



2022-2023 Student Handbook



DONNELLY COLLEGE

608 N. 18th St. Kansas City, KS 66102 | donnelly.edu | 913.621.8700

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

Contents

About Donnelly College

Mission and Vision Statement	3
Donnelly's Values	3
Accreditation	3
Philosophy of General Education	3

Student Services

Academic Advising	4
Bookstore and Spirit Store	4
Campus Cupboard	4
Campus Ministry	4
Career Services	4
Counseling Center	4
Dean-Lozoya Family ARC (Library)	4
Disability Services	4
Financial Aid	5
IT Services	5
Registrar	5
Student Billing	5
Testing Center	5
Tutoring Center	5

General Policies

Acceptable Use of Technologies	5
Alcohol and Drugs	5
Code of Conduct	6
Directory Information	6
Email Address	6
Emergencies	6
FERPA	6
Grievances	6
New Student Orientation	8
Non-Discrimination	8
Parking	8
Payment of Tuition and Fees	8
Smoking	8
Student Identification	9
Visitors on Campus	9
Voting Registration	9
Weapons-free Campus	9

Academic Policies

Academic Appeals	9
Academic Dishonesty	9
Academic Probation and Suspension	9
Class Attendance	10
Class Cancellations	10
College Catalog	10
Course Prerequisites	10
Course Schedule Changes	10
Credit Limit	11
Declaring a Major/Program	11
Grade Appeal	11
Graduation	11
Incomplete Grade	11
Last Day of Attendance	12
Repetition of Coursework	12
Withdrawal from Courses	12

Governance

Student Senate	12
Clubs and Organizations	12

About Donnelly College

Donnelly College is an independent, co-educational college. Founded in 1949, affiliated with the Catholic Church and Benedictine Sisters of Atchison in Kansas and sponsored by the Archdiocese of Kansas City in Kansas, Donnelly was located and has remained in the heart of Kansas City, Kansas. As a Catholic liberal arts and professional college, Donnelly's institutional philosophy derives from a belief in God and the dignity of each person. As an educational institution, Donnelly believes that education can lead people to recognize their potential as well as their value as human beings, to be aware of their relationship to God, and to function as constructive members of society.

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

Mission

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

Vision Statement

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

Donnelly's Values

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

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

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

Excellence: Donnelly seeks to challenge people to become the best version of themselves in their vocation, personal life, civic engagement, and faith pursuit. Excellence requires perseverance amidst obstacles, striving beyond what is comfortable, openness to new ideas, a commitment to quality and concerted effort.

Accreditation

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

Philosophy Of General Education

Donnelly College has consistently maintained a strong commitment to liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students' place in the world and their pursuit of truth. Therefore, the College's general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities which will enable them to become educated participants in a diverse global community.

Student Services

*The following services are available to Donnelly College students. More information about each area can be found in the **Donnelly College Catalog**.*

Academic Advising

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

Bookstore and Spirit Store

Donnelly College utilizes a virtual bookstore through ECampus for all textbook purchases. Students have the option to have their books shipped to Donnelly College for pick-up or directly to their home. Students can visit our online Spirit Store at www.rokkitwear.com.

Campus Cupboard

The Cupboard provides temporary food assistance to any member of our Donnelly College family to alleviate any food insecurity. Hours for the campus pantry are posted on the website and the Cupboard door. There is no cost associated with this service.

Campus Ministry

Campus Ministry is open to all DC students regardless of religious background and seeks to meet all students' spiritual needs. Our ministry is based in prayer, scripture study and worship, as well as individual care and guidance, advocacy, catechesis, community celebrations, evangelization, and social justice activities. Donnelly also offers daily Mass in the Blessed Seelos Chapel.

Career Services

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

Counseling Center

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

Dean-Lozoya Family Academic Resource Center (Library)

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

Disability Services

The purpose of academic disability accommodation in higher education is not to make the student's educational experience easier, but instead is designed to remedy the effects of the disability, within reason. Our goal in providing services is to ensure that the student's disability does not prevent them from enjoying the same educational and experiential opportunities as any non-disabled student. Students must directly contact the Dean of the College to start the accommodations process. Students must hand deliver their documents to the Dean of the College and arrange a meeting to discuss accommodations. A parent who wishes to discuss their student's accommodations must have an academic FERPA release form on file with the Registrar's Office.

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 who are U.S. Citizens or Permanent Residents may qualify for programs. See the College Catalog for additional Financial Aid information.

IT Services

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

Registrar

The Office of the Registrar supports every registered student, as well as all the faculty and staff who interact with them. It is responsible for record keeping, transcripts, course enrollment, scheduling of classes, and processing grades.

Student Billing

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

Testing Center

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

Tutoring Center

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

General Policies

*All general policies are explained in further detail in the **Donnelly College Catalog**.*

Acceptable Use of Technologies

The College expects that all computers and networks on the campus will be used in a manner consistent with the Computer Policy & Standard Practices and compliant with applicable law. The College is under no obligation to protect a user from a complaint or action arising from violation, or alleged violation, of the law. Users should understand that the fact that material is available for free on the Internet does not mean that accessing such material is authorized by third party rights-holders.

Alcohol and Drugs

The College works with students and employees to access support services when their use of alcohol or other drugs is cause for concern. Support services include alcohol and drug abuse prevention education programs, intervention, and therapeutic methods, all with the goal of reducing the harmful influence of alcohol and other drugs. The College especially encourages its students to develop responsible attitudes and behaviors as they prepare to enter a world in which alcohol is used. See the College Catalog for more details on campus alcohol and drug policies.

Code of Conduct

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal, and physical growth for persons from a variety of economic, social, religious, racial, ethnic, and national backgrounds. An individual who enters this college community voluntarily assumes obligations to accept the code of conduct of the institution to promote its purposes and functions. The college may take disciplinary sanctions whenever student conduct interferes with its responsibility of providing an opportunity for educational achievement or of protecting the rights, health, and safety of its members. Members of the Donnelly Community are expected to maintain standards of conduct befitting maturing and responsible citizens in an academic community and reflecting the purpose of the college. All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs.

Conduct which leads to embarrassment, physical harm, or indignities to other persons will not be tolerated. Such behaviors include:

- Bullying, intimidating, or otherwise threatening any other individual on campus or at a campus-sponsored event.
- Cyber Bullying: Intimidation or harassment that causes a reasonable student to fear for his or her personal safety and property. Cyber bullying includes, but is not limited to, the use of computers, web sites, the internet, cell phones, text messaging, chat rooms, and instant messages to ridicule, harass, intimidate, humiliate, or otherwise bully a student.
- Burglary and/or theft.
- Arson, or fires started on campus.
- Excessive noise or disruptions.
- Violent behavior, both verbal and nonverbal.
- Use of weapons on campus.
- Indecent exposure or behavior, illicit sexual behavior, or lewd conduct.
- Illegal gambling.

Students are expected to respect the privacy of others. Such violations of the expectations of privacy include:

- Using electronic or other means to make a video or photographic record of any person on campus where there is a reasonable expectation of privacy without the person's consent and when the recording is likely to cause injury, distress, or damage to one's reputation.
- Opening, tampering with, or otherwise manipulating access/maintenance panels; propping or taping open doors that are intended to remain closed or locked; improper use of alarmed door.
- Using bathrooms intended for the opposite sex.
- Misuse/abuse of codes and access systems.

Donnelly College students are responsible for the behavior of their guests. Harassment or discrimination in any form will not be tolerated or condoned at any time. At Donnelly College, creating a respectful, inclusive community is one of our top priorities. The Dean of the College may use restorative justice practices to build community, address conflict and repair harm when needed, Restorative Justice has its foundation in the community circle practice of Indigenous cultures that emphasize community.

Directory Information

Donnelly College designates the following student information as public or Directory Information: Name, address, telephone number; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance, degrees and awards received; previous educational institution attended; photographs and student likenesses. Such information may be disclosed by the College for any purpose at the College's discretion. In order not to disclose any of the above listed information, written notification must be provided to the Registrar's Office.

Email Address

The student's Donnelly College e-mail address is the official electronic address used by the College for all communications including academic and financial information. It is the student's responsibility to check e-mail regularly and read all e-mail from the college. 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.

Emergencies

In an emergency, an on-site administrator will respond. Once an incident is identified, the administrator will work with security to assess the situation and take the appropriate action. Steps are outlined in the Emergency Evacuation Plan found online at donnelly.edu/Students/Resources.

Family Educational Rights & Privacy Act (FERPA)

The General Education Provision Act of 1974 (originally titled Privacy Rights of Parents and Students) was retitled Family Education Rights and Privacy in 1988. These rights are explained in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education, and Welfare in the June 17, 1976, Federal Register. In compliance with this act, the policy statement of students' rights regarding academic records has been developed at Donnelly College and can be found in the Catalog.

Grievances

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

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

Informal Resolution Procedure

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

Formal Resolution Procedure

A formal complaint should be submitted in writing to the Assistant Vice President of Student Affairs within fifteen days of the incident or within seven days of the informal resolution procedure. The complaint must include contact information, a description of the complaint, and suggested action(s). The Assistant Vice President of Student Affairs will meet with the student/staff and then conduct any investigation deemed necessary. A written recommendation will be sent within seven days of the student meeting that states the information presented, and recommended actions, if any. Copies of the original complaint and the written recommendation will be sent to all parties involved in the matter.

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

New Student Orientation

All new and re-admitted Donnelly College students are required to attend New Student Orientation. Students participating in dual credit courses, Correctional Facilities courses, non-credit courses, and course audits are not required to attend.

Non-Discrimination

As a Catholic College founded by the Benedictine Sisters of Mount St. Scholastica and the Archdiocese of Kansas City in Kansas, Donnelly College believes in the inherent dignity and worth of every person. As such, the College is committed to providing an open and welcoming environment free from discrimination to its students, faculty, staff, and alumni. Donnelly College does not discriminate on the basis of a person's age, race, color, sex, gender, religion, creed, nationality, ethnicity, disability, veteran status, or family status, or any other characteristic protected by applicable law in admission to, access to, treatment in, or employment in its educational programs and activities.

Parking

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

Payment of Tuition and Fees

The Student Billing Office is responsible for billing student accounts and receiving student payments. Student's billing statements will be posted on the student's Empower Self Service. Every student must sign a Financial Responsibility Form at the beginning of their first semester at Donnelly. The form can be found on Empower and electronically signed. If not signed by the deadline, a Business Hold will be placed on the student's account (see schedule below). A Business Hold restricts the student's ability to register for future classes, access grades, and to receive transcripts or a diploma.

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

Students may pay tuition and fees with cash, check, money order, or credit card. Credit card payments may be made online in Empower. Students may also qualify for financial aid and should meet with the Financial Aid Office to discuss the options available to them. Visit paymybill@donnelly.edu for billing information.

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

Smoking

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

Student Identification

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

Visitors on Campus

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

Voter Registration

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

Weapons-free Campus

To ensure that Donnelly College maintains a safe environment and free of violence for all students and employees, the College prohibits the possession or use of weapons on College property. A license to carry the weapon does not supersede the College policy. "College property" is defined as all college-owned or leased buildings or vehicles under the College's control. Legal weapons must be kept locked in one's own vehicle while on College property and the owner assumes responsibility for such personal property. Donnelly College reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that a student, employee, or a visitor has a weapon on College property. While on duty on College property, police officers and other law enforcement personnel are authorized to carry weapons.

Academic Policies

*All academic policies are explained in further detail in the **Donnelly College Catalog**.*

Academic Appeals

A student may appeal a course substitution, break in residency, course pre-requisite, and final grades. Consult the College Catalog and your Academic Advisor for details on the appeal process.

Academic Dishonesty

Academic dishonesty is any form of academic impropriety committed by a student and involving a dishonest motive or intent. Consequences for academic dishonesty are determined by the instructor.

Academic Probation and Suspension

The following policy outlines the academic expectations for students at Donnelly College:

- Students must maintain a minimum 2.00 semester and cumulative grade point average (GPA).
- Students must complete 67% of all credit/non-credit courses attempted (each semester and cumulative).
- Courses with grades of I, W, F, or U will not be considered completed hours.
- Transfer credits that are accepted will be included in the calculation of courses completed or attempted.

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

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

Class Attendance

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

Class Cancellations

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

Weather: In the event of inclement weather, Donnelly College will close or adjust its operating hours in the interest of student and employee safety. Donnelly College will determine its own schedule and may follow the schedule of Kansas City Kansas Public School District. Decisions and announcements regarding college classes and activities will be announced and posted on area media outlets and college information sites.

College Catalog

Students are responsible for the information the catalog contains and are encouraged to reference it often. Procedures, course titles, and regulations may change, but decisions regarding individual programs, permanent records and transcripts are based on the year of the student's initial enrollment.

Course Prerequisites

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course. Students who are unable to register but believe they have satisfied a course prerequisite should consult their Academic Advisor.

Course Schedule Changes

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

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

Credit Limit

The maximum number of hours a student is permitted to take in the Fall or Spring semester is 18 credit hours. For summer sessions, the maximum number of hours permitted is 9 credit hours. Online, off-campus, and evening courses taken concurrently are counted as a part of the total load. Students who have completed a minimum of 24 hours with a continuous record of a minimum 3.25 overall GPA may petition the Dean of the College to enroll in more hours.

Declaring a Major/Program

It is important that students always keep their program of study current to ensure the student is completing the correct courses, financial aid is properly awarded, VA benefits are granted, and the degree is still available when the student is ready to graduate. Students can declare or change their program of study by meeting with their Academic Advisor.

Grade Appeal

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

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 and may participate in the May ceremony. Students who lack three or fewer credits to graduate in May will be listed as candidates for July graduation and will be permitted to participate in the May ceremonies, provided they have registered to take the missing course in the summer. Diplomas will be withheld until all requirements are completed.

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

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

Incomplete Grade

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

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

Last Day of Attendance

Federal regulations require faculty to report attendance information for students who have stopped attending class or those who never attended. Financial aid may be reduced or cancelled based on student attendance information. The last date of attendance that was reported by faculty will remain unchanged.

Repetition of Coursework

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

Withdrawing from Courses

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

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

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

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

Student Governance

Student Senate

Student Senate fosters student leaders, providing organizational structure and promoting involvement to enhance students' leadership skills and college experience. The Senate represents students' interests and serves as a liaison between the College's student body, faculty, and staff.

Clubs and Organizations

All student organizations must apply/re-apply for recognition as an official Donnelly College Student Organization. By having official status, each group will be eligible to hold and promote events on campus. Applications should be turned into Student Senate for approval.