Campus Directory*

The College publishes a director of faculty and staff telephone extensions, office numbers, and email addresses that is available on the Donnelly College website. The publication is initiated by the Human Resources Office.

6.2.1.3 *College Catalog*

The publication of the College Catalog is supervised by the Office of the Registrar. The course schedules contained in the catalog are produced under the supervision of the Dean of the College and sent to the Academic Council for review.

6.2.1.4 *Student Handbook*

The publication of the Student Handbook is published by the Student Affairs department and is supervised by the Vice President of Enrollment Management and Student Affairs and can be found on the Donnelly College website.

6.3 Marketing, Publicity, and Advertising

All publicity concerning the College is released through the Marketing Manager. Also, all external publications will be coordinated through that office. All staff members report to the Marketing Manager 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 the College. The person who is the subject of a news release will normally have the opportunity of reviewing the release.

6.3.1 Website Presence and Internet Marketing

The Vice President 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.

6.3.2 News Releases

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

6.3.3 Internal/External Postings and Information

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