



**Davis College Student Handbook  
2018–2020**



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## Davis College Contact Information

4747 Monroe Street, Toledo, OH 43623

(419) 473-2700

(419) 292-2240

(800) 477-7021

(419)473-2472 (FAX)

[www.daviscollege.edu](http://www.daviscollege.edu)

[learn@daviscollege.edu](mailto:learn@daviscollege.edu)

## Staff and Faculty Directory

### Faculty

Tycie Alcorn

[talcorn@daviscollege.edu](mailto:talcorn@daviscollege.edu)

Moaiad Almousa

[malmousa@daviscollege.edu](mailto:malmousa@daviscollege.edu)

Paula Birney

[pbirney@daviscollege.edu](mailto:pbirney@daviscollege.edu)

Diane Brunner

[dbrunner@daviscollege.edu](mailto:dbrunner@daviscollege.edu)

Kelley Colston

[kcolston@daviscollege.edu](mailto:kcolston@daviscollege.edu)

Mary Deloe

[mdeloe@daviscollege.edu](mailto:mdeloe@daviscollege.edu)

Terry Dippman

[tdippman@daviscollege.edu](mailto:tdippman@daviscollege.edu)

Sandy Ellis

[sellis@daviscollege.edu](mailto:sellis@daviscollege.edu)

Sandra Hall

[shall@daviscollege.edu](mailto:shall@daviscollege.edu)

Anita Harris

[aharris@daviscollege.edu](mailto:aharris@daviscollege.edu)

Katharine Heintschel

[kheintschel@daviscollege.edu](mailto:kheintschel@daviscollege.edu)

Sarah Hess

[shess@daviscollege.edu](mailto:shess@daviscollege.edu)

Owen Hoskins

[ohoskins@daviscollege.edu](mailto:ohoskins@daviscollege.edu)

Ghada Itayem

[gitayem@daviscollege.edu](mailto:gitayem@daviscollege.edu)

Clayton Jagodzinski

[cjagodzinski@daviscollege.edu](mailto:cjagodzinski@daviscollege.edu)

Marsha Klingbeil

[mklingbeil@daviscollege.edu](mailto:mklingbeil@daviscollege.edu)

Jill Malloy

[jmalloy@daviscollege.edu](mailto:jmalloy@daviscollege.edu)

Lois Kossel-Martinez

[lmartinez@daviscollege.edu](mailto:lmartinez@daviscollege.edu)

Sally Mielcarek

[smielcarek@daviscollege.edu](mailto:smielcarek@daviscollege.edu)

Jane Mintun

[jmintun@daviscollege.edu](mailto:jmintun@daviscollege.edu)

Teddi Moorman

[tmooreman@daviscollege.edu](mailto:tmooreman@daviscollege.edu)

Diane Morlock, Medical Department Program Director  
VM 153

[dmorlock@daviscollege.edu](mailto:dmorlock@daviscollege.edu)

Alison Mowery

[amowery@daviscollege.edu](mailto:amowery@daviscollege.edu)

Karen Patton

[kpatton@daviscollege.edu](mailto:kpatton@daviscollege.edu)

Jane Pfeifer

[jpfeifer@daviscollege.edu](mailto:jpfeifer@daviscollege.edu)

Laura Randall

[lrandall@daviscollege.edu](mailto:lrandall@daviscollege.edu)

Karen Roadruck, Business Department Program Director  
VM 151

[kroadruck@daviscollege.edu](mailto:kroadruck@daviscollege.edu)

Jim Scharer

[jscharer@daviscollege.edu](mailto:jscharer@daviscollege.edu)

Marjorie Smith

[msmith@daviscollege.edu](mailto:msmith@daviscollege.edu)

Roger Smith

[rsmith@daviscollege.edu](mailto:rsmith@daviscollege.edu)

Uma Vora

[uvora@daviscollege.edu](mailto:uvora@daviscollege.edu)

Janet Weber, Design Department Program Director  
VM213

[jweber@daviscollege.edu](mailto:jweber@daviscollege.edu)

Holly Whitney

[hwhitney@daviscollege.edu](mailto:hwhitney@daviscollege.edu)

## **President's Office**

Diane Brunner, President  
Title IX Coordinator  
VM122  
[dbrunner@daviscollege.edu](mailto:dbrunner@daviscollege.edu)

## **Institutional Advancement**

Timothy Brunner, Vice President of Institutional Advancement  
VM149  
[tbrunner@daviscollege.edu](mailto:tbrunner@daviscollege.edu)

## **Student and Academic Services**

Mary Ryan-Bulone, Vice President of Academic and Student Services  
Registrar  
Academic Advisor  
VM124  
[mryan@daviscollege.edu](mailto:mryan@daviscollege.edu)

## **Business Office**

Barb Helmlinger, Bursar/VA Counselor VM108  
[bhelmlinger@daviscollege.edu](mailto:bhelmlinger@daviscollege.edu)

## **Financial Aid**

Terry Dippman, Financial Aid Director VM202  
[tdippman@daviscollege.edu](mailto:tdippman@daviscollege.edu)

## **Academic Services**

Mary Kay Stobinski, Academic Advisor VM102  
[mstobinski@daviscollege.edu](mailto:mstobinski@daviscollege.edu)

Peggy Peterson-Seniuk, Librarian VM117  
[psemiuk@daviscollege.edu](mailto:psemiuk@daviscollege.edu)

**David Flowers, Bookstore Manager, VM 136**  
**Computer Lab Technician, VM150**  
[dflowers@daviscollege.edu](mailto:dflowers@daviscollege.edu)

Adam Young, Network Coordinator VM 150  
[ayoung@daviscollege.edu](mailto:ayoung@daviscollege.edu)

Lee Smalley, Computer Lab Technician VM150  
[lsmalley@daviscollege.edu](mailto:lsmalley@daviscollege.edu)

## **Davis College Mission**

Davis College, a private, two-year institution of higher education, serves our community by offering quality educational programs and services that meet the ever-changing demands of business. Our mission is to provide marketable skills that enhance the employability of our graduates. To assure the realization of our mission, the following educational purposes, in addition to our program objectives, have been established.

### **General Education Core**

The General Education Core is an integral part of each associate degree program at Davis College. The purpose of the General Education Core is to impart common knowledge, cultivate critical thinking, and develop values needed by every educated person. To this end, the General Education Core provides a foundation for comprehensive, life-long learning and will enable a graduate to:

- Read critically with understanding.
- Listen critically with understanding.
- Write clearly and effectively in Standard English.
- Speak clearly and effectively in Standard English.
- Apply critical thinking processes, abstract reasoning skills, and problem-solving methods.
- Locate, gather, process, and use information.

### **Business Core**

The Business Core reflects the College's commitment to meeting the demands of the business community we serve and is an essential part of each associate degree program and promoted in all programs. The purpose of the Business Core is to develop character, teamwork, and professionalism valued by employers. To this end, the Business Core will enable a Davis College graduate to:

- Demonstrate professional behavior.
- Collaborate with people of different backgrounds, values, and experience.
- Demonstrate knowledge of the foundations, functions, and practices of business.
- Utilize computer technology.
- Develop effective job search skills and employment documentation.

The Davis College faculty, staff, and administration are committed to the mission and purposes of the College and, to this end, are committed to provide the educational pro-

grams, services, environment, resources, and knowledge to assure its attainment.

## Academic Programs

The College academic programs are organized into the following areas: Administrative and Allied Health Professionals, Business Administration and Information Technology, Design, and General Education.

### Programs of Study

#### Allied Health

Medical Assisting (AAS) Medical Assisting (D)

Medical Billing and Coding (AAB)

Medical Billing and Coding (D)

#### Business Administration

Accounting and Human Resources (AAB)

Business Management (AAB)

Early Childhood Education (AAS)

Real Estate (Online) (C)

#### Design

Graphic Design (AAB)

Interior Design (AAB)

Intensive Language Learning

Intensive Language Learning Program (D)

AAB = Association of Applied Business Degree

AAS = Associate of Applied Science Degree

D = Diploma

C = Certificate

### Program Requirements

Programs of study are offered in two major areas: Applied Business and Applied Science. The graduate of any program of at least 90 credit hours receives an associate degree. If the program is less than 90 credit hours, but 40 or more credit hours, the graduate receives a diploma. Program requirements meet the minimum criteria established by The Department of Education, the State Board of Career Colleges and Schools, and our accrediting agency. To earn a second award, a student needs to complete a minimum of 25 additional credit hours, and the second major needs to be significantly different from the first. A student may earn a minor by taking a minimum of 16 hours in a specific content area above and beyond those courses taken to

fulfill the major requirements. A student may complete a liberal studies minor by completing any combination of at least 16 hours of Communication, Humanities, Social Science, or Math courses above and beyond courses taken for the student's major program. A student who plans to articulate these credits to a four-year institution is advised to contact that institution to determine how the credits would transfer.

### Change of Program of Study

After a student has enrolled, requests for a change of program of study may be made in the Academic Services Office.

### Medical Assisting Physical Exam Requirement

Medical Assisting students are required to have a complete physical examination with the results on file with the Allied Health Program Director. The examination needs to be completed by the beginning of Clinical Practicum (MED250). This examination is required to include tuberculosis screening (either skin test or chest x-ray). This assures that the students are physically capable of performing procedures in accordance with program standards. Many medical facilities providing externship experiences are requesting that students have completed or are currently taking the Hepatitis B immunization series by the beginning of the Clinical Practicum (MED 250). Therefore, it is recommended that students consider initiating this series when they begin the Medical Assisting program.

### Student Design Artwork Policy

Student design work created under the supervision of Davis College faculty is property of Davis College and may be used at the discretion of the College for promotional purposes.

### Academic Calendar

Session A refers to courses offered the full quarter.

Session B refers to accelerated courses offered the first half of the quarter.

Session C refers to accelerated courses offered the second half of the quarter.

#### 2018–2020 Academic Calendar

##### Fall Quarter (20184)

August 20–November 2, 2018

New Student Orientation, August 16, 2018

Labor Day, September 3, 2018 (Building Closed)

Finals Week, October 29 – November 2, 2018

Break Week, November 5 – 9, 2018

##### Winter Quarter (20185)

November 12, 2018–February 8, 2019

New Student Orientation, November 8, 2018  
Thanksgiving Break November 21–23, 2018 (Building Closed)  
Christmas Vacation, December 21, 2018–January 4, 2019  
Classes Resume, January 7, 2019  
Martin Luther King, Jr. Day, January 21, 2019 (No Classes)  
Finals Week, February 4–8, 2019  
Break Week, February 11–15, 2019

### **Spring Quarter (20192)**

February 19–May 3, 2019  
New Student Orientation, February 14, 2019  
Finals Week, April 29–May 3, 2019  
Break Week, May 6–10, 2019

### **Summer Quarter (20193)**

May 13–July 19, 2019  
New Student Orientation, May 9, 2019  
Memorial Day, May 27, 2019 (Building Closed)  
Independence Day, July 4, 2019 (Building Closed)  
Finals Week, July 15–19, 2019  
Break Week, July 22–August 23, 2019

### **Fall Quarter (20194)**

August 26 - November 8, 2019  
New Student Orientation, August 22, 2019  
Labor Day, September 2, 2019 (Building Closed)  
Finals Week, November 4–8, 2019  
Break Week, November 11–15, 2019

### **Winter Quarter (20195)**

November 18, 2019–February 14, 2020  
New Student Orientation, November 14, 2019  
Thanksgiving Break, November 20–22, 2019 (Building Closed)  
Christmas Vacation, December 23, 2019–January 3, 2020  
Classes Resume, January 7, 2020  
Martin Luther King, Jr. Day, January 20, 2020 (No Classes)  
Finals Week, February 10–14, 2020  
Break Week, February 17–21, 2020

### **Spring Quarter (20202)**

February 24–May 8, 2020  
New Student Orientation, February 20, 2020  
Finals Week, May 3–8, 2020  
Break Week, May 11–15, 2020

### **Summer Quarter (20203)**

May 18–July 24, 2020  
New Student Orientation, May 14, 2020  
Memorial Day, May 25, 2020 (Building Closed)  
Independence Day, July 4, 2020 (Observed July 3, Building Closed)  
Finals Week, July 20–24, 2019  
Break Week, July 27–August 24, 2020

## **Tuition and Fees**

Tuition and fee charges are due and payable on or before the first day of each quarter. See the Catalog Supplement for a complete description of fees. Tuition and fees are subject to change without notice. Students pay the same tuition and fees regardless of the state in which they reside. Students will not be scheduled for the next quarter if a balance is due. A clearance may be given to students waiting for funding if the student has completed all required steps to receive the funding. A zero balance is required in order to receive your official transcript.

## **Financial Aid Verification Process**

The federal government selects roughly 30% of students for a process called “verification.” If a student’s FAFSA is selected for verification, he/she will be required to provide additional information in order for his/her financial aid eligibility to be determined. If your FAFSA is selected for verification, you will be notified via e-mail of the required information you need to submit. Documentation requested may include, but is not limited to:

- IRS Tax Return Transcripts
- Verification of Non-Filing Letter from the IRS
- Proof of High School Completion
- Documentation of Legal Guardianship, Orphan or Ward of the Court status

If you are selected for verification, your financial aid is on hold until your outstanding requirements are received and your FAFSA has been reviewed for accuracy. Since federal grants and loans cannot disburse until verification is complete, it is important that you take immediate action to submit all of your requirements. You will need to provide the documentation requested within 30 days. If you do not complete verification by the 30th day then you will not be awarded financial aid. A student may appeal if he/she brings the documents in and can show unusual circumstance why they were not able to get it in the 30 days. If the student’s EFC changes upon completion of the verification process and results in a change in the financial aid awarded, a new award letter is created in the Campus Ivy Core system and is emailed to the student. If the FAFSA needs to be corrected upon completion of the verification process, Campus Ivy will make the correction through FAA Access on CPS. In limited circumstances the student may be advised to log into their FAFSA and make certain changes. Students are encouraged to contact the Financial Aid Office for assistance through this process if needed.

If the Financial Aid Office has credible information concerning any of the following: false claims of independent student status; False claims of citizenship; Use of false identities; Forgery of signatures or certifications; and/or False



statements of income, the Financial Aid Office will confer with the President of the College who will provide a second opinion. If both agree with the credibility of potential fraud or criminal misconduct in connection with the student's financial aid application, the information will be referred to the Office of Inspector General of the Department of Education for investigation.

### **Refund Policy of Tuition/Books Upon Withdrawal**

The official withdrawal date is defined as the date the Academic Advisor is notified of the withdrawal. The official withdrawal procedure requires a financial aid exit interview and signed withdrawal form from the student's Academic Advisor. Appropriate tuition charges will be calculated based on the official withdrawal date.

#### **Withdrawal Refund**

1st Calendar Week 75%

2nd Calendar Week 50%

3rd Calendar Week 25%

4th-11th Calendar Week No Refund

Books may be returned through week 4 of the quarter. Books for Session C classes may be returned up to week 7. A yellow drop slip from an advisor along with a receipt for the original purchase are required. Books are accepted for return only if they are in new condition (no writing; disk not opened). Fees are not refundable.

### **Return of Federal Funds**

Students who withdraw from their program may be responsible to repay 50% of their grant monies (in addition to their loan monies borrowed). Furthermore, until proper arrangements have been made with the Department of Education, students may not be eligible to participate in any further federal aid programs to attend college. It is very important that students review the impact of their withdrawal with the Financial Aid Office and the Business Office before withdrawing. Students who withdraw will be sent the R2T4 (Return to Title IV) Form. Based on the calculation on the form, the student may be sent a Notice of Post-Withdrawal Disbursement stating the amount of Title IV funds they are eligible for. Upon receipt of the student's written consent, funds will be applied to the balance due the College first, and the remaining funds, if any, will be disbursed to the student. If written consent to apply the funds is not received within 14 days of the date of the Notice of Post-Withdrawal Disbursement, funds will be returned to the Department of Education and the balance owed the College will be the sole responsibility of the student. Upon student withdrawal, cessation of classes, or graduation, in accordance with federal regulations, any

repayment of federal funds will be distributed within 45 calendar days of the student's last date of attendance in the following prescribed order:

1. Direct Unsubsidized Stafford Loans
2. Direct Subsidized Stafford Loans
3. Direct PLUS Loans received on behalf of the student
4. Federal Pell Grants
5. Federal SEOG Program Aid
6. Other Title IV Program Aid
7. Other federal, state, private, or institutional student financial assistance received by the student.

### **Refund Policy on Credit Balances**

Students will receive any credit balance within 14 days of when the credit balance occurs. If a student has ceased coming to classes, a repayment of funds to the proper source will occur.

### **Student Services**

#### **Davis Store**

The Davis College Store is located near the reception area and is open for business during posted hours. Students may purchase textbooks and general supplies. Textbooks for each quarter are available one week prior to the starting date of the quarter.

#### **Career Services**

One of the outstanding benefits of the College is the career service assistance. The mission of the Career Services Office is to provide recent graduates support in obtaining a job after college commensurate with their academic preparation, capabilities, and personal goals. The Career Services Office is your link to the business community. Assistance in resume writing, job search, and networking is available to students without additional cost. Although securing of positions cannot be guaranteed, every effort is made to assist students with obtaining desirable employment. The Career Services Office is interested in every student's employment success. We encourage students to utilize this beneficial service.

#### **Counseling**

Our professional staff and faculty members will help guide you to the proper resources either at Davis College or in our community. Academic advisors, faculty, and the Vice President of Academic and Student Services are available for counseling concerning academic or personal problems.

## **Food and Drink**

To protect our equipment and resources, please respect the no eating or drinking policy in posted areas including computer labs.

## **Identification Cards**

A student identification card (ID) is required by all students. ID pictures are taken on orientation day. Additional times and location will be announced in the Davis Details. There is no charge for the ID. The ID is required to check out books in the Resource Center, get information from the Business Office or Financial Aid Office, and make purchases in the Davis Store. Special discounts on school supplies, uniforms, and entertainment are offered by some local merchants.

## **Parking**

Parking is provided free of charge; however, parking permits are required. Permits can be obtained from the receptionist at no charge.

## **Resource Center**

The Resource Center (library) at Davis College is a place to study quietly, do research for a class project, read a current magazine, or get reference assistance. It features books and magazine subscriptions that support the curriculum. It also has video and pamphlet collections. All materials, except for reference books, may be checked out. Students may use the Resource Center computers to connect to the Internet, including access to the Toledo-Lucas County Public Library website. A librarian provides individualized service for students, faculty, and staff.

## **Student Activities**

To benefit the most from campus life and to get connected professionally, students are encouraged to develop and participate in the activities sponsored by the College. Students are invited to participate in professional organizations such as American Society of Interior Designers (ASID), Business Professionals of America (BPA), Davis College Allied Health Organization (DCAHO), Graphic Design Student Group (GDSG), or International Interior Design Association (IIDA).

## **Student Lounge**

For the student's convenience, the lounge contains vending machines, a microwave, and an ice/water dispenser. Information about student activities is displayed on the bulletin boards in the Student Lounge.

## **Student Organizations**

Professional Organization for Allied Health Students Davis College Allied Health Organization (DCAHO) is comprised of students and graduates in the medical assisting and medical billing and coding programs. The purpose of the organization is to network in the medical community, to deliver community service to those in need, and to keep abreast of the ever changing world of medicine.

## **Professional Organization for Business Professionals**

Business Professionals of America (BPA) is a national organization committed to contributing to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. BPA will provide members with leadership development, networking opportunities, community service and fundraising experience, scholarships and prizes, and a variety of meetings and information for all students at Davis College. In addition, student members of BPA have the opportunity to attend and compete at the state and national competitions in a number of business related areas.

## **Professional Organizations for Design Students**

At Davis College we promote two professional organizations for interior design students: ASID (American Society of Interior Designers) and IIDA (International Interior Design Association). ASID members receive the most current information about technology, government regulations, design psychology and product information relating to the design field. The association has 48 chapters (Davis College is one of them) throughout the United States and more than 450 international members. IIDA is a professional networking and educational association of more than 10,000 members. IIDA is committed to advancing interior design through knowledge. The city of Toledo does have a local chapter that provides conferences and seminars to members.

Davis College Graphic Design majors can join the Graphic Design Student Group (GDSG). GDSG provide opportunities to enhance students' understanding of professional practice and to network within the design community.

## **Student Communications**

### **Bulletin Board Notices**

If students have announcements from organizations outside of the school that they would like to post, contact the Vice President of Academic and Student Services to receive permission to place such notices on the bulletin boards. Students may post notices for books that they would like to sell. This board is located in the Student Lounge.

## **Davis Details**

A bulletin is published to help keep students informed of activities and important current items of interest. The Davis Details is sent each week to the students' Davis College email accounts and is posted on several bulletin boards.

## **Email Service**

Each student receives a Davis College email account for use while attending classes. Graduates will be permitted to keep their Davis College email accounts at no charge. Any graduate account showing no activity for a period of six months will be deactivated. For your convenience, email accounts may be checked here at the school or from home through our website at [www.daviscollege.edu](http://www.daviscollege.edu).

## **Student Consumer Information**

Students should contact the Vice President of Academic and Student Services for information not included in the Academic Catalog or Student Handbook.

## **Student Hallway**

The student hallway contains the student bulletin boards, sign-up sheets for scheduling with Academic Advisors, and photo directory of faculty/staff.

## **Suggestion Boxes**

Davis College is genuinely interested in students' comments. We are constantly striving to improve, and your suggestions are welcome. A student who signs his/her name will personally receive an answer in writing from an administrator. The suggestion box is located in the Student Lounge. You may also send your suggestions via email to the Vice President of Academic and Student Services at [mrryan@daviscollege.edu](mailto:mrryan@daviscollege.edu).

## **Tutoring**

Tutoring services are available to students. Your instructors are the best tutors available and they are ready to serve you as a tutor. Instructor office hours are posted on bulletin boards throughout the building. Students seeking tutoring services may either drop-in during the posted hours or set up an appointment with an instructor. Tutoring hours change quarterly. Be sure to check the bulletin boards for current office hours.

## **Wireless High-Speed Internet Access**

Students have access to the internet on the entire campus with our wireless high-speed internet access. The student wireless network is available for laptops with the following: Windows XP or later, a Wireless B/G Network adapter. Davis College is not responsible for the security of your system while attached to our public student network and recommends running an Antivirus program (such as:

Symantec/Norton, McAfee, AVG, etc.) and Firewall. While using the wireless network you are required to adhere to the Students Technology Usage Policy. Failure to comply may result in your device being banned from our wireless network. In order for students to gain access to the student wireless network, ask an IT Technician for the "students" wireless passkey. The passkey is subject to change without prior notification.

## **Academic Policies and Information**

The following is a listing of the academic policies and important information at Davis College.

### **Academic Advising and Scheduling**

Students meet with an Academic Advisor for scheduling before orientation, and academic programs are monitored through graduation. Academic Advisors give recommendations based on advisees' needs, program requirements, sequence of courses, prerequisites, and frequency of course offerings. Registration for each quarter is done with an Academic Advisor. Advisees should also see an Academic Advisor to make any schedule change. It is important that students communicate with Academic Advisors to be sure that requirements for graduation are being met. Academic Advisors will guide students' decisions; however, students have the ultimate responsibility for completing program requirements and knowing what is required of them academically. Academic Advisors are located in the Academic Services Office.

### **Military Veteran Priority Scheduling Policy**

A military veteran student may schedule for courses with an Academic Advisor two days prior to the start of the regular scheduling period each academic quarter. The student will be notified by the Academic Services Office when the scheduling period begins through the institution's normal communication channels e.g., email, online student newsletter, or text message.

A military veteran student is defined as:

- An active duty military service member.
- A military veteran who has served in the United States Armed Forces including the National Guard.
- A military veteran who has been honorably discharged.

### **Academic Honors**

Special recognition will be awarded to those students who have accomplished excellent academic achievement.

Honors List – Students who are enrolled in 6-11 credit hours during a given quarter and who have achieved a GPA of at least 3.5 for the quarter are on the Honors List.

Dean's List – Students who are enrolled in 12 or more credit hours during a given quarter and who have achieved a GPA of at least 3.5 for the quarter are on the Dean's List.

President's List – Students who have completed at least 24 credit hours and who have achieved a cumulative GPA of 3.5 or above are on the President's List.

Graduate Honors-Students with a cumulative GPA of 3.5 or higher at the end of their program will wear a gold honor cord at the graduation ceremony to signify this outstanding academic achievement.

### **Satisfactory Academic Progress**

Department of Education regulations define satisfactory academic progress for a student as being on pace to complete the program in the normal time frame (or completing 66.67% of the courses attempted). Both GPA and completing courses attempted are factors in satisfactory progress. This policy applies to all students regardless of whether or not they receive Title IV funds. Students need to meet the academic standards of Davis College to assure the student will meet the academic requirements for graduation (see Graduation Requirements). A student may attempt up to 150% of the number of credit hours in his or her program. To be on pace to graduate in a timely manner, a student should complete 2/3 (66.67%) of attempted credit hours each quarter. Students must maintain a 2.0 GPA at all times. Students failing to meet these requirements will fall under one or more of the following statuses:

#### **Academic Warning**

After a student attempts 12 credit hours, he/she will be placed on academic warning if the cumulative GPA is less than 2.00 or less than 9 credits were completed. A student is placed on Academic Watch if the cumulative point average is less than 2.00 after attempting 11 or fewer credit hours.

#### **Academic Probation**

After a student attempts 24 credit hours, he/she will be placed on probation if the cumulative GPA is below 2.00 or less than 18 credits were completed. Removal of Academic Probation: If a student has a cumulative average of 2.00 or better, the student shall be removed from academic probation. Continuation on Academic Probation: A student with 24 or more GPA hours who is on academic probation and who has an average for a quarter of 2.00 or better, but has a cumulative average less than 2.00, is continued on academic probation.

### **Academic Suspension**

A student who is on academic probation and does not earn a GPA of 2.00 for the quarter will be suspended. The period of suspension is one quarter.

### **Academic Dismissal**

A second academic suspension for low scholarship constitutes an academic dismissal.

### **First Quarter Dismissal**

Any first-quarter student who earns all F's is subject to dismissal. The student will be required to sit out one quarter following dismissal. Davis College reserves the right to allow a student to continue based on the analysis of the circumstances such as an accident, grievous personal loss, or other circumstances beyond the student's control.

### **Financial Aid Warning**

Financial Aid Warning is a status assigned to a student who fails to make satisfactory academic progress. Warning status lasts for one quarter, during which the student may continue to receive financial aid. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation (see Appeal Process below).

### **Financial Aid Probation**

Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress who has:

- Appealed the loss of Title IV aid eligibility.
- Had eligibility for aid reinstated by the school.

Students who opt to return without the use of Title IV funding will be held to the same standards as all other Davis College students. All attempted courses, including incompletes, withdrawals, repetitions, pass/no pass, courses taken summer term, and courses taken without the use of Title IV funds are considered when calculating hours attempted vs. hours earned. Transferred credits from another institution, if applied toward the educational program, will be counted toward the 150% maximum time frame for graduation. For students who have a change in major or pursue a second degree, the 150% maximum time frame for graduation will be re-evaluated. Only credit hours attempted which apply toward the new educational program will be counted.

### **Appeal Process**

Students wishing to appeal their academic status will be required to:

- Complete and submit an appeal form (blank forms can be obtained from the Registrar or Financial Aid Office)
- Submit documentation requested by the Registrar, Academic Advisor, and/or Financial Aid Director
- Repeat and successfully complete failed classes upon return (or as soon as classes are offered)
- Meet with the Academic Services Staff to discuss an academic plan for the student in addition to meeting requirements set forth in the dismissal letter. All parties present at the academic meeting will sign this plan. A copy will be given to the student and the original will be put in the student's academic file. Academic appeals are separate from, and evaluated differently, than Satisfactory Progress appeals for Financial Aid.

During the appeal process, students may have their schedule removed for the following quarter.

### **Forgiveness Policy**

A student who has been absent from the college for two consecutive academic years or who has changed majors may petition once for "Forgiveness." If approved, qualifying "D" or "F" grades are forgiven. Forgiven grades appear on the student's transcript, but are not calculated in the GPA. To qualify, a minimum of 24 credit hours must have been satisfactorily completed, and the student must have maintained at least a 2.0 GPA (all grades being "C" and better) since re-enrolling or changing majors. Twelve or more of the 24 credit hours must be in coursework pertaining to the student's major area of concentration. The student should initiate this petition for forgiveness. The form may be obtained in the Academic Services Office.

### **Reinstatement**

Students dismissed due to failure to maintain minimum academic standards and/or make satisfactory progress (See Satisfactory Progress Policy) may be reinstated according to the following criteria:

Student has satisfied requirements set forth in Academic Dismissal letter.

Transcript evaluation by the Registrar indicates that student has the academic ability to progress satisfactorily in the program.

Consultation with the Registrar, Academic Advisor, and/or the Program Director indicates that student has the desire to progress satisfactorily in the program.

Student returns on probationary status and is monitored until academic standards and/or satisfactory progress is achieved and minimum successful completion standards are being met.

### **Registration for Courses**

Students currently in attendance meet individually with Academic Advisors to discuss, plan, and register schedules.

To register a schedule, students will complete the following steps:

Sign up for an appointment time on your advisor's sheet in the Student Hallway.

Obtain a copy of the quarter schedule from the Student Hallway.

Take the schedule to the Business Office for financial approval.

Meet with Academic Advisor to plan and register the schedule.

### **The Registration Period**

Scheduling for Winter and Spring Quarters is held during weeks 5 and 6 of Fall Quarter; scheduling for Summer and Fall quarters is held during weeks 5 and 6 of Spring Quarter.

### **Adding and Dropping Courses**

The last day that courses may be added to the student's schedule is Tuesday of Week 2 of the quarter. Students should consult with an Academic Advisor when adding or dropping a course. Students may drop a class up to Tuesday of Week 8 of the quarter. Charges for classes may be incurred. (See Withdrawal Policy)

### **Auditing a Class**

"Auditing" is taking a course without receiving a grade or credit. The transcript will list the course but will show "AU" in place of a grade, and 0 hours of credit. Auditing students are expected to complete as much of the assigned work as the instructor requires, including attendance. Auditing a class costs the same as taking it for credit. Financial Aid cannot be used.

### **Withdrawal Policy**

To withdraw from a course(s) at Davis College, a student is required to meet with an Academic Advisor. Withdrawal from a course(s) needs to be made by Tuesday of the 8th week of the quarter in which the student is enrolled. A student will receive a "W" (withdrawn) if he/she withdraws from a course during the first four weeks. Starting with the fifth week, a student will receive a "WP" (withdrawn passing) or "WF" (withdrawn failing) for the course, depending on his/her academic standing in the course at that point. After Tuesday of Week 8, the student will receive grades for course work attempted.

Davis College is an attendance-taking institution; therefore, appropriate tuition charges will be calculated based on a student's last date of attendance as reported on the official attendance roster. A student will sign a withdrawal form.

An official withdrawal from all courses requires a financial aid exit interview (required by the U.S. Department of Education) if federal funds were used by a student. Financial aid funds will be returned according to federal and state regulations (see Return of Federal Funds). Class attendance is the single most important way to ensure success. If you have not attended a class(es) for 14 consecutive calendar days, you will receive an email/call from the advising staff. If you have not attended the next class after your email/call, you will be withdrawn. You may have financial obligations for which you will be responsible.

### **Effect on Financial Aid Funding**

Students who withdraw from their program may be responsible to repay 50% of their grant monies (in addition to their loan monies borrowed). Furthermore, until proper arrangements have been made with the Department of Education, students may not be eligible to participate in any further federal aid programs to attend college. It is very important that students review the impact of their withdrawal with the Financial Aid Office before withdrawing. Students who withdraw will be sent the R2T4 (Return to Title IV) Form. Based on the calculation on the form, the student may be sent a Notice of Post-Withdrawal Disbursement stating the amount of Title IV funds they are eligible for. Upon receipt of the student's written consent, funds will be applied to the balance due the College first, and the remaining funds, if any, will be disbursed to the student. If written consent to apply the funds is not received within 14 days of the date of the Notice of Post-Withdrawal Disbursement, funds will be returned to the Department of Education and the balance owed the College will be the sole responsibility of the student. According to federal regulations, Davis College must disburse any Title IV grant funds that a student is due as part of a post-withdrawal disbursement within 45 days of the date the College determines that the student withdrew. Any loan funds a student accepts must be disbursed within 180 days of the date the College determines that the student withdrew. After the student has attended 60% of the quarter, the student will have earned 100% of the Title IV funds he or she was able to receive during the quarter to cover any balances owed to the College. Once the balance owed to the College has been covered, any excess funds will be disbursed to the student in accordance with federal regulations (see Return of Federal Funds).

### **Entrance English Placement Exam**

Each new enrollee will take the English placement exam at the time of enrollment. The exception to this is if the new

student has taken a Composition I course at another college and brings in the transcript to verify that. An official transcript will be needed for the actual transfer or before a student can go into Composition II, but they can use an unofficial transcript to be exempt from this entrance placement exam.

### **Score Breakdown For Class Placement**

90 or above	-	placed into Composition II
70 or above	-	placed into Composition I
Under 70	-	placed into Intro to Writing

### **Advance Credit**

Advance credit is awarded if a student passes a proficiency test, demonstrating competency in the content area. Proficiency tests are available for MTH102 College Math I, COM121 Composition I, MED101 Medical Terminology, and WPR 120 Word Processing. Proficiency testing should be discussed with an Academic Advisor, and students are required to test before Mid-Program Assessment. Fees are paid in the Business Office, and the tests are scheduled in the Academic Services Office. Advance credit courses are not considered transfer credits. Advance credits will be counted as earned hours only and will not be counted in the student's GPA.

### **Assessment of Student Learning**

Davis College considers assessment of student learning an important part of the academic process, allowing continual measurement, evaluation and improvement of faculty and student success. Davis College uses many methods to monitor and assess the progress and results of teaching and learning. Some methods used include course examinations, faculty evaluations, internship/externship evaluations, portfolios, Mid-Program Assessments, End of Program Assessments, attitude surveys, journals, writing samples, and demonstration of skills.

### **Allied Health Mid-Program Assessment (M.P.A.)**

The M.P.A. will measure students' basic skill development as well as their readiness for success in advanced-level courses. Additionally, medical students will update and submit their portfolio to their advisor. Criteria for successful Mid-Program Assessment are as follows:

- Completion of the foundation courses with a grade of "C" or higher.
- Completion of IDS110 Forum on Technology and Resources.
- Completion of at least two General Education courses.

- Completion of all portions of the assessment at 70% or higher.
- Completion of the portfolio review with the Medical Program Director.

Students are eligible to enroll in advanced, 200-level courses in their major upon successful completion of the Mid-Program Assessment. Students who do not successfully complete Mid-Program Assessment after the second attempt may be given an oral assessment and will meet with faculty members and academic advisors to consider options.

#### **Business End-of-Program Assessment**

When a student has completed the Accounting and Human Resources or the Business Management program, he/she will participate in an interview with the Program Director. This interview will focus on assessing the skills to ensure the program objectives have been met, and that the student possesses the necessary skills for accounting/human resources or business management positions. Students who do not successfully complete this assessment will be given the opportunity to retake the end-of-program assessment. Criteria for successful Business End-of-Program Assessment are as follows:

- Completion of the portfolio review with the Program Director.
- Completion of the foundation courses with a passing grade.
- Completion of the General Education courses with a passing grade.
- Successful completion of an externship within the students' field of study.

#### **Early Childhood Education End-of- Program Assessment**

When a student has completed all courses in the Early Childhood program, including their student teaching, he/she will participate in an interview with the Program Director. This assessment will focus on the skills and resources to use in Early Childhood careers. Students who do not successfully complete this assessment will be given the opportunity to retake the End Program Assessment.

Criteria for the End-of-Program Assessment is as follows:

- Completion of the portfolio review with the Program Director
- Completion of foundation and general education courses with a passing grade

- Successful completion of their Practicum (student teaching) within student's field of study

#### **Design Mid-Program Assessment**

A student enrolled in any Associate Degree program in the design area will participate in a Mid-Program Assessment upon completion of the foundation courses or with the permission of the Design Program Director. The assessment will consist of a portfolio review and interview to ensure that the student possesses the necessary conceptual and technical skills before taking advanced level (200) courses. The student will have achieved a passing grade in all foundation courses as well as a 2.7 GPA in the Design courses. The student portfolio and oral presentation will be reviewed by the Design Program Director.

The following criteria will be used by the Design Program Director to determine successful completion of the Mid-Program Review:

- The student will submit a portfolio of 10-15 works. The work will demonstrate an acceptable level of competence.
- The student will be able to discuss his or her work in terms of form, content, intent, and use of materials.

If the student does not meet the criteria for successful assessment and portfolio review, the following recommendations maybe made by the Design Program Director:

- The student may redo specific projects where conceptual and formal requirements and/or technical ability were determined unacceptable.
- The student may retake specific courses where conceptual and formal requirements and/or technical ability were determined unacceptable.
- The student may be advised to seek a major outside of the Design area but may still minor in the Design area.

#### **Design End-of-Program Assessment Review**

Retrospective Exhibition upon completion of the advanced level (200) design courses. The exhibition is reviewed for competencies to assure the student possesses the necessary skills for design positions and the entire body of work is acceptable for job interviewing purposes. The Retrospective Exhibition will be reviewed by the Design Program Director.

For successful completion of End of Program Review:

- The student must participation in the Retrospective Exhibition.
- All design work will demonstrate an acceptable level of competence.

- The student must complete a written critique on one upper level design project
- The student will have achieved a passing grade in all design courses.

If the student does not meet the criteria for successful End of Program Review, the Design Program Director could recommend the following:

- The student may redo specific projects where conceptual and formal requirements and /or technical ability were determined unacceptable.
- The student may rewrite critique if determined unacceptable.
- The student may retake specific courses where conceptual and formal requirements and /or technical ability were determined unacceptable.

### **General Education Core and Business Core Assessment**

Achievement of the General Education Core and Business Core are assessed by faculty using an across the curriculum assessment focused on a particular core purpose. Faculty examine artifacts already produced by students in their classes using guidelines for selecting artifacts and assessing them. Additionally, the graduate exit survey and the externship survey provide additional measures of the attainment of the core purposes. Davis College uses assessment results to improve student learning and to measure quality assurance.

### **Davis College Career Portfolio**

The Davis College Career Portfolio is a collection of a student's best work, and it provides evidence of his or her skills and knowledge. It includes artifacts (work samples) which demonstrate mastery of the general education core, business core, and program objectives. These artifacts are presented in a professional manner, which enables the student to use the portfolio as his or her personal marketing tool during an interview or performance review. The Career Portfolio will be discussed throughout the academic program.

### **Attendance**

Excellent attendance is a key component to academic success, and it is a marketable skill desired by employers. Class attendance is the single most important way to assure success. Based on the philosophy of Davis College that student attendance is a component of marketability, the College tracks attendance in all classes. Instructors submit attendance daily and this information is entered into the College Administrative system. In addition, instructors list their individual policies on tardiness and make-up work on the course syllabus. Students who earn perfect attendance for

the quarter are awarded a certificate.

If you have not attended a class(es) for 14 consecutive calendar days, you will receive an email/call from the advising staff. If you have not attended the next class after your email/call, you will be withdrawn. You may have financial obligations for which you will be responsible.

### **Attendance at Other Institutions**

Once admitted to the College, students are required to complete hours earned toward their degree at the College unless prior written authorization is granted to take courses and/or training at other institutions. Students desiring to take academic courses at other institutions while enrolled at Davis are required to process a petition to take courses at another institution with the Registrar; however, the student is required to take the last 12 hours of his/her program at Davis College. Students who attend other schools without proper authorization may not receive transfer credit for the courses taken and are subject to dismissal from the College.

### **Enrollment Status**

Academic credit is issued in quarter hours. One credit hour equals 1 classroom hour of lecture, 2 hours of lab experience, or 3 hours of field experience (externship, internship, practicum, etc.) each week of the quarter. Thus, during the quarter, one credit hour would equate to a minimum of 10 classroom hours of lecture, 20 hours of lab experience, or 30 hours of field experience. Enrollment status is determined by the official number of credit hours in which a student is enrolled each quarter. Enrollment status is used to help determine eligibility for financial aid, veterans' benefits, company and agency funding, or other purposes. Students are responsible for knowing their enrollment status and understanding the impact of changing credit hours by the add/drop process.

The following definitions of enrollment status are:

- Full-Time Enrollment: 12 or more credit hours
- Three-Quarter Time Enrollment: 9-10-11 credit hours
- Half-Time Enrollment: 6-7-8 credit hours
- Less Than Half-Time Enrollment: 5 or less credit hours
- Stop Out: Temporary suspension of enrollment (typically Summer term) with the intention to return within 180 days.

### **Grades**

Grades are produced quarterly and will be distributed within seven days after the end of each quarter. Grades are available online through the Davis College website during break week.



## Grading

The College operates on a four-point grading system as outlined below:

### Mark Points

A (Excellent) 4

B (Good) 3

C (Average) 2

D (Poor) 1

F (Failure) 0

I (Incomplete\*) 0

The following are not calculated in student's GPA:

P (Pass—Equivalent of a "C" or higher) 0

IP (In Progress) 0

NP (No Pass) 0

W (Withdrawal) 0

WP (Withdrawal Passing) 0

WF (Withdrawal Failing) 0

RP (Repeated/Passed) 0

RF (Repeated/Failed) 0

T (Transfer) 0

\*Incomplete" A student may receive an incomplete ("I"), with instructor's approval, if he/she is unable to complete course requirements due to extenuating circumstances over which the student has no control (severe illness, family death, etc.). The student is required to have his/her instructor's permission. It is the responsibility of the student to contact the instructor and make up all work by the end of the subsequent quarter. All "I" grades are computed as "F's" until the course requirements are completed and the new grade is received. If a grade change is not received by the end of the subsequent quarter, "I" grades are changed to "F".

## Repeated Courses

A student may repeat a course in which a "C" or "D" or "F" is received. If a student is repeating a class in which "F" was received in a prior quarter, the grade shown on the prior quarter will be changed to "RF" and the credit hours from that course will not be used in calculating the cumulative point average. If a student is repeating a class in which a "C" or "D" was received in a prior quarter, the grade shown on the prior quarter will be changed to "RP"

and the credit hours from that course will not be used in calculating the cumulative point average; however, the student needs to take the grade earned on the repeated course, which is calculated in the GPA, even if it is lower than the previous grade.

## Graduation Requirements

To become a graduate of Davis College, a student is required to meet the following:

### Academic Requirements

Successful completion of the prescribed courses in the chosen program of study and the required number of hours for that degree or diploma.

A minimum cumulative GPA of 2.00.

Completion of at least one half of the required credit hours earned at Davis College. In addition, the final 12 credit hours are required to be earned at Davis College.

### Financial Requirements

Settlement of financial obligations with the College (tuition, fees, Resource Center materials, etc.)

Graduate exit interview with the Financial Aid Office (if the student has a student loan, such as Stafford, etc.).

A formal commencement ceremony will be held annually in May. Students who complete their programs in the summer, fall, winter, or spring quarters prior to the May ceremony will receive their diplomas at the commencement ceremony. Students who will be graduating are required to file an Application for Graduation with the Academic Services Office. Summer, Fall, and Winter quarter graduates may file this application at their respective exit meetings. However, Spring quarter graduates need to file by February 15. The Application for Graduation may be obtained from the Academic Services Office.

## Graduation and Placement Rates

As a school registered with the State Board of Career Colleges and Schools, Davis College reports graduation rates and placement rates for each program. The formula for calculating job placement rates for each program is based on total number of graduates who found gainful employment divided by total number of graduates available for placement. All graduates will be considered as available for placement except those graduates that the school can document are unable to work or who are not seeking placement. A graduate will be considered gainfully employed if they have found employment in their field of study or have found employment in a related position. The formula for calculating graduation rates for each program is based upon the number of full-time students entering into a pro-

gram in a particular year (cohort) who complete their program within 150 percent of the normal time for completion.

### **Graduate Exit Meeting**

Students who are completing their program will attend a required graduate exit meeting at the end of their final quarter. (Students will be notified by mail.) Graduates will be able to take care of necessary requirements for career services, registrar, financial aid, resource center, and the business office in one stop. Because we value input from the students, graduates will fill out an exit survey.

### **Davis College Transcripts**

Transcript requests (official or unofficial) are required to be submitted in writing to the Registrar's Office. Written requests should include the student's name, name attended under (if different), current home address and phone number, social security number, Davis College student number (if known), approximate dates of attendance, course of study, complete mailing address for transcript destination, and legal signature. This procedure is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Any official transcript (with the school seal) issued to the student, either by mail or in person, will be inscribed "Issued to Student." There is an approximate 5 to 10 working days processing time for students who attended after 1983; students who attended before 1983 require further processing and may take more time. (This time may vary depending on the time of year the transcript request is received.) The cost of each official transcript is \$10.00; however, students receive one free transcript upon graduation. The transcript will be withheld if the requester has not met financial obligations to the College. Unofficial transcripts for students who attended Davis College after 1983 may be obtained immediately upon request during regular business hours. The cost of each unofficial transcript is \$5.00. These transcripts will be labeled "Unofficial Copy."

### **Transfer to Davis College**

Students seeking credit for work completed at other colleges will need to request that official transcripts from each college attended be mailed directly from that college to Davis College. The student is responsible for requesting this official transcript. It is highly recommended that the transcript be received before the first quarter of attendance begins. Transcripts from other institutions become part of the student's permanent academic file and cannot be copied for distribution. The Registrar will evaluate each transcript and determine the total number of credit hours which may be transferred. The Registrar may elect to accept general education courses which are not offered by Davis. The maximum number of credit hours transferred

cannot exceed 50% of the total credit hours required in the program or 50% of the hours required in the major. At least one half of the credit hours required for an associate degree or diploma are required to be earned at Davis. In addition, the final 12 credit hours are required to be earned at Davis College. Transferred credits will be counted as earned hours only and will not be calculated in the student's GPA.

### **Experiential Learning Credit**

Experiential Learning is designed to provide students with an alternative method of obtaining college credit. Knowledge acquired from a combination of work experience, non-credit courses, seminar training and workshops may translate into college credit. Any credit awarded for Experiential Learning will be considered the same as transfer credit to Davis College. Credit is awarded only in areas which fall within the regular curricular offerings of the institution and are part of the instructional program the student completes. Credit is awarded for learning, and not merely for experience. Please contact the Registrar for more information about earning Experiential Learning Credit.

### **Students Seeking Reasonable Accommodations**

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to reasonably attempt to overcome the effects of conditions that limit the participation of students with a documented disability. Qualified medical documentation to support the disability is required to be provided to the Institution. Reasonable accommodations will be made on an individual basis. Requests for accommodations should be made to the Disabilities Coordinator.

### **Transfer Policy for Regionally Accredited Schools**

Credits earned at regionally accredited institutions are honored provided they are included in the Davis academic program for which the student has enrolled and a minimum grade of "C" has been received.

#### **Transfer credit limitations include:**

- Credit may be awarded as course equivalent credit.
- Credit for coursework which has no Davis College equivalent may be awarded as elective credit with a XXX000 course number (e.g., HUM000, Humanities elective).
- Coursework in the major technology (technical areas) may be subject to validation by appropriate faculty.

#### **Transfer Policy for Non-Regionally Accredited Schools**

Transfers from technical colleges, business colleges, and other schools lacking regional accreditation but having

accreditation by another agency recognized by the Department of Education are evaluated as follows:

1. The student is required to complete 12 credit hours at Davis College with a GPA of 2.00 or higher before credits can be transferred.
2. Credits may be accepted only upon the recommendation of the faculty in which the course work is offered.
3. Before credit is awarded, previous course work may be subject to validation by the appropriate faculty.

### **Transferability of Davis College Credits**

The acceptability of credits by other institutions is solely the decision of the accepting institution. However, the College does maintain articulation agreements with several colleges. Most importantly, as an institution accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, other regionally accredited schools will evaluate Davis College credits. Davis College makes no representations as to the acceptability of Davis College credits at other institutions.

### **Student Policies and Procedures**

#### **Building Hours**

The Monroe Building is open Monday through Thursday, 9:00 a.m. to 10:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m.; any changes in building hours will be noted on doors. Please use the west entrance in the tower as it is the only door unlocked. Computer lab time is usually available (not over holidays) whenever classes are not scheduled. Early closures are announced in Davis Details or will be posted.

#### **Cellular Phones**

As a courtesy to others, please use cellular phones in designated areas only – student lounge, student entrances, and outside the building.

#### **Change of Address**

Any change of address or telephone number should be reported as soon as possible to the Business Office. Please keep the Business Office updated in case of emergencies.

#### **Children**

In consideration of Davis College students, faculty, and staff, children are not permitted to accompany Davis College students while they are attending courses or working in the labs. Children should not be left unaccompanied on the campus.

#### **Dress Code**

Our mission requires that we concern ourselves with proper conduct, attire, and professionalism of our students. Students are asked to dress appropriately and to use discretion. The College has not found it necessary to establish a rigid dress code. Students may be asked to leave until properly attired or be subject to disciplinary action. Medical Assisting students are required to wear a specific uniform to clinical classes.

#### **Educational Rights and Privacy Act**

Davis College is in compliance with the 1974 Family Educational Rights and Privacy Act (FERPA). Students are encouraged to stop in the Registrar's Office to learn more about their rights and privileges under this law. Essentially, it allows students to view the contents of most of their records currently on file at the College. The College is unable to release information concerning a student to a third party without that student's written authorization.

#### **Illness or Accident**

If a student is injured or becomes ill while at Davis College, the receptionist is to be notified and instructed to call 9-1-1. An incident report will be filed by an observing member of the faculty or staff. Emergencies requiring CPR or Heimlich procedures will be addressed whenever possible by faculty, staff, or students who have been properly trained by the American Heart Association or the American Red Cross.

#### **School Closing and Class Information**

Davis College rarely closes, but in case of severe snowstorms or other hazardous conditions, the school closing will be announced on the web and on the air of local radio and television stations by 7:00 a.m. for day classes and 3:30 p.m. for evening classes. Please use your best judgment in attending classes in severe weather.

#### **Software Installation Policy**

The Davis College Information Technology (IT) department is exclusively responsible for installing and supporting all software on Davis College computers.

#### **Software Piracy Policy**

Davis College believes in intellectual property rights and does not tolerate the piracy of proprietary or licensed software from any source. In accordance with this belief, Davis College will not loan, sell, or otherwise distribute software to staff or students illegally. Davis College will only provide software as required by instructors for self-training or other purpose in direct support of a specific class or activity they teach or are otherwise responsible for.

## Technology Usage Policy

### Technology Usage

Use of the electronic communications “Technology” (Computer lab use, Internet, email) by Davis College students is permitted and encouraged where such use is suitable for educational purposes and supports the goals and mission of Davis College. Failure to observe any of the policies established by this Technology Usage Policy shall be grounds for disciplinary action up to and including expulsion. Because all possible uses of the “Technology” cannot be anticipated, these guidelines should not be considered comprehensive. Disciplinary actions could result from uses not specifically outlined here when circumstances warrant it up to and including expulsion.

### Davis College Representation

Davis College-provided Internet and email access is to be considered another form of professional communication and students are expected to conduct themselves in a professional manner. Students are advised that the Davis College name is attached to all email, Internet, web, and ftp (file transfer protocol) requests. Always remember that you are representing Davis College when using electronic communications “technology”.

### Davis College Property

Davis College’s electronic communications technology and all information transmitted or received by, or stored or contained in the electronic communications technology are property of Davis College. No student shall have any property rights or expectation of privacy with respect to such information, even if of a personal nature, or with respect to Davis College’s communications systems generally. Davis College and its authorized representatives may access, use, review, store, delete, and copy such information without the consent of the student who created, sent or received such information at any time.

To protect the technology, no food or drinks are allowed in the labs.

### Usage Guidelines

The following behaviors are examples of actions or activities that can result in disciplinary action up to and including expulsion as outlined in the Student Conduct and Professionalism section of the Davis College Student Handbook. Because all actions cannot be anticipated, the list is representative of the type of activity prohibited in these guidelines:

- Any use, which violates Federal, state or local laws or regulations, is prohibited.

- Using Davis College-provided electronic communications systems access for purposes other than Davis College business is prohibited.
- Students are advised that Davis College reserves the right to log and monitor usage of Internet resources and to block inappropriate sites.
- No student shall use Davis College’s electronic communications system: (i) to access, transmit, or store messages or images that harass, disparage, or encourage discrimination against others on the basis of race, national origin, gender, sexual orientation, age, disability, religious beliefs, or other protected status, (ii) to access, transmit, or store pornographic or obscene messages or images, (iii) to interact with other individuals on social networking sites, instant messaging, and in chat rooms in any manner that could be considered to be cyber bullying as described in the Cyber Bullying Policy, (iv) in a manner that violates copyright or trademark laws, (v) or otherwise offends the standards of the Davis College Community.
- Posting, transferring, or transmitting any potentially sensitive or private information over the Internet or on removable media such as compact disk, flash drive, or diskette is a breach of confidentiality and is prohibited.
- Unauthorized access on or to another user’s account is prohibited.
- Attempts to compromise the security of Davis College’s wired or wireless network, another company’s, individual’s, or legal entity’s computer systems, files, email, or internet domain name in any way is prohibited and illegal.

### Copyrights

Material available on the Internet is often copyrighted and therefore subject to the same restrictions as other forms of publication.

### Student Conduct and Professionalism

The standards of conduct are those required by law, by good sense, and by the educational mission of the College. Our mission requires that we concern ourselves with the proper conduct, attire, and professionalism of our students. The commission of any of the acts enumerated will constitute violation of accepted conduct and/or professionalism. These rules will be enforced upon students participating in the violation. Students will have the protection of the College Due Process as enumerated.

The following acts are considered violations of accepted conduct and/or professionalism:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College

2. Forgery, alteration, software piracy, or misuse of College documents, records, or identification, etc.
3. Obstruction or disruption of teaching, administration disciplinary procedures, or other College activities
4. Physical or verbal abuse of any person on College property
5. Theft or damage to College property
6. Unauthorized entry into or use of College facilities or equipment
7. Disorderly or obscene conduct on College property
8. Possession of weapons including, but not limited to: firearms, ammunition, knives, and fireworks on College property
9. The consumption and/or dispensing and/or being under the influence of alcoholic beverages in the College building, on College property or at a College sponsored event
10. Use, possession, or distribution of narcotic or dangerous drugs as specified by the Food and Drug Administration
11. Cyber bullying and/or bullying of any kind of any member of the College community
12. Sexual discrimination/harassment/retaliation or other unlawful discrimination/harassment/retaliation
13. Domestic violence, dating violence, sexual assault and stalking
14. Wearing indiscrete clothing
15. Any inappropriate use of technology as outlined in the technology usage policy
16. Violation of copyright laws
17. Registering for courses and not attending without Academic Advisor notification
18. Patterns of poor attendance, withdrawals, or grades
19. Violation of any College policy

Whenever it is charged that a student has violated acceptable conduct of the College, he or she is subject to one or more of the following disciplinary actions:

- **Warning:** Oral or written warning that the continuation or repetition of wrongful conduct may be cause for more severe disciplinary action. Notice that a warning was issued is placed in the student's academic file.
- **Disciplinary Probation:** A student receiving such action is placed on probation for a specified period of time. Upon

termination of the period of probation, the student is restored to good standing.

- **Expulsion:** A student who has been expelled for disciplinary reasons is not eligible for readmission. As a private college, Davis College reserves the right to deny a student for admission or readmission.

### **Plagiarism Policy**

Work that is found to be plagiarized receives a grade of zero and often causes a student to fail a class. Documentation of plagiarism is added to the student's academic file as a violation of accepted student conduct and is subject to disciplinary action. Plagiarism is the use of another person's exact words or their ideas written in the student's words without giving the original author credit.

Plagiarism can result from any of the following:

- Quote material directly without using quotation marks.
- Paraphrase the original so that many of the phrases are exactly the same as the original. (A good rule is no more than 3 or 4 words in a row should be the same as the original).
- Copy the original sentence pattern, substituting synonyms for key words.
- Neglect to indicate the source of the original material.
- Use the same order of ideas as the original material.

The way in which you indicate the source of the original material you refer to will vary with the requirements of the type of writing you do. Be sure to understand the instructor's requirements. In general, follow these guidelines:

- For a research paper, use parenthetical documentation. That means every time you write information you did not know before you researched the topic, write in parenthesis immediately after the sentence or paragraph where that information came from. Do this whether or not the information is in your own words.
- For a research paper, write an alphabetical list of all sources cited in parenthesis throughout the paper. Follow the instructor's instructions and use a guidebook (such as Keys for Writers) to make sure information about each source is listed in the correct order.
- For a report, most instructors will simply want an alphabetical list of sources at the end of the paper.
- For an informal summary, write the information about the source in the sentences of the paper.

## Student Due Process and Grievance Policy

Resolution of any problem can be achieved through proper channels of authority and may be resolved at any level of the due process and grievance procedure. The appeals process should be initiated no later than the end of the quarter following the one in which the grievance arose. Any student filing a grievance is required to follow the step-by-step procedure in the listed sequence:

Step 1. Student will meet with the faculty or staff member involved to attempt to resolve the problem informally to the student's satisfaction.

Step 2. If the problem is not resolved at Step 1, student will meet with Vice President of Academic and Student Services to attempt to resolve problem informally to the student's satisfaction.

Step 3. If the problem is not resolved at Step 2, student will meet with the President to attempt to resolve problem informally to the student's satisfaction.

Step 4. If the problem is not resolved in Steps 1, 2, or 3, student will present a formal written grievance to the President.

Step 5. A formal hearing will be arranged by the President consisting of five members. The members shall include one administrator, two faculty, and a full-time student. In addition, a person of the student's choice (person may be a present student, faculty, or administrator of the College) may be made an Ad Hoc Member of the Committee. The hearing will take place within two weeks after the formal grievance is received.

Step 6. Within 30 days after the formal hearing of the Committee, the findings of the Committee will be presented in writing to the student filing the grievance. Compliance with the foregoing procedure is mandatory, and resort to this procedure is required to be made before any other remedy is sought by a student, whether the grievance asserted arises during the period of enrollment or upon the withdrawal or other termination of enrollment. The ultimate findings concerning any grievance will be final and binding and may be offered in any proceeding arising from any other remedy a student may seek. Findings become part of the student's permanent record.

Problems or complaints that students have about Davis College, whether or not the problems or complaints have been resolved to the student's satisfaction by the school, may at the student's option be directed to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad St, Suite 2481, Columbus, OH 43215-3414, (877) 275-4219.

## Cyber Bullying Policy

"Cyber Bullying" is a form of harassment that makes use of the diverse range of information and communication technology to coerce, intimidate, or harass another individual, or interfere with another person's personal safety, academic efforts, employment, or participation in College sponsored activities. Cyber Bullying can be carried out through information technology equipment or devices, including but not limited to, computers, storage devices (such as USB and flash memory device, CDs, DVDs), cameras (such as video, digital, webcams), and all types of mobile phones. Internet Services (such as emails, chat rooms, blogs, discussion groups, or instant messaging) and phone services (such as voice calls, video, text messaging, or the taking and/or sending of digital images) can be deemed as vehicles for Cyber Bullying.

Forms of Cyber bullying include (but are not limited to):

- **Insulting:** Posting or spreading false information about a person that will cause harm to that person or that person's reputation.
- **Targeting:** Singling someone out and inviting others to attack or make fun of him/her.
- **Identity theft:** Pretending to be someone else to make it look like that other person said things he/she doesn't believe or that are not true about him/her.
- **Uploading:** Sharing images of a person, particularly in an embarrassing situation, without his/her permission, or sharing emails without the writer's permission.
- **Excluding:** Pressuring others to exclude someone from a community (either online or offline).
- **Harassment:** Repeatedly sending someone malicious and insulting messages.

## Annual Security Report

As mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, certain crime statistics are made available to all students, employees, and potential students and employees annually. This report and its policies are reviewed and prepared by the Title IX Coordinator and the Vice President of Academic and Student Services with information provided by local law enforcement and Davis College incident reports. The Annual Security Report is available on the College's website under the Consumer Information tab.

Violence Against Women Reauthorization Act of 2013 (VAWA)

Davis College prohibits domestic violence, dating violence, sexual assault and stalking. The Violence Against Women Reauthorization Act of 2013 (VAWA) requires that institu-

tions of higher learning include reported incidents of domestic violence, dating violence, sexual assault and stalking in the Annual Security Report. Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking occurring on campus and immediately adjacent to the campus should be reported to any Campus Security Authority. If you choose, a Campus Security Authority will assist you in reporting the incident to the City of Toledo Police Department also. You may decline to notify law enforcement.

### **How to Report a Crime or Emergency**

If you are involved in a crime or one is committed against you, or you need to report an emergency, you should report the incident to one of our Campus Security Authorities (see below). You should also complete and sign an Incident Report available from any Campus Security Authority. The Incident Report will be kept on file at the College. It is also encouraged that the Toledo Police Department be notified immediately. If you have been involved in a crime or one is committed against you, the College will make changes in your academic situation, if necessary and reasonably possible, regardless of whether you choose to report the crime to the Toledo Police Department.

### **Campus Security Authorities**

Campus Security Authorities are designated based on their role in student life. They are individuals most likely to have ongoing close contact with students and whom students might contact for advice in the event a crime is committed. The Davis College Campus Security Authorities are: Diane Brunner, President (ext. 122); Timothy Brunner, Vice President of Institutional Advancement (ext. 149); Mary Ryan-Bulone, Vice President of Academic and Student Services (ext. 124); or Mary Kay Stobinski, Advisor (ext.102). Campus Security Authorities are required to report any crime reported to them to the Title IX/Campus Security Authority Coordinator for inclusion in the crime statistics for the annual Campus Security Report. This policy is necessary so the College can comply with federal regulations regarding disclosure of campus crimes. Incident reports that provide sufficient detailed information for classification of the offense, whether or not they include personally identifying information, will be included in the crime statistics and in timely warning notifications to the campus community.

### **What to do if You Have Been Sexually Assaulted**

If you have been involved in a sexual assault or rape, please follow the procedure below:

- Go to a safe place to call for help.
- Preserve all evidence.

- Do not shower, bathe, wash your hands, brush your teeth, change or destroy your clothing, or straighten up the area where the assault occurred.
- If packaging evidence, blood and semen should be allowed to dry at room temperature and then package in paper, not plastic. Plastic will destroy evidence. Different stains should be separated into different paper bags/envelopes.
- Write down everything that you remember about the assailant/ assault as soon as possible. Writing down all the details while it is still fresh in your mind will assist with any investigation.
- Photograph evidence, if possible with date stamp.
- Keep pertinent social media and texts.
- Preserved evidence may be helpful in obtaining a protection order.
- Even if you do not plan to prosecute at first, it's best to preserve the evidence in case you decide to prosecute later or help someone else prosecute. Once evidence is gone, we can't get it back.
- Go to the hospital. Get medical attention as soon as possible.

You should be evaluated for injury and sexually transmitted diseases. Toledo Hospital (2142 N Cove Blvd, Toledo) and St Vincent Hospital (2213 Cherry St, Toledo) have staff on-call 24 hours each day for the examination of sexual assault victims and can collect physical evidence. In Ohio, evidence may be collected even if the victim chooses not to make a report to law enforcement.

- Notify Campus Security Authorities and/or Toledo Police (see above).
- From an on-campus telephone, call (9) 9-1-1. It is important to notify the College and Toledo Police of the assault.
- On campus services are available to assist victims and to help notify law enforcement authorities if you choose.
- You do not have to press charges, but the information you give can be used to learn and possibly protect another victim.

### **Title IX**

Title IX of the Education Amendments Act of 1972 and the Department of Education's implementing regulations prohibit discrimination on the basis of gender in education programs or activities by Title IX recipients of federal financial assistance. It is intended to create equity between the genders in educational programs and activities. Its protections are available to both men and women.

## Non-Discrimination Policy

Davis College does not discriminate, or tolerate harassment, on the basis of race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, parental status, pregnancy, family medical history or genetic information, political affiliation or any other protected category in admission to or employment in its education programs or activities.

## Sexual Harassment

“Sexual Harassment” is understood to designate any behavior that (1) emphasizes the sexuality or the sexual identity of another person in a manner that prevents or significantly impairs that person’s full enjoyment of the benefits, climate, or opportunities of learning or working, (2) is unsolicited, and (3) is met with resistance, with noncooperation, or with coerced or self-defensive cooperation. Thus defined, sexual harassment may range in severity from sexist remarks to violent sexual assault. The following list illustrates five forms of sexual harassment, arranged from the least severe to the most severe:

1. Sexist remarks and sexist behavior;
2. Verbal insults including lewd, obscene, or sexually suggestive remarks directed at a person individually;
3. Advances without sanctions including offensive advances (e.g., sexual propositions) or inappropriate behavior (e.g., touching, patting, caressing, kissing) without threat of punishment for non-compliance;
4. Advances with sanctions including the types of advances and behavior mentioned in (3) whenever they are accompanied by promised rewards to threatened punishment;
5. Assault including physical violence or sexual intimacy.

## Title IX: Sexual Misconduct Policy

Sexual Harassment is Sexual Discrimination. The Davis College Title IX: Sexual Misconduct Policy prohibits all forms of sex/gender-based discrimination/harassment including:

- Verbal or physical sexual harassment
- Rape and sexual assault
- Domestic violence
- Dating violence
- Stalking
- Harassment based on someone not conforming to sex/gender stereotypes

- Sexual coercion
- Discrimination against pregnant or parenting students
- Other gender-based and sexual misconduct described in our policy

## Reporting Possible Title IX Violations

To report an incident of sexual discrimination and/or sexual harassment, or to make inquiry regarding the application of Title IX and its implementing regulations, please contact: Diane Brunner, Title IX Coordinator, Davis College, 4747 Monroe St., Toledo, OH 43623, 419-473-2700 ext. 121, [dbrunner@daviscollege.edu](mailto:dbrunner@daviscollege.edu) or Office for Civil Rights, Cleveland Office, US Dept. of Education, 600 Superior Ave. East, Suite 750, Cleveland, OH 44114-2611, Phone: 216-522-4970, Fax: 216-522-2573, TDD: 877-521-2172, [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

## Title IX Deputy Coordinators

For complaints against students and faculty: Mary Ryan-Bulone, Vice President of Academic and Student Services, Davis College, 4747 Monroe St, Toledo, OH 43623, 419-473-2700 ext 124, [mryan@daviscollege.edu](mailto:mryan@daviscollege.edu)

For complaints against staff and visitors: Diane Brunner, President, Davis College, 4747 Monroe St, Toledo, OH 43623, 419-473-2700 ext 122, [dbrunner@daviscollege.edu](mailto:dbrunner@daviscollege.edu)

If you have a question or concern about Title IX, and/or wish to file a complaint of non-compliance, you may contact the Title IX Coordinator or one of the designated Deputy Coordinators. All reports of sexual harassment will be forwarded to the Title IX Coordinator. The Title IX Coordinator will provide statistical information (less victim’s identifying information) for inclusion in the annual crime statistics report.

## Investigative Procedures

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security Authorities or Responsible Employees will automatically be referred to the Title IX Coordinator for investigation regardless of whether or not the victim chooses to pursue criminal charges.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Davis College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The rights apply whether the complainant or respondent is a student, employee, or visitor. The College will undertake a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. An Incident Report (avail-



able at Reception Desk) should be completed. Completed Incident Reports are forwarded to the Title IX Coordinator. While all reports are reviewed, only those with names of involved individuals and adequate details can be adequately investigated. The Title IX Coordinator will notify the complainant and respondent and will arrange to meet with both parties separately and the Vice President of Academic and Student Services. A notice of investigation will be sent to both parties and Title IX investigators will begin an investigation. Only the persons who need to know will be told of the incident and information will be shared only as necessary with investigators, witnesses, and the accused individual(s). Investigators will gather information and conduct interviews with the complainant, respondent, and any witnesses.

The fact finding investigation the College uses will resolve complaints using a preponderance of evidence standard (i.e., is it more likely than not that the sexual harassment or violence occurred). If it is determined based on this standard that the conduct occurred, the Title IX Coordinator in collaboration with necessary and relevant College administration, will determine what actions the school will take to end the sexual violence, eliminate the hostile environment, and prevent its reoccurrence. Likewise, if appropriate, the school will take steps to remedy the discriminatory effects on the complainant and others. The resolution of complaints of sexual misconduct are typically completed within 60 days of the complaint, however the proceedings time-frame may be extended for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

### **Protective Measures**

Davis College will provide interim interventions and protective measures if the victim requests them and they are reasonably available. The Title IX Coordinator and Davis College administration will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Protective Measures include: escorts, special parking arrangements, changing classes, completion of assignments at home, and issue of No Contact Orders. Please contact the Title IX Coordinator or Vice President of Academic and Student Services for assistance with protective measures.

### **Non-Retaliation Policy**

No retaliatory actions may be taken against any person because he or she makes such a complaint against any member of the Davis community who serves as an advisor

or advocate for any party in any such complaint. No retaliatory actions may be taken against any member of the Davis community merely because he or she is or has been the object of such a complaint.

### **Annual Security Report**

Anyone, including prospective students and employees, who would like further information on the Davis College Title IX: Sexual Misconduct Policy and Procedures including

statistics, definitions, how to report a crime, Title IX, VAWA, sexual harassment/discrimination investigative procedures and sanctions, complainant and respondent rights, confidential resources, and the Davis College Program to End Dating Violence, Domestic Violence, Sexual Assault and Stalking; please see the Annual Security Report, available upon request from Diane Brunner, Title IX Coordinator and Campus Security Coordinator, [dbrunner@daviscollege.edu](mailto:dbrunner@daviscollege.edu) and on the Davis College website at: <http://www.daviscollege.edu/CampusReport.pdf>

### **The Family Educational Rights and Privacy Act (FERPA)**

Under the terms of FERPA, Davis College has established the following as Directory Information that may be released to those requesting it unless the student specifically requests otherwise by submitting written notification to the Academic Services Office:

- Name
- Address
- Program of study/technology
- Enrollment status (less than half-time, half-time, full-time)
- Inclusive dates and quarters of enrollment
- Honors received (including Dean's List, Honor's List, and President's List)
- Degree and/or diploma received (including date)

The following information may not be released to anyone without written consent of the student:

- Grades
- Schedules
- Ethnicity
- Social Security Number
- Davis ID Number
- Email Addresses

- Attendance (specific dates present or absent)

Student's grades or other non-directory information may not be given to parents; legal guardians; state, federal or other agencies without the student's express written consent. The consent must be placed in the student's permanent file as a record of consent. A new consent must be given for each request. A student may withhold Directory Information by completing the Disclosure of Directory Information form available in the Academic Services Office. The completed form must be submitted to the Academic Services Office and the student present a photo ID at the time of submission.

For additional information about FERPA refer to the college catalog, contact the Office of the Registrar, or view the following website: [www.aacrao.org](http://www.aacrao.org)

## NSLDS

As required by the federal government, Davis College will submit students' loan information to the National Student Loan Data System (NSLDS). This information will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

## Glossary

**Academic Advisors:** Academic Services personnel who provide academic counseling and assist students in scheduling and curriculum planning

**Academic Year:** The annual period, during which a student attends college. The academic year typically runs fall quarter through spring quarter. An elective summer quarter is also available. For students attending full time, the academic year would consist of 36 credit hours.

**Advance Credit:** Credit given to students proving proficiency in certain skill areas

**Arranged Course:** Course which has not been assigned a specific meeting time. It is the student's responsibility to see the instructor to arrange the time

**Associate Degree:** A credential awarded to a student who has completed 90 -110 credit hours pertaining to a specific academic program as outlined in the college catalog

**Blended Course:** Students attend class for up to 50 percent of the regularly scheduled class time. The remaining classroom time is replaced with web-based learning. This type of course offers the student the advantage of face-to-face interaction with the instructor and classmates, while also offering the convenience of fewer visits to the college and the availability of some course materials on the web. The course website may contain the syllabus, homework assignments or handouts and students may be required to utilize email, chat rooms, discussion boards or web-based testing.

**Bursar:** The officer of the College in charge of the collection of tuition and other fees

**Admissions Representative:** A person representing the Admissions Department who speaks with prospective students and enrolls them in the College

**Catalog Supplement:** Information regarding current tuition, fees, and financial aid

**Certificate:** A credential awarded to a student who has successfully completed an academic program with a single skill objective and maximum of 36 credit hours as outlined in the college catalog

**Clock hour:** means for purpose of instruction, a period of sixty minutes with a minimum of fifty minutes of classroom work

**Corequisite:** A course that needs to be taken before or at the same time as the listed course

**Credit Hours:** Units of measurement assigned to courses based upon the amount of time spent in the classroom and/or lab

**Dean's List:** Students enrolled in 12 credit hours or more during a given quarter and achieving an average of at least 3.5 for the quarter

**Diploma:** A credential awarded to a student who has completed a program of 37- 89 credit hours or 600-1500 clock hours, as outlined in the college catalog

**Elective:** A course a student may take which is not specifically required in a major, but will count toward graduation (Students should consult their Academic Advisors about electives appropriate for their major)

**Expected Learner Outcomes:** Clearly stated objectives (usually written on the syllabus) of what students are expected to know or be able to do at the completion of the course

**Honors List:** Students enrolled in 6-11 hours during a given quarter and achieving an average of at least 3.5 for the quarter

**Mid-Program Assessment:** The purpose of the Mid-Program Assessment is to ensure that students possess the necessary conceptual and technical skills before going further in their academic program

**Moodle:** The learning management system used to support online and blended courses. In addition, this system may also be used to post information for on-campus courses.

**Online Course:** The majority or all of the classroom time is replaced with online learning. Generally, instruction is

conducted via the web; although, a particular course may require a class meeting at Davis College.

**Prerequisite:** A course that needs to be successfully completed before another course can be taken. Information concerning prerequisites is noted in the college catalog

**President's List:** Students having a cumulative average of 3.5 or above and having completed at least 24 credit hours

**Probation:** A warning that academic progress is unsatisfactory (In order to continue, the student needs to attain a "C" [2.00] level during subsequent quarters until a 2.00 cumulative GPA is achieved)

**Program of Study:** Courses required to be taken to complete a specific degree, diploma or certificate

**Quarter:** One-third of the academic year (excluding summer session)

**Registrar:** The person responsible for maintaining each student's academic record

**Registration:** The process involved in scheduling courses for an upcoming quarter (with the help of the Academic Advisor)

**Schedule of Courses:** The printed document listing meeting times for courses being offered in an upcoming quarter

**Syllabus:** A brief description of a course, outlining the expected learner outcomes, material covered, grading criteria, etc.

**Transcript:** A copy of the student's academic record which may be obtained from the Registrar (It requires a signature and a seal to be considered official)

**Transferred Credits:** Credits given for courses taken at another institution; determination is made by the College's Registrar

**Undergraduates:** College or university students who have not yet earned a baccalaureate degree (associate degrees, diplomas, and certificates are undergraduate awards)

It is an attitude toward worthwhile change that keeps the College at peak effectiveness in meeting its mission. Davis College therefore reserves the right to change policies, procedures, requirements, courses, textbooks, tuition, and fees without prior notice. Although the editor of this handbook has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by mistake. The editor has attempted to present information, which at the time of preparation for printing most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of the College. However, it does not establish contractual relationships. The College re-

serves the right to alter or change any statement contained herein without prior notice.

## Community Resources

Bethany House (419) 727-4948

Domestic Violence Resource Center (419) 213-2700

Nirvana NOW (419) 729-0245

Rescue Crisis Mental Health 24/7 (419) 255-9585

The Link: Wood County 24/7 Hotline (800) 472-9411

United Way Information/Referral Line (800) 650-4357

YWCA Battered Women's Shelter 24/7 (888) 341-7386  
Hotline

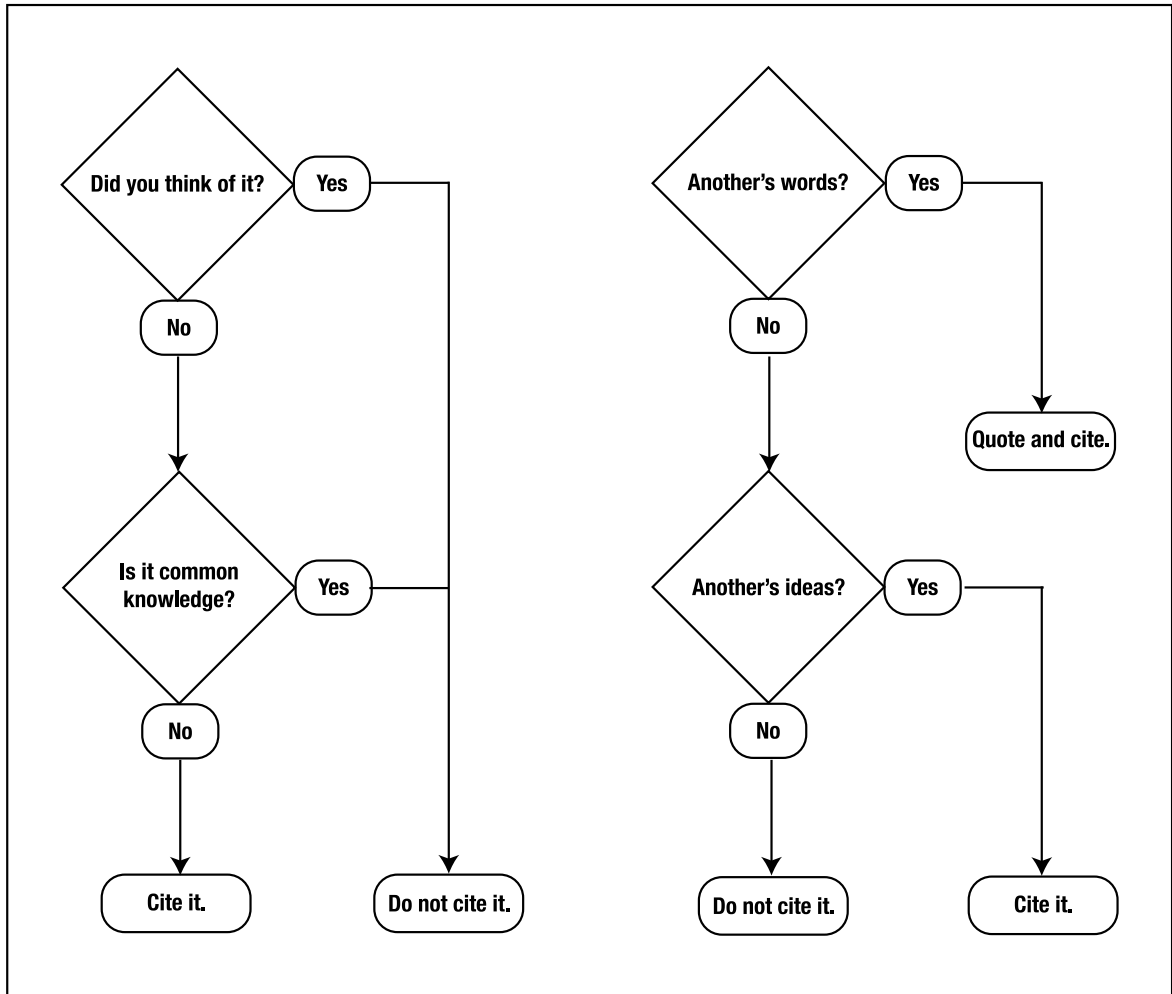
YWCA Hope Center/Rape Crises 24/7 (866) 577-7273  
Hotline

Substance Abuse and Drug Addiction Resources Lucas  
County Sheriff's Office (419) 213-6582

Drug Response Team (D.A.R.T.) The Recovery Center of  
the Urban (419) 255-4444

Minority Alcoholism and Drug Abuse Outreach Program,  
Lucas County, Inc.

# Plagiarism Flowchart



Harris, R. A. (2001). *The plagiarism handbook: Strategies for preventing, detecting, and dealing with plagiarism*. Los Angeles, CA. Pyczak, pp. 155 & 158.

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# DAVIS COLLEGE

4747 Monroe Street  
Toledo, OH 43623

419.473.2700  
[learn@daviscollege.edu](mailto:learn@daviscollege.edu)