

# General Information

## Full-Time Student

Full-time students in either the Counseling or Management programs are defined as those enrolled for at least three credit hours during a term of instruction. Master of Arts in Counseling students may enroll for one, two, or three credit hours of internship per term (up to a maximum of six credit hours) and be considered enrolled full-time at Doane College. Students in the Master of Education program are considered full-time if they are enrolled for at least six credit hours during a term of instruction.

## Numbering System for Graduate Courses

All courses for each of the graduate degree programs are offered at the 600-level. Some special courses for continuing education are offered periodically for students who have completed a baccalaureate degree. These students may not be seeking a graduate degree, but need advanced work. Courses numbered at the 500-level cannot be used to meet the requirements of an advanced degree.

## Admission of International Students

Doane College is authorized under federal law to enroll non-immigrant alien students.

Candidates for admission from foreign countries must present original and complete educational cre-

entials. The ability to speak and write correct grammatical English is imperative. All applicants are required to take the test of English as a Foreign Language (TOEFL) and have the scores sent to Doane. If the credentials indicate satisfactory preparation for admission, acceptance may be granted.

Before the certificate of eligibility (i.e., form I-20) may be issued, a student must be accepted as a full-time, degree-seeking student and provide evidence of financial support while enrolled at Doane College. That status of continuous, full-time enrollment must continue until the degree is granted. If, in any term, a student fails to enroll and attend classes, the Bureau of Citizenship Services will be notified, and the student will be suspended from the college. Under special extenuating circumstances, a student may appeal to the Vice President for Academic Affairs for waiver of this policy.

At the beginning of each term, all costs for tuition, fees, and books must be paid in full. Students from foreign countries should be advised that immigration rules do not normally permit students to be employed while residing in this country. Doane regrets that student financial assistance is not available for students who are not citizens of the United States or its possessions.

It is required that all international students carry health insurance. Students who cannot show evidence of health insurance will have the college-approved minimal policy added to their costs.

### **The Grading System**

Letter grades are used to evaluate a student's performance in coursework. These letter grades become part of the student's permanent record. The grade of "A" is used to indicate superior performance, the grade of "B" is used to indicate adequate performance, and grades of "C," "D," and "F" are used to indicate performance that is below the minimal expectations for graduate students. A course in which the grade earned is below a "B-" cannot be used to fulfill any graduate degree requirement.

### **Withdrawals**

The grade of "W" (Withdrawal) indicates that a student was doing passing work and was permitted to withdraw from a course any time prior to the last class meeting without academic penalty.

### **Incompletes**

The grade of "I" (Incomplete) may be given to students who, for non-academic reasons beyond their control, are unable to fulfill the requirements of a course. It is the responsibility of the student to inform the instructor of the desire to receive an Incomplete. Incompletes are awarded at the discretion of the instructor, subject to approval by the program Dean, and are not the prerogative of the student. Condi-

tions to be met for removing an Incomplete are established by the instructor. If the Incomplete is not removed by the deadline, the student will receive an "F" grade. Any requests to extend the deadline should be made to the Dean of the program (after obtaining permission from the instructor). Requests must include a specific date for completion of the coursework.

To qualify for a grade of "I," a student must:

1. Have completed most of the major assignments of a course,
2. Be passing the course (aside from assignments not completed) in the judgment of the instructor.
3. Have extenuating circumstances for not completing the course.

### **In Progress**

The grade of "IP" (In Progress) is used when a graduate course has requirements extending beyond the normal ending date of the term in which the student is enrolled. This "IP" grade must be replaced with an appropriate letter grade assigned by the instructor.

### **Audits**

Graduate students may audit an available course, but they must receive permission from the Dean of their program to do so. Students do not receive any graduate credit for the audited course, and the grade assigned is an "AU." Any course audited by a graduate student may not be changed to a credit

course. The cost to audit a course is one half of the regular tuition charge per credit hour. Additional fees may be assessed, depending on the course.

### **Grade Point System**

Cumulative grade point averages are computed by dividing the total grade points earned by the total number of GPA credits. Grades of Withdraw (W), Pass (P), Audit (AU), Incomplete (I), and In Progress (IP) are not included in this calculation.

### **Grade Reports**

Students' grades in all courses are filed with the Registrar. At the end of each term, final grades are reported to students on the Doane Web site via WebAdvisor and are recorded on the transcript.

### **Grade Changes**

After grades are submitted to the Registrar's Office, students are not

allowed to submit any extra work or to ask for a reexamination in order to raise a grade.

A grade which has been reported by the instructor to the Registrar and recorded cannot be changed except in the case of an error in the grade.

In the case of a successful student appeal under the established grade appeals policies (see program handbooks for details), a grade is changed by the Registrar upon notification by the Vice President for Academic Affairs.

### **Repeated Courses**

The following guidelines apply if the student receives a grade below a "B-" in a graduate course:

1. The course must be repeated in order to receive credit toward the degree.
2. A student is allowed to repeat the course only once.

### **Grade Point System**

The college calculates grade point averages by assigning grade points to the respective grades as follows

Grade	Grade Points Per Credit	Grade	Grade Points Per Credit	Grade	Grade Points Per Credit
A+	4.0	B-	2.7	D	1.0
A	4.0	C+	2.3	D-	0.7
A-	3.7	C	2.0	F	0.0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		

3. The original grade is used in computing the graduate cumulative grade point average until the course is repeated and a grade is given.
4. After the course is repeated, only the second grade is used in computing the student's graduate cumulative grade point average.
5. Term averages are computed in the usual manner.
6. All courses taken and grades earned are permanently recorded on the student's transcript.

### **Academic Integrity**

The faculty expect students to pursue their work with academic integrity. A copy of the policies concerning academic honesty may be obtained from the office of the Vice President for Academic Affairs in Crete or from the Dean of each program. Any breach of academic integrity may result in immediate suspension from the program.

### **Withdrawal from Courses**

Graduate students are expected to complete courses for which they have registered, unless unusual circumstances require withdrawal. Mere cessation of class attendance does not constitute withdrawal, either academically or with respect to tuition charges. Students desiring to withdraw from classes must complete the proper withdrawal forms from the Office of Gradu-

ate Studies. Failure to follow this procedure results in a grade of "F" instead of a "W." In no case is withdrawal possible after the last class meeting.

### **Administrative Withdrawal**

A student may be administratively withdrawn from any program by the Dean if it is determined that the student: 1) poses a significant danger or threat of physical harm to the person or property of others; 2) interferes with the rights of other members of the Doane College community; or 3) is unable to meet the institutional requirements for continued enrollment. Except in emergency situations or in the case of financial noncompliance, a student shall, upon request, be accorded a hearing by the appropriate committee prior to a final decision concerning his/her continued enrollment at Doane College.

### **Academic Standing**

A graduate student is in good academic standing if he/she maintains a graduate cumulative grade point average of 3.00 or higher. *Refer to individual programs for additional information.*

### **Academic Probation**

A degree-seeking graduate student is placed on academic probation if, at any time, the graduate cumulative grade point average falls below 3.00. The student is notified in writing of his/her academic status and of any specific conditions for retention.

## Academic Suspension

A graduate student may be dismissed from Doane College for any of the following reasons:

1. Failure to return to good academic standing after the specified probationary period (two eight-week terms for MAC and MAM; one semester for MED).
2. Failure to meet requirements set forth in the letter of probation.
3. Receipt of a second course grade below a “B-”.
4. Breach of academic integrity.

*In all cases, the student is notified of the suspension in writing by the Dean of the program.*

*For the right of appeal, consult the individual program for additional information.*

## Academic Dismissal

A graduate student may be dismissed from Doane College when the appeal process for suspension has been exhausted. Such students are notified in writing by the Vice President for Academic Affairs.

## Application for Degree

Each candidate for a master’s degree must signify his/her intention to complete the requirements by a particular graduation date by submitting a completed “Application for Degree” form. Since this form is used to check completion of requirements and order the diploma, the form must be returned to the Office of Graduate Studies by mid-

October for December completion, mid-February for May completion, and mid-June for August completion.

For Master of Arts in Counseling graduates, the form must be returned 60 days prior to the anticipated date of completion. Failure to meet these deadlines will delay graduation. Requests for the application should be made to the Office of Graduate Studies.

## Commencement

Commencement is held once a year at the end of the spring term on the Crete campus.

## Award of Degree/ Issuance of Diplomas

Degrees at Doane College are awarded and diplomas are issued twice a year—at the end of the spring term in May or August 15. **Candidates for the August degree may participate in the May ceremony if the following criteria are met:**

**MAC Program** – no more than six internship credits plus the related P.I.D. credit OR one three-credit course is incomplete.

**MAM Program** – no more than one three-credit course is incomplete, excluding the Graduate Seminar/Portfolio and Research in Management/Thesis courses (these capstone courses must be completed to participate in May graduation).

**M.Ed. Program** – no more than one three-credit course is incomplete and the student is pre-registered for the summer course that has not been completed.

To meet the criteria to participate in the May graduation ceremony, students must:

- Notify the Graduate Office of their intention no later than March 1.
- Agree to finish the incomplete requirement(s) the summer following graduation, no later than July 31, or permission from the division Dean.

The diploma will not be issued until all program materials are returned and any outstanding financial obligations to the college are satisfied.

### **Transcripts**

The Registrar's Office issues official transcripts of a student's academic record only after the student has granted permission in writing and paid \$3.00 per transcript. Transcripts are not issued for students who have financial obligations to the college. Students who request transcripts should include their student ID number, program of enrollment, and signature with the written request. Generally, the transcripts will be issued within three days, except during periods at the beginning or following the end of a term, when at least one week is needed for issuance.

Copies are not made of transcripts or records on file from other institutions. Any additional copies of those documents must be requested by the student directly from the original issuing institution.

When students graduate or discontinue attendance at Doane College, subsequent credits from other colleges do not become a part of their Doane College transcript.

*NOTE: Grades are not posted to the transcript until the entire term is complete. Transcript requests should be sent to: Registrar's Office, Doane College, 1014 Boswell Avenue, Crete, NE 68333-2430. Checks should be made payable to Doane College.*

### **Business Regulations**

All accounts must be paid in full before the beginning of classes. In addition to cash and check payments, Doane accepts VISA, Mastercard, and Discover for settlement of accounts. Deferred payment is available for graduate-level courses through FACTS Tuition Management. (*Call the Graduate Office for more details or visit the Web site at [www.doane.edu](http://www.doane.edu).)* Students are not eligible to attend classes until registration has been approved by the Registrar and the Business Office. Registration may be refused to any student whose previous term account is not current. No refund of charges will be made to students dismissed from the college. Registration will be cancelled for students who are delinquent in their payments. No

transcripts will be issued to students who have an outstanding balance or who have failed to pay off any indebtedness to the college.

### **Official Business Day**

The college's official business day, as defined for federal financial aid delivery purposes, is 8:30 a.m. to 3:00 p.m., Central time.

### **Refunds**

**Registration constitutes a financial contractual agreement between Doane College and the enrollee.** If a student withdraws from Doane prior to the official beginning of a term, all tuition and fees are refunded. After the term begins, students who withdraw are refunded a portion of tuition and fees for all courses in which the student is enrolled on or after census day. (Census day is listed on the college calendar as the last day for registration.) The amount of refund and the manner in which it is calculated depends on the student's status at Doane.

For students who are not first-time attendees of Doane, the refund is determined by the number of days that have passed from the official beginning of the term, using the following schedule:

#### **Eight-Week Term**

0-7 days:	100%
8-15 days:	25%
After 15 days:	0%

### **Semester Schedule**

0-10 days:	100%
11-21 days:	50%
22-28 days:	25%
29-35 days:	10%

Master of Education classes often do not follow the standard semester schedules of Doane College. Each student must be aware of semester beginning dates, because tuition refunds are based on the semester dates instead of the beginning and ending dates of particular education graduate classes. The first class meeting may be later than the deadline for any tuition refund, depending on the Doane College calendar.

Tuition and fee refunds are generally based on the last documented date of attendance or the official withdrawal date. For a student who does not officially withdraw, the refund is generally based on the last date of class attendance, as determined by the college.

After census day, no refund is made unless a complete withdrawal occurs. No refunds are made for students dropping credits or classes, or students dropping from full-time to part-time status.

Federal law requires a specific calculation be used for those students who are Federal Title IV recipients, and who withdraw from the institution during the first 60 percent of the period for which they have been charged. (*Institutional costs are defined as charges that Doane College assesses a student for education*

*expenses that are paid to Doane College directly.*) If a student drops after the 60% point in the enrollment period, the percentage earned is 100%. There is no refund, nor is there a calculation of Title IV Assistance earned. Doane College retains 100% of all charges.

The following education expenses are considered institutional costs:

- All charges for tuition, fees, room and board (if contracted with Doane College)
- Expenses for required course materials, if the student does not have a “real and reasonable opportunity” to purchase the required course materials from any place but Doane College.

The total amount of all institutional costs must be used in the calculation of a refund, including the calculation of unpaid charges, if they are specifically designated as excludable.

Excludable costs are defined as costs that the regulations permit Doane College to exclude from the total amount of institutional charges when calculating the refund. They include:

- An administrative fee
- Documented costs of unreturnable equipment
- Documented costs of returnable equipment, if not returned in good condition within 20 days of withdrawal.

Refunds are based upon the official start of the term and the withdrawal date. At Lincoln and Grand Island, a term is defined as one complete eight-week period, including seminars. The official registration and withdrawal process must take place during the appropriate time frame for the student to be considered for a refund. In some cases the actual start date of a course may be after a refund is no longer available.

If a withdrawing student received federal financial aid, a portion of any refund calculated must be returned to the federal student aid program(s) used. Doane College restores funds to the student aid programs in the following order:

1. Federal Stafford Student Loan Program — unsubsidized, subsidized
2. Federal Perkins Loan Program
3. Federal Parent (PLUS) Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG)
6. SSIG/SSAP
7. Doane College Grants/Scholarships
8. Outside Scholarships
9. Student Funds are restored to each program up to the total amount disbursed for the term before any funds are replaced in the next program.

Funds are restored to each program up to the total amount disbursed for the term before any funds are replaced in the next program.

### **Credit Balance Refunds**

Federal loans that are forwarded by electronic fund transfer (EFT) and applied to students' accounts, are done so after the first scheduled class meeting. Credit balances may be requested from the Business Office at any time after the second class meeting. Refund checks will be issued about one week after the request is approved.

### **Library Facilities**

Following matriculation, each student is permitted free usage of the library at the main campus of Doane College in Crete and has access to the Internet, through the computer laboratory, for assistance in literature searches.

### **Bookstore**

The Doane College Lincoln campus houses a book store, which stocks and orders required texts for the Master of Arts in Counseling and Management programs. Master of Education books are ordered from Specialty Books or [www3.specialty.books.com/doane](http://www3.specialty.books.com/doane).

### **Access/Services for Students with Disabilities**

The Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act (ADA) provide that "no otherwise qualified disabled individual in the United States shall, solely on the basis of

disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs be accessible to the disabled, but it does not require that every building or part of a building be accessible. Thus, it may be necessary to re-schedule classes to accessible classrooms or to take other steps to open one of the programs to students with mobility impairments.

1. Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request.
2. While students are encouraged to self-identify at the earliest possible time, they can access services at any time by initiating the process described in number one above.
3. To initiate this process, students are encouraged to contact the Office of Graduate Studies before beginning classes so their needs can be anticipated, reviewed, and accommodated.

## **Title IX Policy Statement**

It is the policy of Doane College not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments.

*Inquiries regarding compliance with Title IX may be directed to the Vice President for Academic Affairs, Doane College, 1014 Boswell Avenue, Crete, NE 68333 or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C., 20202.*

## **Access to College Records**

Doane College abides by a written policy concerning access to college records which complies fully with the Family Rights and Privacy Act (FERPA) of 1974. The college provides student access, according to the stipulations of this law, to records on file in the following offices: Registrar, Business, Student Leadership, Health Center, Career Development, Teacher Placement, and Lincoln campus and Grand Island campus administration offices.

Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories considered "Directory Information."

## **Drug Free Policy**

The college prohibits smoking inside the classrooms or in the building. In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, Doane College explicitly prohibits unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees on the premises or as part of any of its activities. Beverage alcohol may only be used in conjunction with specifically authorized functions by those of legal drinking age.

There are applicable legal sanctions in Nebraska for unlawful possession or distribution of illicit drugs and alcohol.