



2022–2023 Student Handbook

January 2023

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

Academic Programs

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

Programs of Study

Allied Health

Medical Administrative Assistant (C)

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)

Digital Marketing (AAB)

Early Childhood Education (AAS)

Healthcare Administration (AAB)

Logistics and Supply Chain Management (AAB)

Project Management (AAB)

Real Estate (Online) (C)

Design

Graphic Design (AAB)

Interior Design (AAB)

Visual Communication Design (Online) (C)

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 or certificate. 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.

Curriculum Change Procedure

If a curriculum is revised after a student has been admitted, the student has the option of pursuing the revised curriculum or the curriculum in place at the time of admission. An Academic Advisor will discuss this option with a student and make the appropriate changes in the student information system if necessary.

Academic program directors will communicate curriculum changes to students who will be affected by the changes to outline/explain these changes.

Program of Study Change Request

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 (MED250). Therefore, it is recommended that students consider initiating this series when they begin the Medical Assisting program.

ECE250 Course Requirements

Students entering ECE250 Practicum and Seminar course are required to have the following requirements completed PRIOR to beginning the course:

1. Complete a background Check (FBI & BCI).
2. Have a physical completed within 12 months of taking ECE250.
3. Have the doctor complete the medical form JFS01296.
4. Provide your instructor with your proof of high school completion and a photo ID.

Procedures for the above requirements will be provided by the instructor of the ECE250 Practicum.

Academic Calendar

Please see the Academic Calendar on the Davis College website (www.daviscollege.edu/academic-calendar) or in the Davis College Catalog.

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 circumstances 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 funding estimate 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.

Military Veteran Tuition Protection

Davis College in accordance with the Veterans Benefits and Transition Act (VBTA) of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability

to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

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; access codes unused). 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 Bookstore

The Davis Bookstore is located in Office 111 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 you need. 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 computer labs.

Identification Cards

A student identification card (ID) is required by all stu-

dents. 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 get information from the Business Office or Financial Aid Office, and make purchases in the Davis Bookstore. Special discounts on school supplies, uniforms, and entertainment are offered by some local merchants.

Parking

Free parking is available at 444 N. St. Clair Street. Bring your parking ticket to the receptionist to be validated.

Online Resource Services

Davis College provides online resources for the students' convenience:

[Internet Archive](#)

[JSTOR](#)

[LIRN](#)

[Ohio Web Library](#)

[Open Library](#)

[Project Gutenberg](#)

Student Activities

To benefit the most from campus life and to get connected professionally, students are encouraged to participate in professional organizations such as:

- Business Professionals of America (BPA)
- International Interior Designers Association (IIDA)
- American Society of Interior Designers (ASID)
- American Institute of Graphic Arts (AIGA) Student Lounge

Information about student activities is displayed on the bulletin boards in the Student Lounge.

Student Organizations

Students are invited to participate in professional organizations such as American Society of Interior Designers (ASID), Business Professionals of America (BPA), or International Interior Design Association (IIDA).

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 fund-raising 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.

Student Communications

Davis College uses electronic means (such as email, texts, and the Internet) as a method of communication and of providing billing, payment, and enrollment services. For many communications, email to a student's Davis College email account is the official form of notification to the student, and emails sent by Davis personnel to such email addresses will be presumed to have been received and read by the student. Signatures or acknowledgements provided by a student electronically to Davis College via institutional systems and/or @daviscollege.edu email are valid and legally binding.

Notification/Obligation to Read Email

For many communications, email to a student's Davis College email account is the official form of notification to the student, and emails sent by Davis personnel to such email addresses will be presumed to have been received and read by the student.

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

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 in the Student Lounge.

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.

Student Consumer Information

Student Consumer Information is available on the College's website, in the Academic Catalog, and in the Student Handbook. Students should contact the Vice President of Academic and Student Services for any further information.

Your Suggestions Welcome

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 mary.ryan-bulone@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. Tutoring hours are indicated on each course syllabus. Contact your academic advisor if you need additional help. Tutoring hours change quarterly.

Wireless High-Speed Internet Access

Students have access to the internet on the entire campus with our wireless high-speed internet access. Davis College is not responsible for the security of your system while attached to our public student network and recommends running an Antivirus program. 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 for Academic Eligibility

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. The categories of academic standing, along with the corresponding policies, are given below.

Good Standing

Students with TERM and CUM GPA of at least 2.0 are placed in Good Standing. Students determined to be in any category other than Good Standing are notified via electronic mail of their academic standing.

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 an F in all her courses 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.

Appeal Process for Academic Eligibility

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)

- Submit documentation requested by the Registrar or Academic Advisor.
- 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 Academic 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.

Satisfactory Academic Progress (SAP) for Title IV

Eligibility

Department of Education regulations for Title IV Eligibility define satisfactory academic progress (SAP) 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. SAP is measured at the end of each quarter. SAP is reviewed after a summer term if the student attends a summer term.

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.

Attempted vs. Completed Calculation for SAP

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.

GPA Calculation for SAP

Incompletes are included as an "F" in the GPA calculation until the grade is received. Instructors inform Academic Services of a grade change which is changed upon receipt. An updated grade card is emailed to the student to inform them of the grade change.

For repeated courses, the most current grade will be included in the calculation of GPA.

If a student remains past the drop period and earned a grade of "WF", it will be calculated as an "F" for the calculation of GPA.

Transfer credits are not included in the calculation of GPA.

Transfer credits accepted from another institution toward the student's education program are counted as both attempted and completed hours.

Failure to Meet SAP

Students will be notified if they fail SAP by an email from the Academic Services Office within 7 days of determination. Students failing to meet these requirements will fall under one or more of the following statuses:

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.

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 for Satisfactory Academic Process for Title IV Eligibility

If students have failed to meet Satisfactory Academic Process for Title IV Eligibility, they may appeal their financial aid status and are required to:

- Complete and submit an appeal form (blank forms can be obtained from the Registrar or Financial Aid Office). On the appeal form, students must explain why they failed SAP (such as a death of a relative, an injury or illness of the student, or other special circumstances) and what has changed in the student's situation that will allow them to meet SAP requirements at the next evaluation.
- Submit documentation requested by the Registrar, Academic Advisor, and/or Financial Aid Director.
- Attend an appeal meeting with the Academic Services Staff and Financial Aid Director to discuss an academic plan for the student. All parties present at the appeal meeting will sign this plan. The student is notified at the time of the meeting of the result of the appeal. A copy of the academic plan will be given to the student and the original will be put in the student's academic file.

If the appeal is successful, the student will be placed on Financial Aid Probation Status which will last for one quarter during which the student may continue to receive FSA funds.

Students who fail to make SAP or fail to meet the established conditions (if applicable) at the end of the probation period lose their Title IV aid eligibility.

Registration for Courses

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

The Registration Period

Scheduling for Winter and Spring Quarters is held during

the Fall Quarter; scheduling for Summer and Fall quarters is held during the 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 attended then dropped may be incurred. (See Withdrawal Policy)

Auditing a Class

Individuals are allowed to audit a course with permission from the Academic Services Office. The number of requests to audit a course and the instructional design of the course will be considered for approval. Students auditing a course will not turn in assignments or take tests, quizzes or exams and will not receive a grade. An audit fee per credit hour applies.

Withdrawal Policy

To withdraw from a course, a student is required to meet with an Academic Advisor and sign a withdrawal form. Withdrawal from a course 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 during the quarter.

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). 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.

Return of Title IV Federal Funds (R2T4)

Upon a student's withdrawal from school, a prescribed calculation is completed to determine how much financial aid was earned. If the student receives more Title IV aid

than the amount earned, the school, the student, or both must return the unearned funds in a specified order. If the student receives less Title IV aid than the amount earned, the school will offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement (PWD).

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.

An official withdrawal from school is initiated by the student who notifies his/her Academic Advisor that he/she chooses to withdraw from all courses in a quarter.

An unofficial withdrawal from school is initiated by an Academic Advisor if a student has not attended any courses and has had no contact with instructors or Academic Advisors for 14 days.

The student's withdrawal date is the last day of attendance as determined by the College's attendance records.

Students who withdraw will be sent the R2T4 (Return to Title IV) Form.

Upon a student's withdraw, the federal regulations require that funds are Returned to Title IV (R2T4) in the following way.

The percentage of the academic quarter completed is determined by dividing the number of calendar days completed in the quarter as of the withdrawal date by the total number of calendar days in the academic quarter. The number of calendar days includes all days within the payment period, except for institutionally scheduled breaks of five or more consecutive days.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

The student is responsible for all unearned Title IV program assistance that the school is not required to return. The amount of unearned Title IV aid due from the student (or parent, for Direct PLUS Loan funds) is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

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. An eligible

post-withdrawal disbursement (PWD) of loans will be offered to a student within 30 days of the date of determination that a student has withdrawn. 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.

The Post Withdrawal Disbursement of grant funds will be disbursed within 45 days.

After all Post Withdrawal Disbursements are applied to a student account first, any resulting credit balance is paid to the student as soon as possible but no later than 14 days from the date of disbursement.

If a credit balance exists on the student's account after applying the Davis College refund policy and the R2T4 calculation, the institution will disburse the credit balance to student as soon as possible but no later than 14 days from the date the school performs the R2T4 calculation.

Upon student withdrawal, cessation of classes, or graduation, in accordance with federal regulations, Title IV program funds are returned by the institution as soon as possible but no later than 45 days from date of determination 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. Iraq and Afghanistan Service Grants (IASG)
6. Federal SEOG Program Aid
7. Other Title IV Program Aid
8. Other federal, state, private, or institutional student financial assistance received by the student.

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 Introduction 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 WPR120 Word Processing. Proficiency testing should be discussed with an Academic Advisor. 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 faculty-developed exams or assignments, exit and other interviews, focus groups, oral examination, performance appraisals, portfolios, standardized tests, written surveys, and questionnaires.

Business Management/Accounting and Human Resources Assessment

When a student is nearing graduation in the Accounting and Human Resources or the Business Management program, he/she will participate in a career management review with the program director in the business department. 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. A mock interview experience will be a part of this experience.

General Education Core and Business Core Assessment

The General Education Core and Business Core purposes are assessed by faculty using an assessment method focused on a particular core purpose across the curriculum. Graduate exit surveys and externship evaluation results also provide additional measures of the attainment of the core purposes.

Design End-of-Program Assessment Review

For successful completion of End of Program Review:

- All design work will demonstrate an acceptable level of competence.
- 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 faculty member 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 retake specific courses where conceptual and formal requirements and /or technical ability were determined unacceptable.

Early Childhood Education Assessment

When a student has completed all courses in the Early Childhood program, including student teaching, he/she will participate in an interview with the Program Director. This assessment will focus on the skills and resources necessary for Early Childhood Education careers.

Medical Assisting/Medical Billing and Coding Assessment

Completion of the program will measure student's skills and prepare the graduate to enter the field of allied health care.

All competencies need to be passes at 85% or higher.

All MED classes must be passed with a "C" or better.

Successful completion of required externship hours within the student's field of study.

Davis College Career Portfolio

The Davis College Career Portfolio is a collection of a student's key projects and assignments which provide evidence of his or her knowledge and skill set. The portfolio includes work samples that demonstrate the mastery of program objectives and general education core and business core purposes. The student's key projects and assignments will be presented in a professional manner which will enable the student to use the portfolio as his or her personal marketing tool when interviewing and/or networking. The Career Portfolio will be highlighted in classes throughout the student's academic program to ensure completion upon graduation.

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

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.

Re-Enrollment Policy

A student who re-enrolls and does not start that quarter needs the approval of the Admissions Director to return. A student will not be eligible to return if he/she failed to start after re-enrolling if he/she was on probationary status and had an appeal administered.

Academic Credit

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.) for 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.

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"

grades 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 an "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, etc.)

Graduate exit interview with the Financial Aid Office (if the student has a federal student loan).

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 during a mandatory graduate exit meeting in their last quarter of attendance. However, Spring quarter graduates need to file by February 15. The Application for Graduation will be given to the applicant by the Academic Services Office.

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 exit surveys.

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

Davis College Transcripts

Transcript requests (official or unofficial) are required to be submitted in writing to the Registrar's Office. The Transcript Request Form is available on the Consumer Information tab on the College's website. 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

The assessment of experiential learning including military experience and training 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. 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 academic 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 acceptance of Davis College credits by other institutions is solely the decision of the accepting institution. As an institution accredited by The Higher Learning Commission, 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 building is open Monday through Thursday, 9:00 a.m. to close and Friday, 9:00 a.m. to 4:30 p.m.; any changes in building hours will be in the Davis Details. Computer lab time is usually available (not over holidays) whenever classrooms are open. Early closures are announced in Davis Details or sent to your email.

Cellular Phones

As a courtesy to others, please use cell phone outside classroom areas.

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.

Family Educational Rights and Privacy Act (FERPA)

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.

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 must 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

Consent to Use of Photographic Images

Registration as a student and attendance at or participation in classes and other campus and University activities constitutes an agreement by the student to the college's use and distribution (both now and in the future) of the student's image or voice in photographs, video or audio capture, or electronic reproductions of such classes and other Davis College activities.

If any student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor.

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

In case of severe weather or other hazardous conditions, the school closing will be announced in the following ways:

- Email to the Davis College community
- Text message to the Emergency Text System Group
- Local radio and television stations

Closing announcements will be made 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.

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.

Software Installation

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

Software Piracy

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.

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 not 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.

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 on campus or during Zoom meetings
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 and Copyright Infringement 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.

- See Plagiarism Flowchart on page 25 for more information.

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 the 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 Street, Suite 2481, Columbus, OH 43215-3414,

(877) 275-4219.

Anti-Hazing Policy

Hazing is defined by Davis College as doing, requiring, or encouraging any act or behavior regardless of the participant's willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person.

No employee, student organization, individual student, or alumnus may conduct or condone hazing activities.

Under Ohio law "hazing" is defined as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person."

Hazing: (1) is a misdemeanor criminal offense under Ohio law, (2) may subject any participants in the hazing to personal civil liability for damages arising from the hazing, (3) may subject any organization whose local or national officers authorized, requested, commanded, or tolerated the hazing to civil liability, and (4) may subject any local or national officer of the organization who authorized, requested, commanded, or tolerated the hazing to personal civil liability for damages arising from the hazing; and (5) may result in discipline up to and including termination for employees, or sanctions up to and including expulsion for students. No employee, student organization, individual student, or alumnus may participate in the hazing of another as defined above. No administrator, staff, or faculty member may permit the hazing of any person.

Davis College has the authority to initiate conduct or disciplinary proceedings regardless of the location of the activity. Such action will be conducted in compliance with normal Student Code of Conduct proceedings or applicable employment policies for employees.

Any student who may be the victim of hazing, is aware of hazing, or suspects hazing is occurring should report the situation promptly to a Davis College Campus Security Authority at (419) 473-2700: Diane Brunner, President, diane.brunner@daviscollege.edu; Mary Ryan-Bulone, Vice President of Academic and Student Services, mary.ryan-bulone@daviscollege.edu; or Timothy Brunner, Vice President of Enrollment Management, timothy.brunner@daviscollege.edu.

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.
- Davis College does not tolerate any form of cyber bullying. Failure to comply with this policy shall be grounds for disciplinary action up to and including expulsion.

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 institutions 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 (VM1016); Timothy Brunner, Vice President of Marketing (VM1004); or Mary Ryan-Bulone, Vice President of Academic and Student Services (VM1015). 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 Street, 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

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, diane.brunner@daviscollege.edu and on the Davis College website at: www.daviscollege.edu/CampusReport.pdf

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, Four Seagate, Suite 202, 433 N. Summit Street, Toledo, OH 43604-2638, (419) 473-2700, diane.brunner@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.

Title IX Deputy Coordinators

For complaints against students and faculty: Mary Ryan-Bulone, Vice President of Academic and Student Services, Davis College, Four Seagate, Suite 202, 433 N. Summit Street, Toledo, OH 43604-2638, (419) 473-2700, mary.ryan-bulone@daviscollege.edu

For complaints against staff and visitors: Diane Brunner, President, Davis College, Four Seagate, Suite 202, 433 N. Summit Street, Toledo, OH 43604-2638, (419) 473-2700, diane.brunner@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 (available 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 timeframe 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.

Toledo 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

NSLDS Federal Loan Requirements

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

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

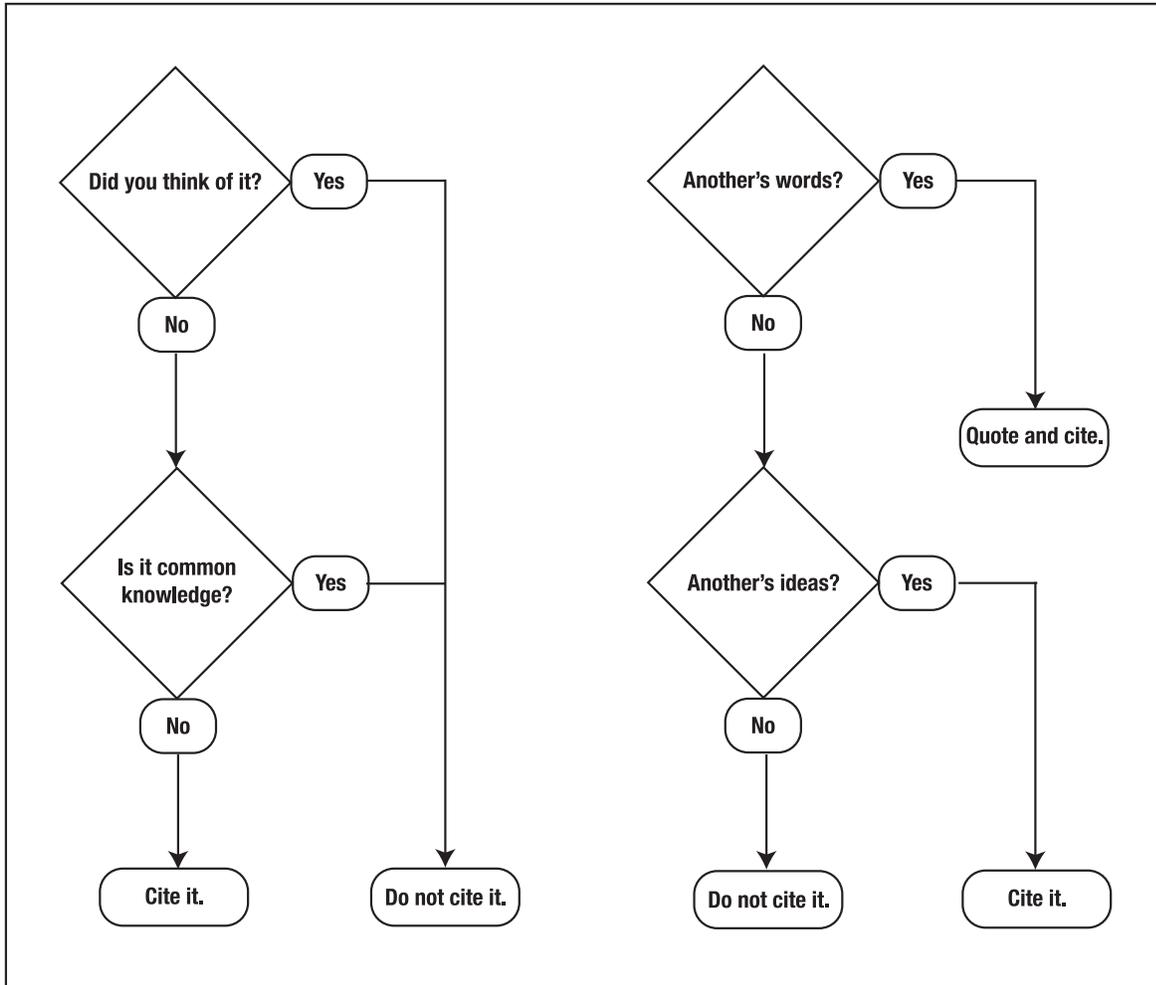
Undergraduates: College or university students who have not yet earned a baccalaureate degree (associate degrees,

diplomas, and certificates are undergraduate awards)

Zoom: Online video and audio conference platform used to support online and recorded course content.

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

Plagiarism Flowchart



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



DAVIS COLLEGE

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