



Walsh College
2001-2002
Catalog Addendum

The Power to Succeed.

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The 2000-2001 College Catalog has been extended for an additional academic year. The following addendum serves as official notice of Catalog changes in effect for the 2001-2002 academic year. The College reserves the right to make changes to any policies, procedures or programs at any time. Dates of implementation, and identification of students affected, are noted for each policy change.

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Vice President, Chief Academic Officer & Dean

GRADUATE ADMISSION REQUIREMENTS

For consideration for admission to a Walsh College graduate degree program an applicant must:

- possess an undergraduate degree or higher from a college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools,
- have an overall cumulative grade point average of 2.750 or better on a 4.000 scale,
- have completed, or be in the process of completing, prerequisite course work specific to his or her chosen graduate program with a “C” (2.000) or better.

All graduate students are expected to be proficient in current computer software applications for word processing.

Certain graduate programs have additional admission requirements:

MBA applicants who have less than two years of professional work experience or have an entering grade point average ranging between 2.000 and 2.749 will be considered for provisional admission, and are required to submit results of the Graduate Management Aptitude Test (GMAT). These test results must have been completed within five years prior to applying to the MBA program, and official copies of the scores must be sent directly to the Walsh College admissions and academic advising office. Unofficial copies of GMAT scores will be accepted to facilitate processing of the admissions application. The admission status of the applicant will not be determined until the GMAT score has been received. MBA applicants who are able to document a minimum of two years of professional work experience and have a cumulative grade point average of 2.750 or above, are eligible for full admission.

MSBIT applicants must be able to document two years of work experience in a technology-related position or must possess an undergraduate degree in a related field; applicants who lack the required work experience or academic degree will be required to take additional foundation courses.

MSM applicants must be able to document a minimum of two years of full-time work experience, preferably in a management or supervisory position, and complete prerequisite courses in communications and behavioral science.

STUDENT FINANCIAL RESOURCES

Walsh College participates in federal and state financial aid programs and awards scholarships based both on academic achievement and financial need. Policies, procedures, and regulations relating to these areas are published in several areas, including the Walsh College Catalog, Student Financial Resources Step-by-Step Guide, Scholarship Application, Student Guidebook, and Scholarship Eligibility Guidelines & Rights and Responsibilities sheet. It is the student’s responsibility to read and become familiar with these policies and procedures. Failure to do so does not excuse a student from the requirements or policies as described.

Financial assistance is based upon the following criteria:

FINANCIAL NEED

A student who demonstrates financial need as defined by the federal government may be eligible to receive financial assistance through federal, state and/or institutional financial aid programs. These programs include grants, scholarships, and loans. Students must be enrolled on at least a half-time basis in order to receive federal and state grants and federal loans.

Students who enroll less than half-time will have their grants and/or loans for that term cancelled.

FINANCIAL ASSISTANCE ELIGIBILITY

To be eligible for student financial assistance, a student must be a citizen of the United States or an eligible non-citizen.

A student admitted in a graduate or undergraduate program may apply for a state grant, student loan and/or scholarship. A non-degree seeking student is ineligible for federal, state or institutional financial aid, including loans and scholarships.

Enrolled students who have been awarded Title IV financial aid may charge books and supplies from the Walsh bookstore to their student account. Payments of Title IV funds to a student account must be authorized through the statement included on the student financial aid office supplemental worksheet.

Walsh College participates in the following financial aid programs:

Federal Programs

- Federal Pell Grant Program
- Federal Parent Loan (PLUS) Program
- Federal Subsidized and Unsubsidized Stafford Loan Program
- Federal Supplemental Educational Opportunity Grant Program (SEOG)

State Programs

- Adult Part-time Grant (APTG) Program (summer semesters only)
- Michigan Tuition Grant (MTG) and Competitive Scholarship (CSP) Program
- Michigan Work Study (MWS) Program

INTERNATIONAL STUDENTS

An international student with an F1 Visa is not eligible for federal or state financial aid, but may apply for a Walsh College merit scholarship. For scholarship purposes, an international student must use an approved outside service agency to have a course by course evaluation of transcripts for U.S. credit and grade equivalents. Scholarship funds will not be awarded without a valid transcript. Contact the admissions and academic advising office for further information.

FINANCIAL AID ENTRANCE INTERVIEW

A financial aid recipient who is a first time borrower of the Federal Stafford Subsidized, and Unsubsidized Loan programs at Walsh College, must participate in loan entrance counseling. This counseling session requirement can be completed online or by viewing a videotape. This must be done before a loan borrower can receive his or her first loan disbursement. Information about online loan counseling can be obtained from the Walsh Web page. The videotape is available at all campus locations. The student may also make arrangements to view the video at other campus locations.

FINANCIAL AID EXIT INTERVIEW

A financial aid recipient who has borrowed under the Federal Stafford Subsidized or Unsubsidized programs must participate in a loan exit counseling session. This counseling session requirement can be completed online, by individual appointment or by group session. The exit interview must be conducted shortly before the borrower ceases at least half-time enrollment. A graduating student must attend an exit interview session prior to his or her graduation. Group exit interviews are held periodically through the year. Information about online counseling can be obtained from the Web page.

ACADEMIC ACHIEVEMENT SCHOLARSHIPS

Undergraduate students enrolling in Walsh College after July 1, 2001 can apply for three specific categories of scholarships:

Community College Excellence Awards: This scholarship is given to undergraduate students transferring from a Michigan Community College. Students must have earned a minimum of 60 credit hours when they transfer to Walsh College. Scholarship criteria will include the student's academic program as well as cumulative grade point average.

Academic Awards: These scholarships are awarded to undergraduate transfer students based on their proposed major and cumulative grade point average.

Multicultural Awards: These scholarships are awarded to undergraduate minority students and are intended to enhance diversity at Walsh College.

Scholarships range from \$500 to \$1250 per semester and are available for a maximum of six semesters. Specific criteria, such as renewal grade point average, financial need, and academic program

selection are factors that may be considered in order for students to renew the scholarship. Prospective transfer students who demonstrate strong academic performance may apply for a Walsh College scholarship after completing only 30 credit hours at a community college. Students must be enrolled on at least a half-time basis in order to receive scholarship funding.

New Student Scholarship Applications will be mailed directly to incoming undergraduate students. Proposed deadline dates and notification dates are:

Deadline Date	Semester
June 1	for the fall semesters
November 1	for the winter & spring semesters
March 1	for the summer semesters

Scholarship applications received after the deadline will be considered based on availability of funds.

Students who enrolled in Walsh College before July 1, 2001 who received a Walsh Presidential, General, Endowed, or Current Scholarship and who meet scholarship requirements are eligible to continue receiving scholarship assistance until they complete their degree requirements. Students must apply for a scholarship once each academic year. Deadline and notification dates are:

Deadline Date	Semester
August 15	for the fall semesters
December 15	for the winter & spring semesters
March 1, 2001	for the summer semesters

SCHOLARSHIP INFORMATION

A variety of scholarships are available for Walsh College students. Scholarships are based upon academic achievement and/or financial need. The Walsh College Scholarship Program is funded through generous gifts from donors and corporations or organizations. Annual contributions provide ongoing scholarship assistance for students.

Among the scholarships available to Walsh students are:

Endowed Scholarships

- Endowed Scholarships
- Bank One Endowed Scholarship
For minority students
- Jeffery W. Barry Endowed Scholarship
For accounting students
- Frank & Judy Borschke
Endowed Scholarship

- Comerica Minority Scholarship
- Leo F. Egan Scholarship
- Firman and Rhoda Haas Endowed Scholarship
- H. Theodore Hoffman Memorial Scholarship
- Arthur, Marguerite and Fred Kaufmann
Endowed Scholarship
- Walter E. Krell Memorial Scholarship
For accounting students
- Aubrey W. and Jeane F. Lee Endowed
Scholarship
- Masco Corporation Endowed Scholarship
- Carl W. McKonkey Memorial Scholarship
- Ronald D. Moore Endowed Scholarship
- Richard E. Pearson Endowed Scholarship
- Norman C. Perrin Scholarship
- Rady Endowed Scholarship
- William C. Roney, Sr. Endowed Scholarship
- Arthur & Rita Schmaltz Endowed Scholarship
- George and Elizabeth Pyle Seifert
Endowed Scholarship
- Ernest Shaw Memorial Scholarship
- Arthur and Erika Strunk
Endowed Scholarship
- M.T. Walsh Endowed Scholarship
- W. Margaret Walsh Endowed Scholarship
- Walsh College Alumni
Association Scholarship
- Walsh College Executive Officers Fund
- Walsh College Minority Scholarship Fund
- Walsh College Student Government Fund
- George R. Waltensperger
Memorial Scholarship
- Archie D. Waring Memorial Scholarship
- Morris A. Wattles Memorial Scholarship

Annual Scholarships

- American Association of University Women -
Birmingham Branch Scholarship
- Ameritech Educational Achievement Award
- DaimlerChrysler Fund
- Frank & Helen Gofrank Foundation Scholarship
- Gordon & Company Scholarship

SCHOLARSHIP CRITERIA

Specific selection criteria for scholarships are described on the scholarship application available in the student financial resources or admissions and academic advising offices. Criteria for endowed scholarships are available from the student financial resources office.

Scholarship evaluation will include course work from all colleges attended including out of country schools.

ACADEMIC PROGRAM CHANGES

GRADUATE AND UNDERGRADUATE INTERACTIVE MARKETING:

Effective fall 2001 all courses and certificates titled Interactive Marketing have been changed to e-Marketing. Course numbers remain the same with course titles reflecting this change in language. A new e-Marketing course has been added to the curriculum. The course is MKT 449/549 e-commerce Business to Business Marketing.

UNDERGRADUATE PROGRAMS:

Bachelor of Accountancy (BAcct)

- Effective fall 2001 the Computer Information Specialization has been eliminated in the Bachelor of Accountancy degree.

Bachelor of Business Administration - Finance Major (BBA - FIN)

- FIN 403 Investment Management replaces FIN 331 Capital Markets as a required major course for individuals beginning their BBA - FIN major in the fall 2001 semester.

Bachelor of Business Administration - Management Major (BBA - MGT)

- MGT 443 and MGT 444 Management Practicum III and IV have been eliminated as allowable electives.

Bachelor of Business Administration - Marketing Major (BBA - MKT)

- MKT 443 and MKT 444 Marketing Practicum III and IV have been eliminated as allowable electives.

- MKT 449 e-Commerce Business to Business Marketing is a new allowable elective.

GRADUATE PROGRAMS:

Master of Business Administration (MBA)

- Specializations are available beginning fall 2001 to include accounting, e-Commerce, economics, e-Marketing, enterprise systems, finance, human resources, management and interdisciplinary studies. Specializations are available to all new and continuing students. For specific courses, please contact the admissions and academic advising office.

Master of Science in Business Information Technology (MSBIT)

- Individuals who lack the required undergraduate degree or professional work experience will have up to two foundation courses added to their program, BIT 501 Fundamentals of Information Systems and BIT 502 Introduction to Programming.

Master of Science in Finance (MSF)

- FIN 501 Financial Research and Computer Applications, is no longer a required course in the MSF core curriculum for individuals beginning their graduate program fall 2001 semester. This course has been replaced with FIN 504, Financial Theory.

- Effective winter 2002, two additional specializations are available in e-commerce and enterprise systems. These specializations are available to all new and continuing students. For specific courses, please contact the admissions and academic advising office.

Master of Science in Leadership and Innovation (MSLI)

- Effective July 2001, the MSLI program is no longer offered as a master's degree program. Specific courses will continue to be offered as specializations in other graduate programs.

Master of Science in Management (MSM)

- Additional specializations available beginning fall 2001 include e-commerce and enterprise systems. Specializations are available to all new and continuing students. For specific courses, please contact the admissions and academic advising office.

Master of Science in Professional Accounting (MSPA)

- Undergraduate “foundation courses” are no longer required as a component of the degree program for individuals beginning fall 2001.
- Effective fall 2001 this is a 37 hour graduate program, including ACC 501 and 502. For those individuals who lack a foundation of undergraduate principles of accounting, ACC 500 will be required as a foundation course.

Master of Science in Taxation (MST)

- Individuals who lack an undergraduate course in basic taxation will be required to take TAX 592 Individual and Basic Taxation as a foundation course in the graduate program. This change is in effect for individuals beginning their academic program fall 2001.

GRADUATE CERTIFICATES:

Applicants interested in pursuing a graduate certificate must possess an undergraduate degree or higher from a college or university from an acceptable accredited institution. The certificates consist of four courses.

Business Information Technology

- Beginning winter 2002, two different graduate certificates in Business Information Technology are available. The certificates are e-Commerce and Enterprise Systems. Some individuals may also require the pre-requisites course of BIT 501 or 502 depending on undergraduate degree and work experience. For specific courses, please see the admissions and academic advising office. Courses applied towards a certificate in Business Information Technology must be completed with a minimum grade of “B”. These certificates are not available to students obtaining the MSBIT degree.

e-Marketing

- This certificate was previously titled Interactive Marketing. Effective fall 2001, the name was changed to e-Marketing and course choices expanded to include a new course, MKT 549. For specific course prerequisites, please see the admissions and academic advising office.

Human Resource Management

- This new certificate, beginning fall 2001 requires MBA/MGT 515 and MBA/MGT 555 as prerequisite courses. For specific courses, please see the admissions and academic advising office.

POLICIES AND PROCEDURES

ACADEMIC POLICIES AND REQUIREMENTS

A student enrolled in a course at Walsh College must observe all academic policies and regulations in effect and published in the current Catalog or in other official publications. It is the responsibility of the student to be aware of all changes in academic policy as implemented by Walsh College. Any student wishing to be exempt from a specific academic policy as outlined in the Catalog or elsewhere must formally petition the director of admissions and academic advising.

ACADEMIC STANDING POLICY

Effective immediately for all new and continuing students, grade point averages and academic standing designations are computed for each student in residence at the end of each semester. Students are required to maintain acceptable academic progress in their cumulative GPA in accordance with the following definition:

Satisfactory Academic Progress

2.000 cumulative GPA

Bachelor of Accountancy

Bachelor of Business Administration

Master of Arts in Economics

Master of Science in:

Finance

Management

Professional Accountancy

Taxation

3.000 cumulative GPA

Master of Business Administration

Master of Science in Business Information
Technology

Probation

A student will be placed on academic probation at any time that his or her cumulative grade point average falls below satisfactory academic standing; either 2.000 or 3.000 cumulative GPA depending on academic program. A maximum of three consecutive semesters of probationary status may be maintained for any probationary period. Probation status will cease when the cumulative grade point average rises to the satisfactory academic standing level. If satisfactory academic standing is not achieved within three consecutive semesters of

attendance, the student will be dismissed from the College. All grades, including grades of "W", are included in consideration of the maximum semesters of probationary status.

A student on probation will automatically be placed on an academic hold and will be restricted from registering until meeting with an advisor and developing a plan to improve his or her academic standing. Probation students will be restricted to one to two courses per semester; determined in conjunction with an advisor.

A full-tuition refund, excluding registration fees, will be issued for courses dropped due to probationary status. A student who does not drop a course(s) as directed will have his or her course load adjusted by the director of records/registrar.

Probation status is calculated based on cumulative semester credit hours/honor points attempted at Walsh College and is noted on the student's academic transcript. A student will remain on probation until his or her cumulative GPA reaches the satisfactory academic level; after three consecutive semesters on probation, the student will be academically dismissed from Walsh College.

For purposes of determining whether a student is full-time or part-time for course restriction purposes, the number of credit hours carried by the student in his or her most recent previous semester will be reviewed.

Academic Dismissal

Students whose cumulative GPA remains below satisfactory academic standing after a period of three semesters will be academically dismissed from Walsh College. After a period of 12 months, students may be eligible for readmission. All previous academic history and course credits remain on the student's transcript. A student must meet with an advisor in the admissions and academic advising office to determine eligibility for readmission.

Academic dismissal is calculated based on cumulative semester credit hours/honor points attempted at Walsh College and dismissal status is noted on the student's academic transcript. Students will only be readmitted to the College if it is determined, by GPA calculation, that the student can achieve satisfactory academic standing within a maximum of three semesters. The minimum grade per course will be established, in conjunction with an advisor, based on the grades required to achieve satisfactory academic standing within the three-

semester requirement. Failure to achieve the minimum, individual course grade required as a condition of readmission, in any semester, will result in immediate dismissal from the College.

In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale for the need to be a part-time or full-time student. If approved, the minimum grade per course will be established, in conjunction with an advisor, based on the grades required to achieve satisfactory academic standing within the three-semester requirement, or within a maximum of 12 credit hours for undergraduate students and nine credit hours for graduate students. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

Any previous course work will be reviewed for applicability under the new academic program at the time of readmission. Any course work over five years old must be reviewed for viability in the new academic program.

A second academic dismissal from Walsh College is final; students will not be eligible for readmission.

A student who has been academically dismissed will be administratively dropped from any course(s) by the director of records/registrar and extended a full tuition refund excluding registration fees. The student will receive, by mail, a statement reflecting all courses that were dropped.

Academic Standing - Financial Aid Recipients

A student receiving financial assistance through the Walsh College student financial resources office must maintain acceptable academic progress within his or her degree program in order to continue eligibility for federal and state financial aid programs. A student receiving assistance is advised to contact the student financial resources office for information regarding the current satisfactory academic progress policy.

It is the policy of the student financial resources office of Walsh College to provide financial assistance to a student that remains in good academic standing and makes satisfactory academic progress toward his/her degree while receiving financial aid. Satisfactory progress for financial aid eligibility is verified at the conclusion of the winter semester.

A student should be aware that withdrawals, incomplete courses, repeated courses, and non-

credit remedial course work will affect a student's progress toward graduation. This may cause a student to be placed on unsatisfactory academic progress probation which could jeopardize future financial aid eligibility.

STUDENT AND VISITOR CONDUCT

It is the goal of Walsh College to maintain a professional and safe environment that is conducive to learning and working. The College reserves the right to take action for any other conduct which it deems inappropriate or improper.

The following are examples of unacceptable behavior and are published to minimize the potential of misunderstandings. This list is not meant to be all-inclusive.

1. Obstruction or disruption of teaching or other activities on campus.
2. Physical abuse, unlawful detention or threatening behavior toward any person on campus.
3. Theft or damage to property of the College or to property of a Walsh College employee or campus visitor.
4. Unauthorized entry or use of College facilities and equipment (including technology).
5. Illegal use or unauthorized possession or distribution of alcoholic beverages, narcotics, or dangerous drugs on campus.
6. Failure to comply with the directions of College officials, members of the faculty or other authorized individuals.
7. Except for public safety officials, possession or use of firearms, even if an individual holds a concealed weapons permit.
8. Possession or use of explosives or other weapons, or chemicals.
9. Inappropriate attire. Visitors and students are required to wear shoes, shirts and pants/shorts or skirts.
10. Bringing animals, except for service (guide) dogs, on campus.
11. Academic misconduct. Plagiarism; unauthorized collusion on examinations; theft; sale, purchase or other unauthorized procurement of examinations; use of unauthorized aids while taking an examination.

12. Attendance in any course by a non-registered individual(s), including dependents or other relatives of the registered student, is generally prohibited. This restriction doesn't apply to individuals providing reasonable accommodation assistance for disabled students or to approved guest speakers. The faculty member or an administrator may grant exceptions to dependents attending class with the registered student in the case of an emergency. In these cases, students should obtain approval from the faculty member before class begins. Even if an exception is granted, the faculty member may revoke the arrangement for any reason, at any time.
13. Unsupervised children (generally defined as under age 16) are not permitted on campus. Adults are welcome to bring children to campus while they conduct business; however, children must be closely supervised. Generally non-registered individuals, including children, should not be brought to class. Specific areas of the College, such as the library and computer labs, may have additional guidelines regarding children visiting those areas.
14. The College recognizes the need for mothers to breastfeed their children, therefore some of the College's restrooms have seating areas for this purpose. Since other students, visitors or employees may be uncomfortable in the presence of this activity, the College's private restrooms should be used for breastfeeding.
15. Sexual harassment. For sexual harassment policy procedures, students should refer to the appropriate section of the College Catalog.

"On campus" or "facility" is defined as any location owned or leased by the College or any other location used to hold a College-sponsored activity.

If a child appears to be left unsupervised, the child should be escorted to the main receptionist area of the facility. The facilities and auxiliary services department will attempt to locate the child's guardian. If the guardian cannot be located, the facilities staff may take additional action, up to and including contacting a law enforcement agency.

Any employee, student or visitor may report an incident of alleged misconduct. All complaints should be reported as soon as possible to the appropriate supervising officer or director. If the situation involves a security related matter and requires immediate attention, it should be reported to the main receptionist or any facilities staff

member. An administrator or facilities department staff member may remove any individual behaving in a disruptive or potentially disruptive manner. Non-emergency security issues should be reported to the director of facilities and auxiliary services. Academic misconduct should be reported to the officer responsible for academic administration. If the complaint is regarding an officer, it should be reported to the president.

The appropriate supervising officer or director will investigate the complaint and may take immediate action, if needed. The College may search individuals/property or use surveillance activities to aid in an investigation. All parties involved in the incidents are expected to cooperate fully with the investigation. Any behavior(s) that the College deems inappropriate can lead to disciplinary action up to and including academic dismissal and/or termination of employment, removal and/or ban from the facilities and/or filing of criminal charges.

Students should see the Student Conduct and Appeals Committee for further information.

Non-Academic Student Misconduct

Any Walsh College student, guest or employee may bring charges against another individual regarding the violation of College policies and procedures.

Such violations should be reported to the appropriate administrative director, faculty chair or officer of the College. If an issue cannot be resolved, it should be reported to an officer of the College.

The officer's responsibility is to review the case and recommend a course of action. This may include referral to the student conduct and appeals process. The President of the College or his delegate will have final authority regarding discipline, which may range from a warning to expulsion.

SEXUAL HARASSMENT POLICY

The College views all forms of sexual harassment as reprehensible and therefore prohibited to all in connection with any College related activity. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment/learning relationship, debilitates morale, and interferes with the work productivity of the organization and its learning environment.

All staff, faculty, and students have a responsibility to maintain high standards of integrity, impartiality, and conduct, both personal and official, thereby ensuring proper performance of the College's business and the maintenance of public trust.

Sexual harassment violates those standards and is an act of misconduct. Therefore, specific acts of such misconduct may be subject to disciplinary action or even dismissal from the institution.

What constitutes sexual harassment?

Sexual harassment includes, but is not limited to, the following:

1. Influencing, offering to influence, or threatening the career, pay or job of another person or the educational program of a student in exchange for sexual favors,
2. Deliberate or repeated offensive comments, gestures, physical contact of a sexual suggestive nature or creation of a hostile work, work-related or instructional environment.

By way of further illustration, and not by way of limitation, any employee, student, faculty member, or professional services instructor who uses implicit or explicit sexual behavior to control, influence, affect the career, pay, or job of any employee or student or to affect the instructional experience of any student is engaging in sexual harassment.

Any employee, student faculty, or professional services instructor who makes deliberate or repeated offensive verbal comments, gestures, or physical contact of a sexual or suggestive nature in the work, work-related, or educational environment is also engaging in sexual harassment. For purposes of this paragraph, the term "student" includes any person enrolled in an academic or non-credit course at Walsh College.

Sexual Harassment - Procedures for Dealing with Allegations

A student who is being or has been sexually harassed (or who believes that he or she is being or has been sexually harassed) by an administrative supervisor, co-worker, peer, student, faculty member, professional services instructor or other employee at Walsh College should do the following:

1. Clearly indicate to the offender that such behavior is offensive and that such behavior should cease immediately.
2. Then choose one of the following options for reporting the incident:
 - a. Report the incident to:
 - 1) one's immediate supervisor if the harassed person is an employee,

- 2) the appropriate department chairperson if the offending person is a faculty member,
- 3) the dean if the offending person is a faculty department chairperson,
- 4) the president of the College, if the offending person is the dean or some other officer of the College,
- 5) any member of the Board of Trustees if the offending person is the president of the College or a member of the Board of Trustees,
- 6) the director of professional services if the offending act occurs in connection with a professional services event or
- 7) any harassing incident may be reported to the personnel office.

A report of the most recent harassing event should be made as soon as possible. Upon such complaint, the person receiving the complaint shall immediately report the complaint to a non-offending College officer or

- b. Report the most recent harassing event directly to a non-offending College officer as soon as possible.

An appropriate investigation will be undertaken of any complaint received under this procedure. All College personnel will be expected to keep all complaints and information in confidence, except to the extent released by an officer of the College. Students are expected to cooperate fully with the investigation.

ISSUE RESOLUTION

Non-Academic

Issues involving general student conduct and/or the application of administrative policies or procedures will be considered as cases of nonacademic misconduct. Cases of this nature should be brought to the immediate attention of the administrative director of the department directly involved with the area of administrative policy or procedure.

If the issue cannot be resolved with the director of the responsible administrative area, the matter may be referred to one of the College's officers for review. An officer of the College may attempt resolution of the issue including meeting with the student, remand it to the director to resolve or recommend to the assistant vice president for marketing and student services that it be considered by the student conduct and appeals committee.

Academic

If a student's instructor determines misconduct has occurred, he or she may recommend to the department chair or program director that an appropriate disciplinary action be taken.

If the issue is not resolved with the student, the faculty member will ask the department chair to determine if there is evidence to warrant a review by the chief academic officer. The chief academic officer will be notified of the chair's action and the chair will attempt to resolve the issue with the student and faculty member.

If the department chair or program director determines there is evidence indicating misconduct, then the chief academic officer will be asked to attempt a resolution.

The faculty member must petition the chief academic officer in writing to initiate disciplinary action. The written petition to the chief academic officer must include a full description of the situation and reason for the disciplinary action. The chief academic officer's responsibility is to investigate and review the incident and if there is evidence of misconduct to make a final decision on resolution of the issue. This decision will be communicated in writing to the student and the faculty members involved. The decision of the chief academic officer is final.

Within four weeks of receiving a grade, a student who believes there is a problem concerning the grade must:

- Contact the class instructor involved to resolve the problem. If resolution has not been achieved at the instructor level, a student can petition the chair of the department involved.
- The department chair investigates the matter and attempts to resolve the issue. The chair will notify the student and the class instructor of the decision.
- If resolution has not been achieved at the departmental level, a final review may be conducted by the chief academic officer.

To overcome the presumption of good faith, it must be demonstrated to the chief academic officer that an instructor's evaluation was based entirely or in part on factors that are inappropriate or irrelevant both to academic performance and applicable professional standards. In this case, the chief academic officer will cause the student's performance to be reassessed and good faith evaluation established.

STUDENT CONDUCT AND APPEALS PROCEDURE

Purpose of the Committee

Students wishing to appeal a College policy or procedure may do so following the steps outlined in the issue resolution section of the catalog. The Student Conduct and Appeals Committee reviews unresolved student issues concerning policies and procedures of the institution. Such issues might involve academic or general student conduct and/or the application of academic or administrative policy.

Appeal of any issue must be initiated in writing to the assistant vice president for marketing and student services within 90 days of the incident to be reconsidered by the committee.

Cases of misconduct will not be considered by a Student Conduct and Appeals Committee until the procedures for issue resolution have been completed and any disciplinary action has been finalized.

Issues Not Considered by the Committee

The Student Conduct and Appeals Committee will not consider challenges involving the following:

- the propriety of the requirements for completion of a degree program,
- the propriety of an individual course,
- issues of sexual harassment (See Sexual Harassment Policy),
- an individual student's evaluation which represents an instructor's good faith judgment of the student's academic performance,
- and course grades - an issue involving a course grade will be addressed within the academic department responsible for the course.

Committee Procedures

If the procedures outlined above do not result in resolution of the issue, a student, faculty member or administrative director may submit a written request to the assistant vice president for marketing and student services, within 90 days of the occurrence of the original event, for referral of the matter related to student conduct to the Student Conduct and Appeals Committee. The request should contain the following:

- a statement describing the issue and identification of the policy or procedure in question, a review of the steps already taken to seek resolution, and the specific decision or action desired,

- justification for the decision or action sought with specific references to the applicable College policies made,
- and copies of information or documentation to be presented and specific identification of individuals requested to be present, to include witnesses, at the Student Conduct and Appeals Committee.

The assistant vice president for marketing and student services will act on a request for referral to the Student Conduct and Appeals Committee, advising all parties involved of its disposition. The assistant vice president for marketing and student services may decline to refer a matter to the committee due to insufficient cause to proceed, may consult directly with the affected parties to reach an appropriate resolution without a hearing, or may refer the matter to a committee for consideration and final disposition.

When the Student Conduct and Appeals Committee meets to consider an issue, new or additional issues may not be introduced during the appeals hearing. Each issue must receive separate due process and cannot be introduced to confuse or complicate the issue being appealed. The responsibility of the committee is to determine if there is evidence which would support the alleged act of misconduct or violation of policy and procedure.

If a Student Conduct and Appeals Committee is formed, the assistant vice president of marketing and student services will assume responsibility for the following:

- acting as the committee coordinator,
- assigning an officer to serve as committee chair, and
- implementing all committee decisions or disciplinary actions or procedures.

The Student Conduct and Appeals Committee will be composed of:

- one officer of the College who will act as the chair of the committee,
- two administrative representatives selected by lottery or a random selection process,
- two academic representatives, at least one of whom is a full time faculty member, selected by lottery or by a random selection process, and

- two student representatives from student organizations or Student Government selected by the president of Student Government or student leaders.

Any representative may not be selected who is considered to have a conflict of interest in the proceedings.

The chairperson of the Student Conduct and Appeals Committee will be responsible for the following:

- scheduling and notifying the student and committee members of the meeting time,
- providing the student with an opportunity to appear before and address the committee,
- presiding over the proceedings and acting as a nonvoting member of the committee unless there is a tie vote, in which case the chair will cast the deciding vote,
- receiving and presenting to the committee and the student all relevant information pertaining to questions of misconduct, exceptions or appeals to policies, and
- notifying the student within 3-5 business days (excluding Sundays and holidays) of the decision of the committee.

Five committee members, excluding the chair, constitute a quorum. A majority vote of the committee will constitute a committee decision. Information regarding specific cases considered by the Student Conduct and Appeals Committee is considered strictly confidential.

All records of and documents pertaining to a meeting of the Student Conduct and Appeals Committee, including the committee's decision and record of notification to the affected student(s), will be retained in the office of the assistant vice president for marketing and student services.

Appeal of a Committee Decision

Any individual desiring to appeal a decision of the Student Conduct and Appeals Committee or an issue not considered by the Committee must do so in writing within 3-5 business days (excluding Sundays and holidays) after being notified of the committee's decision. The appeal should be directed to the president of the College who, in his sole discretion, may affirm, modify or disapprove the Student Conduct and Appeals Committee's decision. In all circumstances, the decision of the president of the College is final.

NOTICE OF NON-DISCRIMINATORY POLICY

Walsh College does not discriminate on the basis of race, color, religion, sex, age, marital status, height, weight, national or ethnic origin, veteran status or disability status admitting students or in administration of its educational policies, scholarship and loan programs, and other College programs.

TUITION REFUND POLICY

A tuition refund will be issued to a student upon completion of a drop/add form signed by the student. Forms are available from the records and registration office and must be received by the records and registration office in accordance with the refund schedule. Courses dropped on or before the eighth day of the semester will receive a 100 percent tuition refund. Classes dropped the ninth to 14th day of the semester will receive a 50 percent tuition refund. No tuition refund will be given for courses dropped after the 14th day of the semester. Registration/technology fees are not refundable.

After the drop/add period partial tuition refunds may be granted due to an extraordinary circumstance. Such requests should be directed, in writing, to the chief financial officer of the College and must be accompanied by any documentation to substantiate the claim on which the request is based. Telephone calls will not be accepted for requests.

The request must be made before the affected semester ends; requests received after this time will not be accepted. The refund exception committee will review all requests. The decision of the refund exception committee is final, and is therefore, not subject to appeal.

Each student is responsible for maintaining his or her class schedule in conjunction with his or her personal and work related obligations. Exceptions to the standard tuition refund policy will not be made for conflicts between the two.

Tuition Refund Policy Affecting Financial Aid Recipients

A financial aid recipient who completely withdraws from all classes is subject to the following federal refund policy.

Walsh College must make a refund to Federal Financial Aid Programs (Title IV) if a continuing student completely withdraws from all classes during the first 60 percent of the semester. The amount to be refunded will be based on the percentage of the term completed. If the student

completed 40 percent of the term, then 40 percent of the federal aid must be returned. If the refund amount exceeds Walsh's cost, the student will be required to refund a portion of the aid he or she received.

Refunds generated by one of the above policies will be refunded in the following order:

- 1) Unsubsidized Federal Stafford Loan
- 2) Subsidized Federal Stafford Loan
- 3) Federal PLUS Loan
- 4) Federal Pell Grant
- 5) Federal SEOG
- 6) Other Title IV programs

All withdrawals must be officially reported to the records and registration office by submitting a written request to withdraw from a class. Please refer to the appropriate semester registration materials and schedule of classes for the last date to withdraw. A student who fails to report a withdrawal to the records and registration office may owe a repayment of financial aid funds received and loses further eligibility for aid.

A complete explanation, including examples, of the refund policies can be found in the student financial resources office student guidebook. This guidebook is mailed to financial aid recipients with their financial aid notification letter. However, any student may obtain the guidebook from the student financial resources office.

Tuition Rate Assessment

Tuition charges are billed at the level of the course in which the student enrolls. All 200-400 level courses are billed at undergraduate tuition rates. All 500-600 level courses are billed at graduate tuition rates. Online courses, both undergraduate and graduate, are assessed at a separate tuition rate. Students should consult the registration materials and schedule of classes for current tuition rates.

Indebtedness to Walsh College

A student who is indebted to Walsh College will not be permitted to register for classes, use the Career Services Office, apply for financial aid, or receive a copy of grades or a transcript. All indebtedness to the College must be paid and all materials and/or books borrowed from the library or a faculty member must be returned, prior to graduation, in order to receive a diploma or academic transcript.

GRADING SYSTEM

Courses taken at Walsh College are recorded by letter grade; the four point system (4.000) is used to compute the grade point average (GPA). Grades are awarded in each course according to the following system:

Grade	Description of Attainment	Honor Points per Semester Credit Hour
A	Excellent Work	4.000
A -		3.700
B +		3.300
B	Good Work	3.000
B -		2.700
C +		2.300
C	Expected level of achievement as set forth by the College and its faculty	2.000
C -		1.700
D +		1.300
D	Unacceptable but not failing	1.000
D -		0.700
F	Failing	0.000
W	Withdrawal	Not included in computing hours and honor points or GPA
I	Incomplete	Not included in computing hours and honor points or GPA
AU	Audit	Not included in computing hours, honor points or GPA
NR	Grade has not been submitted	Not included in computing hours, honor points or GPA

“W” GRADES

“W” indicates the student has withdrawn from the course. This grade earns no credit for purposes of graduation and is not included in a student’s grade point average computation. However, the grade does appear on the student’s Academic Transcript. A student may withdraw from the same course no more than twice during his or her academic career. A letter grade of (A-F) will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time, effective Winter 2002 for all students.

EXCEPTIONS

For students in the MBA and MSBIT degree programs, the grade of “C” (2.000) is considered an acceptable and satisfactory grade for purposes of course completion, however a “B” (3.000) overall cumulative grade point average must be achieved as a requirement for graduation. Good academic

standing is a cumulative grade point average of “B” (3.000). For all other academic degree programs the grade of “C” (2.000) is considered as the minimum acceptable grade for many courses and a “C” (2.000) overall cumulative grade point average in the student’s major and is the minimum cumulative grade point average requirement for graduation. Good academic standing is a cumulative grade point average of “C” (2.000) or better.

“I” is a temporary grade and is given only if:

- a student has a minor portion of the semester’s work to complete,
- the completed work is not less than “C” (2.000) in quality,
- and the remaining work cannot be completed for reasons clearly beyond the student’s control.

The student initiates the request for an “I” or incomplete with the instructor of the course. If the “I” grade is granted, the instructor will complete

and submit an incomplete grade form with his or her final grades to the director of records/registrar. It is the student's responsibility to make up the remaining work within four weeks after the semester ends in which the "I" grade is issued. If the work is not completed, the grade of "I" will be changed to the grade of "F" (failing). The director of records/registrar will mail the student a new grade report reflecting his or her grade change.

"AU" denotes that the student is enrolled in a course for which a formal grade (A-F) is not issued. The decision to audit a course must be made at the time of registration. A change may not be made from credit to audit or from audit to credit after the student's registration has been processed. A student desiring to audit a class must pay full tuition and fees. A designation of "AU" will be allowed only once per course and is noted on the student's academic transcript. A grade of "AU" will automatically be issued to a student who repeats a course in which they have received an exclusion, waiver or advance standing, as well as for repeated courses previously completed at Walsh College with a grade of "C" or better.

"NR" denotes a temporary grade assigned by the records and registration office indicating the instructor did not submit final grades when grade reports were mailed. The "NR" grade will be replaced by the appropriate academic grade when submitted by the instructor. A new grade report will be mailed to the student when the grades have been submitted.

Undergraduate degree credit is earned for a course only when the student is awarded the grade of "D-" or better, except for those specific courses, or their substitute(s), in which a grade of "C" (2.000) or better is required. A graduate student must earn a "C" (2.000) or better. All courses attempted and grades received at Walsh College will be computed in the student's semester and cumulative grade point average.

Although a letter grade is assigned to a graduate student who enrolls in undergraduate course work, the graduate student earns credit toward graduation only for graduate courses for which the student is awarded the grade of "C" (2.000) or better. All grades from Walsh College graduate course work will be used to compute the student's cumulative grade point average. Undergraduate courses taken by graduate students will be noted on a non-degree transcript. The course(s) will not be reflected on the student's graduate transcript nor will the grade be computed in the student's graduate cumulative grade point average.

COMMENCEMENT EXERCISES

The College hosts two commencement ceremonies per year. All eligible graduates will receive information concerning commencement dates, purchasing cap and gowns, tickets, time, location, and other relevant information approximately three months preceding commencement.

AWARDS

THE WALTER B. FISHER AWARD FOR EXCELLENCE IN ACCOUNTING

This award is given annually to one Walsh College undergraduate student who demonstrates outstanding achievement in the Bachelor of Accountancy program. Those chosen for the award will have achieved a 3.500 grade point average or better, and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities.

ACCREDITATION

Walsh College is accredited by:

- The Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org).

COURSE DESCRIPTIONS

Note: this is a listing of existing courses not published in the 2000-2001 catalog.

ACC 494-495 Accounting Practicums 3 Hours
I & II

Prerequisite: None

Each practicum experience provides the accounting student with hands-on learning experiences through internships and self-paced work projects. The accounting practicum is conducted in an independent study format that requires a high level of self-motivation and strong organizational and time management skills. All practicums are three semester hours of credit and must be approved by the department chair or designate.

ACC 501 Asset Accounting 4 Hours

Prerequisite: ACC 202 or ACC 500

Note: this course was not listed at the graduate level in the 2000-2001 catalog.

This course is an examination of the intermediate level of problems in the definition and valuation of assets, liabilities, and the determination of net income. Topics include a thorough study of the income statement and balance sheet, present value concepts, current assets, fixed assets, investments, liabilities, and footnote disclosure to the financial statements.

ACC 502 Equity Accounting 3 Hours

Prerequisite: ACC 501

Note: this course was not listed at the graduate level in the 2000-2001 catalog.

This course is a continuation of the intermediate level of accounting. Topics include equities, treasury stock, earnings per share, leases, pensions, tax allocation, accounting changes, and the statement of cash flows.

ACC 594-595 Accounting Practicums 3 Hours
I & II

Prerequisite: None

Each practicum experience provides the accounting student with hands-on learning experiences through internships and self-paced work projects. The accounting practicum is conducted in an independent study format that requires a high level of self-motivation and strong organizational and time management skills. All practicums are three semester hours of credit and must be approved by the department chair or designate.

BIT 588 Internship in Business 3 Hours
Information Technology

Prerequisite: Permission of the program director.

An Internship is a short-term learning relationship established with a local organization through which the student is able to apply course-based learnings, in a real-time setting, and for which there is continuing mentoring and feedback. An Internship earns general elective credit and may only be used to substitute for required course work with the explicit permission of the department chair. Requests for an internship must be initiated through the admissions and academic advising office.

FIN 403 Investment Management 3 Hours

Prerequisite: FIN 310 and 315

This course analyzes the savings/investment process in the economy characterized by institutional and individual investors. An appraisal of the relative values and importance of various financial assets and kinds of investments are considered. Procedures for locating sources of investment information, and the expertise to properly analyze this information is explored. The role of government in the investment-making function is discussed as to its impact on the outcome of investment decisions.

<p>FIN 504 Financial Theory 3 Hours</p> <p><i>Prerequisite: MSF: FIN 510 and 515 MBA: MBA 510 and 523</i></p> <p>This course explores the important theoretical underpinnings of modern corporate finance using lectures and case studies. Students will gain insight into such topics as market efficiency, capital structure, portfolio theory, risk-return relations and dividend policy. Emphasis is placed upon supplementing financial management skills with the conceptual background necessary for academic and professional excellence.</p>	<p>MKT 449/549 e-Commerce 3 Hours Business to Business</p> <p><i>Prerequisite: MKT 445/545</i></p> <p>Students will learn how the Internet can connect all businesses to each other, regardless of their location or position in the supply chain. Students will also examine traditional intermediaries like wholesalers and brokers within the context of business to business opportunities the Internet presents. Internet connections facilitate businesses' ability to bargain directly with a range of suppliers -- thereby eliminating the need for some traditional intermediaries.</p>
<p>MBA 581-583 MBA Directed Study 1-3 Hours</p> <p><i>Prerequisite: Permission of the program director</i></p> <p>This course is designed to allow the student an opportunity to investigate a topic not otherwise studied in their curriculum. The directed study can be approved for one, two or three semester credit hours pending approval by the program director. Students must initiate the request to pursue a directed study through the Admission and Academic Advising Office.</p>	<p>TAX 592 Individual and Basic 3 Hours Taxation</p> <p><i>Prerequisite: None, Note: Open only to MST students and not equivalent to TAX 590</i></p> <p>This course is an intensive study of individual and basic principles of taxation. Students will study gross income, deductions, sales and exchanges, tax accounting, and the basics of deferred compensation.</p>
<p>MGT 559 Managing Total 3 Hours Compensation</p> <p><i>Prerequisite: MSM/MBA: MBA/MGT 555</i></p> <p>This course is designed to review the importance of total compensation in today's business environment. The course content will focus on management's role in administering equitable, incentive-based compensation practices and plans and employee benefits programs. Students will have the opportunity to explore contemporary approaches to total compensation including topics such as performance-based pay practices, job analysis and evaluation, internal consistency and external competitiveness, salary surveys, incentive systems, performance appraisals, and benefits programs. Discussion of relevant regulatory practices, laws and the importance of strategic compensation will also be covered. Students completing the course will be expected to have acquired an understanding of how total compensation influences employee motivation and productivity.</p>	

2002 ACADEMIC CALENDAR

WINTER 2002	14 WEEK SEMESTER	11 WEEK SEMESTER
Priority Registration	November 15 - 21	November 15 - 21
Regular Registration	November 26 - January 11	November 26 - January 11
Spring 2002 Graduation		
Application Deadline	December 1	December 1
Drop/Add Period Begins	December 3	December 3
Classes Begin	January 4	January 4
Last Day to Register or Add Classes	January 11	January 11
Last Day for 100% Tuition Refund.....	January 11	January 11
Last Day to Drop Classes	January 17	January 17
Last Day for 50% Tuition Refund.....	January 17	January 17
Summer 2002 Graduation		
Application Deadline	February 1.....	April 1
Last Day to Withdraw.....	March 7	February 21
Spring Recess (No classes)	March 29 - 31	Not applicable
Final Exam Week	April 8 - 13	March 15 - 21
Semester Ends	April 13	March 21
Spring 2002 Scholarship Application Deadline:		
New Undergraduate Students.....	November 1	November 1
Continuing Students.....	March 15	March 15
Summer 2002 Scholarship Application Deadline:		
New Undergraduate Students	March 1	March 1
Continuing Students	April 15	April 15

SPRING 2002**11 WEEK SEMESTER**

Priority Registration	February 18 - 22
Regular Registration	February 25 - April 8
Drop/Add Period Begins	March 4
Classes Begin	April 1
Last Day to Register or Add Classes	April 8
Last Day for 100% Tuition Refund	April 8
Last Day to Drop Classes	April 15
Last Day for 50% Tuition Refund	April 15
Last Day to Withdraw	May 20
Memorial Day Recess (No classes)	May 27
Fall 2002 Graduation Application Deadline	June 1
Final Exam Week	June 11 -17
Semester Ends	June 17

Summer 2002 Scholarship Application Deadline:

New Undergraduate Students	March 1	March 1
Continuing Students	April 15	April 15

SUMMER 2002**14 WEEK SEMESTER****11 WEEK SEMESTER**

Priority Registration	March 18 - 22	March 18 - 22
Regular Registration	March 25 - May 9	March 25 - July 18
Drop/Add Period Begins	April 1	April 1
Classes Begin	May 2	June 27
Last Day to Register or Add Classes	May 9	July 8
Last Day for 100% Tuition Refund	May 9	July 8
Last Day to Drop Classes	May 15	July 10
Last Day for 50% Tuition Refund	May 15	July 10
Memorial Day Recess (No classes)	May 27	Not Applicable
Fall 2002 Graduation Application Deadline ..	June 1	June 1
Last Day to Withdraw	July 3	August 14
Independence Day Recess (No classes)	July 4-7	July 4-7
Labor Day Recess (No Classes)	Not Applicable	September 2
Final Exam Week	August 6 - 12	September 10 - 16
Semester Ends	August 12	September 16

Fall 2002 Scholarship Application Deadline:

New Undergraduate Students	June 1	June 1
Continuing Students	August 15	August 15

FALL 2002	14-WEEK SEMESTER	11-WEEK SEMESTER
Priority Registration	July 22 - 26.....	July 22-26
Regular Registration	July 29 - September 11	July 29 - October 2
Drop/Add Period Begins	August 5	August 5
Classes Begin	September 4	September 25
Last Day to Register or Add Classes	September 11	October 2
Last Day for 100% Tuition Refund.....	September 11	October 2
Last Day to Drop Classes	September 17	October 8
Last Day for 50% Tuition Refund.....	September 17	October 8
Winter 2003 Graduation Application Deadline.....	October 1.....	October 1
Last Day to Withdraw	November 5	November 12
Thanksgiving Recess (No classes)	November 27 - December 1	November 27 - December 1
Final Exam Week	December 9 - 14	December 9 - 14
Semester Ends	December 14	December 14
 Winter 2003 Scholarship Application Deadline:		
New Undergraduate Students.....	November 1	November 1
Continuing Students	December 15	December 15