

**2006-2007**



# **DONNELLY COLLEGE CATALOG**

**608 NORTH 18<sup>TH</sup> STREET**

**Kansas City, KS 66102**

**(913) 621-6070**

**FAX (913) 621-8719**

**[www.donnelly.edu](http://www.donnelly.edu)**

**Donnelly College is an independent Catholic college founded in 1949 by the Archdiocese of Kansas City in Kansas to provide an opportunity for higher education, with a special concern for those who might not otherwise be served.**

# Donnelly College Catalog

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*This catalog is for informational purposes and does not constitute a contract. Requirements for graduation, fees and other regulations are subject to change without notice and will be effective upon all students as changed.*

## PROFILE

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

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

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

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

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

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

## **VISION STATEMENT**

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

## **ACCREDITATION**

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

Donnelly's memberships include:

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



## **THE DONNELLY COLLEGE LOGO AND SCHOOL COLORS**

The Donnelly College logo is the Greek letter delta. The triple-lined triangle signifies the Holy Trinity, and the open lines on each corner extend outward to represent Donnelly's reaching out to people of all races, creeds and nationalities. The inner triangle stands for unity of purpose that strengthens the College within and energizes it to accomplish its mission to the larger community, the urban core. Donnelly's traditional colors are gray and magenta, adapted from the college's original coat of arms, with its silver shield and red cross of St. George, for Donnelly's founder and first honorary president, Bishop George J. Donnelly (1889-1950).

# DONNELLY COLLEGE ACADEMIC CALENDAR

## FALL SEMESTER 2006

August 11 ..... Faculty Workshop  
August 14, 15, 16, 17, 18..... Registration (Enrollment)  
August 21 ..... Day and Evening classes begin  
August 25 ..... Last day for schedule changes  
September 4 ..... Labor Day - no classes  
September 5 ..... Classes resume  
October 14 ..... Quarter ends  
November 21 ..... Class work ends at 9:10 p.m.  
November 22, 23, 24, 25 ..... Thanksgiving vacation - no classes  
November 27 ..... Classes resume  
November 29 ..... Last day for students to withdraw from classes  
December 11, 12, 13..... Final Exams  
December 13..... Semester ends at 9:10 p.m.  
December 15..... Grades due in Registrar's Office by 9:00 a.m.

## SPRING SEMESTER 2007

January 8 ..... Faculty Workshop  
January 8, 9, 10, 11, 12 ..... Registration (Enrollment)  
January 15 ..... Dr. Martin Luther King Day - No Classes  
January 16 ..... Day and Evening classes begin  
January 22 ..... Last day for schedule changes  
March 10 ..... Quarter ends  
March 19, 20, 21, 22, 23, 24 ..... Spring Break  
March 26 ..... Classes resume  
April 5 ..... Classes end at 9:10 p.m.  
April 6, 7 ..... Easter Break - No classes  
April 9 ..... Classes resume  
May 2..... Last day for students to withdraw from classes  
May 14, 15, 16..... Final Exams  
May 16..... Semester ends at 5:00 p.m.  
May 17..... Graduation  
May 18..... Grades due in Registrar's Office by 9:00 a.m.

## SUMMER SESSION 2007

May 29, 30, 31 and June 1 ..... Registration (Enrollment)  
June 4 ..... Classes begin  
June 5 ..... Last day for schedule changes  
July 4 ..... Independence Day - No Classes  
July 30 ..... Summer Session ends

## **Donnelly College Philosophy of General Education**

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



## **ADMISSIONS**

### **ADMISSIONS POLICY**

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

Any person is eligible to enroll at Donnelly College who has graduated from an accredited high school, successfully passed the GED examination, or met Ability to Benefit testing standards, approved by the U.S. Department of Education. Students will be enrolled in appropriate 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.

### **REGISTRATION PROCEDURES**

1. Complete an application form and return it to the Admissions Office.
2. If requesting financial aid or scholarships, complete the FAFSA (Free Application for Federal Student Aid) 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.) part-time non-degree seeking adult students who want to take classes for personal or professional development are not required to submit transcripts; however, only nine hours may be accumulated in this manner.
4. Placement testing is required for first-time college students and some transfer students. Testing is available during registration periods and at other times with an appointment.

### **COLLEGE CREDITS NOW (C.C.N.)**

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



### **SENIOR CITIZENS PROGRAMS**

Donnelly College permits older persons (62 or over) to take a maximum of two classes each semester in associate degree programs on a non-credit, tuition-free, space available basis. There is a registration fee of \$10.

### **VETERANS**

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

### **INTERNATIONAL STUDENTS**

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



# ACADEMIC INFORMATION

## GRADING SYSTEM

### Credit Hours

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

### Letter Grades, Grade Points and Explanations

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

Grades are awarded on a four-point system. Grades and the corresponding grade points are as follows:

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

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

### Incomplete Grade

A grade of Incomplete (I) may be given at the discretion of 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.

### Grade Appeal Process

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

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

## **ACADEMIC HONORS**

### **Dean's List**

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

### **Honor Roll**

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

### **Phi Theta Kappa**

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

### **Creative Writing Award**

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

## **ASSESSMENT PLAN**

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, and reading, collection of writing samples, student and alumni surveys, and interviews.

## **ACADEMIC EXPECTATIONS**

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

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

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

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

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

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

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

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

The above policies do not apply to unclassified students.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Attendance**

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

### **Audit**

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

### **Withdrawal From Courses or From School**

It is the responsibility of the student to withdraw from class. If students decide to withdraw from a class, ideally, they should see their advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing; however, any verifiable contact (email, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored. If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). All withdrawals must be completed no later than two weeks prior to the end of the semester. Not attending class is not a withdrawal from class.

In extreme circumstances (i.e., a disciplinary problem), the appropriate dean may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

### **Changing Class Schedule**

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

### **Repetition of Courses**

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

### **Refund Policy (Military)**

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

### **Certificate Programs**

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

Certificate programs include:

- Computer Technology
- Pre-School Teacher
- Entrepreneurship
- Administrative Office Assistant
- Webmaster

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

### **Transcripts**

A student's academic record includes course history, grades, cumulative grade point average and course work transferred from other institutions. Transcripts are available from the Office of the Registrar upon written request from the student. All requests will be filled within twenty-four (24) hours of receipt of the request. A fee of \$2.00 is charged for each transcript.

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

### **Transfer of Credit**

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



## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

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

Limited disclosure of information from a student's record 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 that permits 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dependent students under 18 years of age:

Parents may have access to your educational record. The college will assume you are a dependent if your parents provide a written statement that you are listed as a dependent on their federal income tax forms.

### **Directory Information**

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

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.

In order not to disclose any of the above listed information, written notification to the Registrar's Office must be made.

Students may file complaints with the Department of Education if they believe that their rights have been violated and if efforts to resolve the situation through Donnelly College's appeal channels have proven unsatisfactory.

Complaints may be sent to:  
FERPA, Department of Education  
Room 514E  
200 Independence Ave. SW  
Washington, DC 20201

## **FINANCIAL AID**

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

### **Federal:**

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

### **State:**

- Kansas Comprehensive Grant
- Kansas Minority Scholarship
- Kansas State Scholarship

### **Institutional:**

- Call to Share/Catholic Archdiocese Scholarship
- Rev. Tom Bettencourt Scholarship
- Charline Bush Schmelzer Memorial Scholarship
- Rev. Raymond J. Davern Scholarship
- JCCC Scholarship
- Saint Joseph Scholarship
- Laurence Blanton/Rozella K. Caldwell Swisher Scholarship
- William Randolph Hearst Scholarship
- Ira K. Witschner Scholarship
- IRS Employee Scholarship
- Caesar Chavez Scholarship
- Colgate-Palmolive Scholarship
- Art's Mexican Endowed Scholarship
- Sisters of Charity Scholarship
- Forster-Powers Endowed Scholarship
- Tony & Bernice Skabialka Endowed Scholarship
- Mayme D'Agostino Endowed Scholarship
- Sr. Virginia Minton Endowed Scholarship
- Bess Spiva Timmons Scholarship
- KCK African American History Scholarship
- Lucie Jane Desloge McAnany Scholarship
- Mary Elizabeth Martin Scholarship
- Edwin J. & Helen McAnany Scholarship
- Robert & Patricia Clune Scholarship
- UPS Scholarship



50th Anniversary Scholarship  
Clarence H. Goppert Endowed Scholarship  
Mark E. Donnelly Memorial Scholarship  
James Kramer Memorial Scholarship  
Dolores Podrebarac Memorial Scholarship  
William G. McGowan Scholarship  
Sisters of St. Joseph Scholarship  
Henry W. Bloch Scholarship  
Donnelly Presidential Scholarship\*  
Donnelly Dean's Scholarship\*  
Donnelly Reach Scholarship\*

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

**\* Criteria as follows:**

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

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

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

- A. Cumulative 3.0 or greater grade point average through 8<sup>th</sup> semester (may be awarded following 6<sup>th</sup> semester transcript, contingent on 8<sup>th</sup> semester)
- B. Letter of recommendation from high school counselor
- C. Eligible to apply for federal financial aid
- D. Expected Family Contribution of \$12,520.

Reach Scholarship-(limited number) high school senior, half tuition

- A. Cumulative 3.0 or greater grade point average through 8<sup>th</sup> semester (may be awarded following 6<sup>th</sup> semester transcript, contingent on 8<sup>th</sup> semester)
- B. Letter of recommendation from high school counselor
- C. Ineligible to apply for federal financial aid
- D. Expected Family Contribution of \$12,520.

## **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.

### **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. All students applying for federal financial aid must complete the verification form and submit a copy of the current year tax form (and parent(s) current year tax form, if dependent).
4. 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.
5. Students who do not qualify for Pell because of lack of financial need may apply for subsidized or unsubsidized student loans if they meet loan eligibility requirements.

### **State and Institutional Grants/Scholarships**

1. Applicants seeking 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 Block 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.

### **Student Loan Policy**

1. Students must be in good academic/financial aid standing to obtain a FFELP loan; students on academic/financial aid warning will not be allowed to apply for a FFELP loan.
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 borrow only the difference between their award(s) and their direct costs attendance such as tuition, books, and fees.
3. Students who have had previous FFELP loans in default status and have had that status updated, must complete 12 credit hours before a new FFELP loan will be approved.
4. Exceptions to the Student Loan Policy will be made at the discretion of the Director of Financial Aid.
5. Students may appeal the decision of the Director of Financial Aid to the President.
6. Student loans will normally be distributed in two disbursements per semester.

### **Institutional Payment Plans**

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

#### 16-Week Courses

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

#### 8-Week Courses

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

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

## **POLICY FOR RETURN OF FEDERAL STUDENT AID (TITLE IV) FUNDS**

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

This calculation is based on the number of calendar days the student attended divided by the number of calendar days in the term (less any breaks of 5 days or more including weeks) up to 60% point of the semester. After this point 100% of the aid has been earned and no funds will be returned.

A student's official withdrawal date is:

1. The date the student officially withdraws in the Registrar's office, in person or in writing.
2. The midpoint of the term is the official withdrawal date for the student who leaves without notification.
3. If the college withdraws a student who is attending class for other reasons, the date of the withdrawal is the last date of attendance.

Donnelly College returns the following funds in the order below:

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

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

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

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

The fees, procedures and policies listed 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.

## **SATISFACTORY ACADEMIC 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):**

<b>Total credit hours attempted</b>	<b>Minimum Grade Point Average</b>
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. The estimated costs of attendance for a full-time (12+ credit hours) student is as follows:

Dependent student ..... \$ 16,950  
Independent student .... \$19,750  
Estimated cost of attendance for students attending less than full-time:  
3/4 time (9-11 credit hours) Dependent student ..... \$15,588  
Independent student .... \$18,388  
1/2 time (6-8 hours) Dependent student ..... \$14,226  
Independent student .... \$17,026  
Less than 1/2 time (1-5 credit hours) Dependent student ..... \$1,364  
Independent student ..... \$1,364

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

## **TUITION AND FEES**

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

### **Degree Programs**

#### **Tuition:**

Associate Degree Program: \$165 per credit hour.  
Baccalaureate Degree Program: \$225 per credit hour.  
English as a Second Language Program: \$170 per credit hour.

#### **Additional Fees for Courses Listed Below:**

\$40 HC 110 HC 112 HC 115 HC 191  
\$20 BL 101 BL 136 CH 100 CH 101 HC 122 HC 123 HC 190 SC 101  
\$10 FA 110 FA 112 FA 113 FA 114  
\$7 For each credit hour of Computer Science (CS) and Computer Technology (CT) courses.

Returned check fee: \$20

### **Bridges to Success**

\$200 per 8 week session (15 hours per week). Includes use of textbooks and GED test fee.

### **College Credits Now (CCN)**

\$60 per credit hour.

## **DONNELLY COLLEGE REFUND POLICY**

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

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

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

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

## **SERVICES FOR STUDENTS**

### **ACADEMIC ADVISING**

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

### **CAREER PLANNING AND PLACEMENT**

Career advisors help students with the process of career decision making, planning and preparation for finding a job. The advisors offer career counseling and assessment, career resource materials, assistance in resume writing, job placement, and opportunities for personal growth and development. Speakers and workshops will be available to students throughout the year.

### **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.

## **TUTORING SERVICES**

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.

## **STUDENTS WITH SPECIAL NEEDS**

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

## **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. Disciplinary sanctions may be taken by the College 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.

Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating, plagiarism, and lying in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean, and appropriate sanctions will be imposed. The Code of Conduct and standards of behavior expected of students are explained in the student handbook.

## **GRIEVANCES**

Any student of Donnelly College alleging discriminatory treatment by a College employee in regard to, but not limited to, race, sex, color, religion, national origin or disability, should first try to resolve it informally by bringing the matter to the attention of the party involved and meeting with the immediate supervisor(s) of said party. If the matter is not resolved by this means, the grievant may initiate a grievance procedure by presenting a written statement of the grievance to the immediate supervisor of the other party within 15 days of the alleged offense. All grievances must contain the following information:

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

Upon receipt of the grievance, the supervisor will present a copy of the grievance to the other party, who will respond in writing to the allegations of the grievant within five (5) working days. The supervisor(s) will arrange to meet with the two parties in an attempt to resolve the difficulty.

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



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

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

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

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

The written report will contain:

1. A statement of the purpose of the hearing.
2. The issues considered.
3. A summary of the evidence presented and findings of the facts as developed at the hearings.
4. Recommendations for final disposition of the case.

The President will meet with the grievant and the respondent to inform them of the decision and/or action recommended by the Grievance Committee. At any point in the proceedings prior to the time the Committee reaches its final decision, the grievant may withdraw any portion or the entire grievance with the consent of the

majority of the committee members and of the respondent. These proceedings may also be terminated at any time by mutual agreement of the parties involved with the consent of the Grievance Committee. In all cases of withdrawal or termination, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

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

## **GRADUATION**

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

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

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

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

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The degree of Associate in Arts is intended for those students who plan to continue their education in Accounting, Business Administration, Computer Technology, Education, English, History, Philosophy, Political Science, Psychology or Sociology.

### GENERAL EDUCATION REQUIREMENTS

#### Basic Requirements:

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or higher)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	3
		<b>18</b>

#### Distribution Requirements:

##### HUMANITIES

Five 3-credit hour courses in humanities chosen from EN, FA, HS, PH, or WL. At least one course must be chosen from PH. These courses are in addition to the Basic Education requirements listed above

**15**

##### BUSINESS AND SOCIAL SCIENCES

Three 3- credit hour courses, one each chosen from three different disciplines from AN, BS, CE, EC, GE, PS, PY or SO.

**9**

##### NATURAL SCIENCES AND MATHEMATICS

Two 3-5 credit hour courses, which must include one laboratory science course, chosen from BL, CH, CS, EG, PX, SC or MT.

(MT courses must be MT 121 or above).

**8-10**

#### *OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:*

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

<b>ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS</b>
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The degree of Associate in Science prepares students who plan to continue their education in Health, Mathematics and Engineering fields. Pre-professional programs are offered in Pharmacy, Nursing, Physical Therapy, Dentistry, Medicine, Engineering, Computer Science and Architecture.

**General Education Requirements**

**Basic Requirements:**

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	<u>3</u>
		<b>18</b>

**Distribution Requirements:**

**HUMANITIES**

Two 3- credit hour courses chosen from EN, FA, HS, PH, or WL. At least one course must be chosen from PH. These courses are in addition to Basic Education requirements listed above. **6**

**BUSINESS AND SOCIAL SCIENCES**

Three 3-credit hour courses chosen from AN, BS, EC, GE, PS, PY, or SO. **9**

**NATURAL SCIENCES AND MATHEMATICS**

A minimum of 15 credit hours in this area including 3 credit hours of College Algebra (MT 130) or above and a laboratory science course. Chosen from BL, CH, CS, EG, PX, SC or MT. **15**

*OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:*

- At least 15 credit hours (not included in Basic Education requirements) are to be chosen in one area of concentration.
- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

<b>ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS</b>
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The degree of Associate in Applied Science is designed to prepare students for areas that need special training. Areas of concentration may include Business, Computer Technology, Early Childhood Education, Health Care, Pharmacy Tech, Entrepreneurship and Health Sciences.

### General Education Requirements

**Basic Requirements:**

6 credit hours	English Composition I and II (EN 111, EN 112)	6
3 credit hours	Oral Communications (EN 140, EN 142, EN 143 or EN 144)	3
3 credit hours	Mathematics (MT 103 or waived through testing)	3
3 credit hours	College Study Systems (EN 100)	3
3 credit hours	Computer Technology (CT 111 or higher) or waived through testing	<u>3</u>
		<b>18</b>

**Distribution Requirements:**

**HUMANITIES**

One 3-credit hour course in philosophy (PH).	3
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**AREA OF SPECIALIZATION**

A minimum of 30 credit hours in the area of specialization.	30
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*OTHER COURSES TO BE CHOSEN SO THAT THESE REQUIREMENTS ARE MET:*

- The last 15 credit hours are to be taken at Donnelly College.
- A total of 64 credit hours with a cumulative G.P.A. of 2.00 are to be earned.

If a student does not maintain continuous enrollment, the student will be required to follow the graduation requirements that are in effect at the time of re-enrollment.

## **BACHELOR IN ARTS DEGREE REQUIREMENTS**

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

### **GENERAL EDUCATION REQUIREMENTS**

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

### **DEGREE REQUIREMENTS**

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

## **BACHELOR IN APPLIED SCIENCE DEGREE REQUIREMENTS**

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

### **GENERAL EDUCATION REQUIREMENTS**

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

### **DEGREE REQUIREMENTS**

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



## Administrative/Office Assistant Certificate Program

The Administrative/Office Assistant Certificate Program (AAC/OAC) is designed to provide adequate training to those who are interested in working in a modern office equipped with the latest business technologies. Persons receiving this certificate will be able to utilize available office technologies and procedures to perform tasks and/or to assist office administrators in performing their tasks.

Prerequisite Competencies: (Take 1-9 hours from this group) These classes may be needed to meet course prerequisites but will not apply toward required certificate hours.

CT 103	Keyboarding Mastery (or waived through testing-25 wpm, 85% accuracy)	3 cr.
EN 095	Conventional English ( or waived through testing)	3 cr.
MT 080	Arithmetic (or waived through testing)	3 cr.

**Required Courses:** (15-19 hours-Students must complete each required course with a C or better)

BS 101	Business Organization & Management	3 cr.
	or	
BS 210	Introduction to Marketing	3 cr.
BS 171	Entering the World of Work or waived through work experience	1 cr.
CT 111	Microcomputer Essentials (Prerequisite: CT 103 or waived through testing)	3 cr.
CT 114	Desktop Publishing (Prerequisite CT 103 or waived through testing)	3 cr.
CT 116	Using the Internet (Prerequisite CT 111)	1 cr.
CT 126	Business Solutions with Microsoft Office (Prerequisite CT 111 or waived through testing)	3 cr.
CT 140	Graphic Design (Prerequisite CT 111)	1 cr.
EN 111	English Composition I	3 cr.

**(6-15 hours of electives)**

**Recommended Electives:**

BL 100	Medical Terminology	3 cr.
BS 121	Accounting I	3 cr.
BS 181	Cooperative Education Practicum I	3 cr.
PY 101	Psychology	3 cr.
PY 201	Human Relations (Prerequisite PY 101/SO100)	3 cr.
SO 202	Human Relations (Prerequisite PY 101/SO 100)	3 cr.
SO 101	Sociology	3 cr.

The AAC/OAC Certificate requires completion of a minimum of 30 credit hours including the required 15-19 hours in BS/CT and a minimum typing speed of 50 wpm with 95% accuracy.



<h2 style="margin: 0;">Computer Technology Certificate Program</h2>
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The Computer Technology Certificate prepares the student who is interested in computers for an entry-level position in microcomputer programming.

A minimum of 30 hours is required for completion. A grade of "C" or better is required in these courses in order to complete the certificate program.

**Required Courses:**

CT 104	Microcomputer Operating Systems (Prerequisite CT 111)	3 cr.
CT 111	Microcomputer Essentials (Prerequisite CT 103 or waived through testing)	3 cr.
CS 123	Fundamentals of Programming (Prerequisite MT 103 or its equivalent with minimum grade of C)	3 cr.
MT 103	Intermediate Algebra (Prerequisite MT 085 or its equivalent with a minimum grade of C)	3 cr.

**Two Semesters of One Language**

CS 135	Problem Solving and Programming I (Prerequisite CS 123 and MT 130)	3 cr.
CS 235	Problem Solving and Programming II (Prerequisite CS 135)	3 cr.

**Business/Social Science**

One course in Business (BS)	3 cr.
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**Three Computer Technology Electives**

Choose from:

CT 114	Desktop Publishing*	3 cr.
CT 119	Advanced Spreadsheets*	3 cr.
CT 124	Advanced Database*	3 cr.
CT 126	Business Solutions/Microsoft Office*	3 cr.
CT 210	Networks and Telecommunications*	3 cr.
CT 216	UNIX Operating System*	3 cr.
CS 227	Programming in Java*	3 cr.

\* Indicates a prerequisite is/may be needed. See these course listings in the catalog.

## Early Childhood Certificate Program

This program provides entry-level training for employment in the field of early childhood education and is recommended for the student who wants to enter the work force, or for the student who wants an introduction to the field. This program requires practical experience in a child care facility and classroom instruction. Some of these credits may transfer to other colleges, some may not. The courses will apply to the thirty credit hour Area of Specialization requirement for the Associate in Applied Science in Early Childhood Education.

Upon completion of the courses specified, the student will receive a certificate. All courses must be completed with a grade of "C" or better before the certificate will be awarded.

### **Preschool or Infant/Toddler Curriculum**

CE 180	Early Childhood Observation	1 cr.
CE 181	Early Childhood Development	3 cr.
CE 182	Establishing Early Childhood Environments	1 cr.
CE 184	Health and Safety Education in Early Childhood	3 cr.
PY 101	General Psychology	3 cr.
PY 211	Child Psychology	3 cr.
	(Prerequisite PY 101)	
	or	
PY 213	Psychology of the Exceptional Child	3 cr.
	(Prerequisite PY 101)	
CE 112	Health and Safety Issues	1 cr.
CE 101	Fundamentals of Early Childhood Education	3 cr.
CE 103	Administration of Early Childhood Programs	3 cr.
CE 104	Practicum in Early Childhood Education	3 cr.
	(Prerequisite CE 101 and 102)	
	or	
CE 105	Field Experience in Early Childhood Education	3 cr.
	(Prerequisites CE 101 and 102).	
<b>Select either:</b>		
CE 185	Creative Experiences for Young Children	3 cr.
CE 188	Preschool Internship	3 cr.
	or	
CE 186	Curriculum-Infant/Toddler Programs	3 cr.
CE 189	Infant/Toddler Internship	3 cr.

**Total Credits**

**30 hours**

## Entrepreneurship Certificate Program

A one-year course for persons who have an idea for business and also have the funds to capitalize it.

**Entry Level Skills:**

Prerequisite skills: EN 095 Conventional English, MT 080 Arithmetic and MT 085 Basic Algebra, and CT 103 Keyboarding Mastery. These are prerequisites and do not apply to the 30 credit hours required for the certificate.

**Required Courses:**

BS 101	Business Organization and Management	3 cr.
BS 103	Personal Finance	3 cr.
BS 121	Accounting I	3 cr.
	(Prerequisite: eligibility for MT 085 or equivalent)	
BS 152	Introduction to Entrepreneurship	3 cr.
BS 153	Enterprise Development	3 cr.
	(Prerequisite BS 152 or waived through testing)	
BS 210	Introduction to Marketing	3 cr.
BS 231	Business Law	3 cr.
CT 111	Microcomputer Essentials	3 cr.
	(Prerequisite CT 103 or waived through testing)	
CT 126	Business Solutions with Microsoft Office	3 cr.
	(Prerequisite CT 111)	
MT 103	Intermediate Algebra	3 cr.
	(Prerequisite: MT 085 or its equivalent with a minimum grade of C)	

## Webmaster Certificate Program

This program prepares a person to run a World Wide Web site for a major company.

### Required Courses:

CT 104	Microcomputer Operating Systems (Prerequisite CT 111)	3 cr.
CT 111	Microcomputer Essentials (Prerequisite CT 103)	3 cr.
CT 114	Desktop Publishing (Prerequisite CT 111)	3 cr.
CT 116	Using the Internet (Prerequisite CT 111)	1 cr.
CS 123	Fundamentals of Programming (Prerequisite MT 103 or its equivalent with minimum grade of C)	3 cr.
CS 135	Problem Solving and Programming I (Prerequisites: CS 123 and MT 130)	3 cr.
CT 210	Networks and Telecommunications (Prerequisites CT 104 and MT 103)	3 cr.
CT 216	UNIX Operating System (Prerequisite CT 104)	3 cr.
CT 232	Web Site Development and Management (Prerequisites CS 135, CT 210 and CT 216)	3 cr.

### Recommended Electives: Suggested courses, choose at least one:

CS 235	Problem Solving and Programming II (Prerequisite CS 135)	3 cr.
CS 227	Introduction to Java (Prerequisite CS 135)	3 cr.

### Suggested courses: Choose one:

MT 130	College Algebra* or equivalent	3 cr.
EN 111	English Composition I or EN 112 English Composition II*	3 cr.
EN 215	Creative Writing*	3 cr.

\* Indicates a prerequisite is/may be needed. See course listings in the catalog.

## TRANSFER AND ARTICULATION AGREEMENTS

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

### **Credit by Prior Learning Assessment**

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

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

Donnelly College accepts only subject area CLEP tests and requires a 50 percentile score for awarding credit. The area 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 Academic Dean 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.

### **Associate Degree in Nursing**

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

### **Tech Prep**

Advanced standing credit has been approved for certain coursework sequences offered by members of the Tech Prep Consortium of Eastern Kansas, including USD 500, Turner and Bishop Ward high schools. Up to 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).

### **ATS Agreement Description**

Donnelly College and the Kansas City, Kansas Area Technical School have an articulation agreement through which ATS credit can be applied toward an Associate in Applied Science degree at Donnelly College.

To be eligible for this advanced standing credit, students must have:

- a. successfully completed (grades of C or above) a certificate at the Kansas City, Kansas ATS in one of the 21 articulated areas of study within the last five (5) years.
- b. official transcripts from ATS (and all other secondary and post-secondary institutions attended) on file at the Donnelly College registrar's office.
- c. successfully completed a minimum of twelve (12) credit hours of coursework at Donnelly College.

Upon completion of all of these requirements, it is the student's responsibility to file a petition with the Dean of Professional and Technical Studies, requesting advanced standing credit in a technical field. *No credit for ATS coursework will be applied unless all of these conditions have been met.* In some circumstances, the College may require additional proof of competency in the technical field prior to awarding the credit.

Students will be expected to complete all of the general education requirements of the Associate in Applied Science degree. This degree requires a minimum of 64 credit hours for completion which will include the ATS articulated credit but which will exclude any developmental coursework necessary for enrollment in required classes. All college policies apply to students in this program.

### **TRANSFER TO A FOUR-YEAR INSTITUTION**

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

### **SPECIFIC PROGRAMS/ARTICULATIONS**

#### **BENEDICTINE COLLEGE**

Under this agreement, a student who has completed an Associate in Arts degree is accepted with junior standing at Benedictine College in one of the following majors: English, History, Political Science, Business Administration, and Sociology.

#### **DONNELLY/BENEDICTINE SUCCESS PROGRAM**

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

#### **NATIONAL AMERICAN UNIVERSITY**

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

### **UNIVERSITY OF MISSOURI AT KANSAS CITY (UMKC)**

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

### **ENGINEERING TRANSFER PROGRAMS**

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

### **NURSING TRANSFER PROGRAMS**

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

### **DONNELLY TO ROCKHURST CONNECTION - Provisional Admittance Program**

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



# [COURSE DESCRIPTIONS](#)

Please click the link above to access course descriptions



## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

### *Courses in English as a Second Language.*

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

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

The English as a Second Language Program offers open flexible admission. International students may attend for a period as short as one week or one month. This arrangement allows for the rapid polishing of skills for the partially fluent. According to the period of study, the tuition is pro-rated.

Courses in English as a Second Language are offered at twelve different levels of difficulty in the following skill areas:

- Reading and Vocabulary
- Listening/Speaking and Pronunciation
- Composition
- Grammar

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

(Test of English as a Foreign Language) is administered at the end of each semester and exit interviews provide academic recommendations for each student.

A TOEFL score of 500 and Composition score of 5 out of 6 are required for full participation in the degree program at Donnelly College.

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

## **BRIDGES TO SUCCESS PROGRAM**

Bridges to Success is an intensive college-preparatory program that individually prepares students who do not have a high school diploma or GED for college-level coursework.

Students must meet several requirements before being placed into the program, including appropriate entrance scores and an expressed intention to pursue higher education. Bridges exposes each student to college-preparatory coursework, initiates an individualized education plan, gives access to Donnelly's academic and community resources, and provides supplemental life skills workshops. Upon successful passage of the Ability to Benefit (ATB) test, Bridges to Success students become eligible for enrollment as full Donnelly College students.

The three basic classes – Reading, English and Math – meet Monday through Friday at specified times between 9 a.m. and 1 p.m., with students attending school at additional required times for tutorial sessions and life skills workshops.

Non-credit college basic skills courses:

### **Reading Skills or Reading Comprehension**

These courses prepare students for reading for the main idea and supporting details. It stresses word recognition, phonetic analysis and vocabulary development, fundamental reading strategies, effective reading techniques and clear thinking. Instruction is geared to the individual needs of each student.

### **Writing Skills or Conventional English**

These courses help students master basic grammar, punctuation rules and various sentence patterns which are used to construct coherent and unified paragraphs employed to write essays. Basic library research techniques are also introduced. Instruction is geared to the individual needs of each student.

### **Arithmetic or Basic Algebra**

These courses emphasize skill building in operations of addition, subtraction, multiplication and division as they relate to whole numbers, fractions and decimals, and then are applied to areas of measurement, perimeter and area. It also includes the study of signed numbers and solving linear equations, the fundamentals of algebra, solutions of linear equations, problem solving, graphs of linear equations, operations with polynomials, factoring and solving quadratic equations. The instruction is supplemented by individualized and group tutoring to meet the individual needs of each student.

### **Life Skills Workshops**

These workshops emphasize examining personal values, interests and skills; and explore possibilities for maximizing one's potential in the academic world and a career. Information about the present and future world of work will be presented as part of the exploration process.

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