

Policies and Procedures

Registration Policies and Procedures

Registration materials and information on registration policies, procedures, and the schedule of classes can be found on the Walsh College Portal. Go to myportal.walshcollege.edu; log in and click the “Registration” link in the Web Advisor box. The Registration Materials/Schedule of Classes publication is also available at any campus location approximately two weeks prior to the beginning date of priority registration for a given semester.

Walsh College offers many registration options for students. A student can register online using Web Advisor; by mail; by fax or by dropping a registration form off in person at any campus location. Students can register through the eighth day of the semester. Students should consult the Registration Materials/Schedule of Classes for appropriate registration dates and an official listing of classes offered. If Walsh College encounters a problem processing a registration, the student will be contacted.

Confidentiality Statement and Security Information

Students who register online should be aware that Web Advisor is a fully encrypted Web site designed to protect confidential information. To further ensure confidentiality, passwords must be changed every 90 days. Please note that students are still responsible for preventing unauthorized access. It is important that students not share their login or passwords and to properly log out of Web Advisor when finished accessing information.

Selection of Courses

Walsh College does not specify or regulate the number of courses or credit hours selected by a student each semester, providing the student is in good academic standing. In undergraduate degree programs, the College considers 12 semester credit hours to be a full-time academic program. In graduate degree programs, a student enrolled in nine semester credit hours is considered to be a full-time student. In the doctorate degree program, a student enrolled in six semester credit hours is considered to be a full-time student. During the dissertation research phase, three semester credit hours are considered full-time.

Upon admission to the College, a student employed on a full-time basis is urged to consult with an academic advisor concerning the appropriate course load. A student receiving any form of student financial assistance should inquire about the number of semester credit hours necessary to receive such benefits.

Although the College does not maintain a policy regarding the number of courses required each semester, the student should be aware of the time limitation attached to complete each degree program. More information about time limitations is listed in the sections entitled Bachelor’s Degree Graduation Requirements, Master’s Degree Graduation Requirements and Doctorate Degree Program.

Registration Confirmation

Students can confirm their registration at any time by using the “My Class Schedule” link on Web Advisor. Students should carefully review their schedules after registering and every time a schedule change is made to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Ultimately, a student’s schedule is the student’s responsibility.

Prerequisites Policy

Prerequisites are assigned to a course to ensure that the student is properly prepared for the course and will be able to derive the maximum educational benefit from that course. Undergraduate students are required to complete all prerequisite courses with a grade of “C” (2.000) or better for courses within their major and all communication courses. Graduate students must complete all course prerequisites with a grade of “C” (2.000) or better.

A student should consult the Registration Materials/Schedule of Classes for the most current course prerequisites. It is the responsibility of the student to plan the selection of courses so that all prerequisites for a selected course are successfully completed prior to enrollment.

A student who wants to request a waiver of prerequisites must submit the request through the Admissions and Academic Advising office. The Prerequisite Waiver Form will be forwarded to the department chair or program director for review prior to registration. The student will be notified when a decision is made. A student, who has enrolled in a course without the required course prerequisites or an approved prerequisite waiver, will be administratively dropped from the course. The student will receive a full tuition refund, excluding the non-refundable registration and international student fees.

Class Enrollment Policy

Students are not allowed to attend classes unless they are officially enrolled and the appropriate tuition and fees have been paid. Students who violate this policy will not receive a grade or credit for that course. Each student is encouraged to check with the instructor to verify that he/she appears on the instructor’s official class roster.

Class Cancellations/Changes

The College reserves the right to cancel classes and make changes to the Registration Materials/Schedule of Classes, instructors, and course prerequisites.

Add/Drop Policy

Students may make changes to their schedules during the designated registration period. Courses can be added and/or

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dropped online using Web Advisor or by submitting an add/drop request by mail, fax, or in person. Any course dropped during the add/drop period will not be reflected on the student's academic transcript. There is no fee for adding or dropping courses during the designated add/drop period.

A student may add classes to his/her schedule through the eighth day of the semester. Please refer to the Registration Materials/Schedule of Classes for specific registration dates for the current semester.

A student may drop classes through the fourteenth day of the semester. Courses dropped through the eighth day of the semester will be issued a 100 percent refund of tuition and course fees. Courses dropped between the ninth and fourteenth day of the semester will be issued a 50 percent refund of tuition and course fees. The registration and international fees are non-refundable. Please refer to the Registration Materials/Schedule of Classes for specific refund dates for the current semester.

Add/drop forms sent by mail will be considered as submitted on the U.S. postmark date. Add/drop forms submitted online or by fax will be considered as received on the date submitted. Add/drop forms submitted in the Records and Registration office drop box after business hours will be accepted and processed the morning of the next business day. Add/drop forms processed in this manner will be dated as of the prior business day. The drop box is opened at 8:30 a.m. Monday through Friday, and forms are processed at that time.

Students should carefully review their schedules after dropping and/or adding courses to ensure that processing was completed and to ensure accuracy of course section numbers and meeting times. Ultimately, a student's schedule is the student's responsibility.

After the official add/drop period, the student is solely responsible for adjustments to his/her personal, professional, extracurricular, and employment schedules as they relate to class attendance.

A student who does not officially drop his/her course within the first two weeks of classes is financially obligated to pay for the course(s) even if he/she has not attended any sessions. This includes any fees that have been added to the student account. Students receiving federal financial aid must review the "Tuition Refund Policy Affect on Financial Aid Recipients" section in this Catalog.

Note: An international student on an F-1 visa must consult with the designated school official/international advisor in the Admissions and Academic Advising office before dropping a class that will result in less than full-time status.

Course Withdrawal Policy

Students may withdraw from courses beginning the third week of the semester through the end of the eighth week of the semester. Students must refer to the current Registration Materials/Schedule of Classes for the most accurate dates pertaining to withdrawing from courses. Withdrawing from courses is a formal procedure that must be initiated by the student in writing by mail, fax, in person, or online through Web Advisor. The College does not allow faculty to initiate a withdrawal for a student for any reason including non-attendance.

There is no tuition refund given for withdrawn courses, and a grade of "W" (Withdrawal) appears on the student's academic transcript. Students are responsible for all tuition and fees incurred. Students should carefully review their schedules after withdrawing from courses to ensure that processing was completed. Ultimately, a student's schedule is the student's responsibility.

A student may withdraw from the same course no more than twice during his/her academic career. Withdrawing from separate sections of courses that are equated (example: ACC 500/MBA 500) will be considered separate withdrawal attempts. A letter grade (A-F) will be issued on a student's academic transcript when the withdrawn course is repeated for the third time.

Withdrawal forms sent by mail will be considered as submitted on the U.S. postmark date. Withdrawal forms submitted online through Web Advisor or by fax will be considered as received on the date submitted. Forms submitted in the Records and Registration office drop box after business hours will be accepted and processed the morning of the next business day. Withdrawal forms processed in this manner will be dated as of the prior business day. The drop box is opened at 8:30 a.m. Monday through Friday, and forms are processed at that time.

Students receiving federal financial aid are encouraged to contact the Financial Aid office before withdrawing from classes to determine if there are any financial implications as a result of the withdrawal. Additional details can be found in the Financial Aid and Scholarships section.

Note: An international student on an F-1 visa must consult with the designated school official/international advisor in the Admissions and Academic Advising office before withdrawing from a class that will result in less than full-time status.

Holds

There are six different types of holds that can affect a student's registration: academic standing, administrative, admissions, final transcript, financial, and library. Students who have any of these holds placed on their records will not be eligible to register for courses, and must contact the appropriate office for resolution.

- **Academic Standing Hold** – Requires students not maintaining satisfactory academic progress to meet with an advisor in the Admissions and Academic Advising office to discuss plans to improve their cumulative grade point average to achieve good

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academic standing.

- **Administrative Hold** – An administrator of the College has placed the hold to prevent the student from registering and/or receiving an academic transcript. Contact the Records and Registration office for resolution.
- **Admissions Hold** – Applies to a student who has not attended the College for 12 consecutive months; has graduated; or has not provided the Admissions office required documentation. Contact the Admissions and Academic Advising office for resolution.
- **Final Transcript Hold** – Applies to new students who have not provided Walsh College with official transcripts from all colleges attended prior to registering for their second semester.
- **Financial Hold** – A student owes the College for past tuition or fees. The hold will be removed once the student makes payment in the Business office.
- **Library Hold** – A student has outstanding library fines or materials. The hold will be removed after the student returns the materials or pays the fines to the library.

Cancellation of Enrollment

The College reserves the right to administratively cancel a student's registration due to non-payment of tuition or fees, academic issues or if directed by an officer of the College.

Advance Assignments

Many classes have advance assignments that need to be completed before the semester begins. Advance assignments are usually available a week before the semester starts. A printed list of advance assignments can be found in the Troy Records Office, the administrative offices in Novi and the University Center and in the Troy bookstore. Electronic versions can be found at www.walshcollege.edu/upload/docs/Current_Students/records_advance_assignments.pdf; on the Portal (in the Announcements section) on Web Advisor under "Academic Planning Tools; or in the student e-newsletter sent out just prior to the start of the term.

Classroom Assignments

Students should consult the most current classroom assignment schedule on the first day of classes as room assignments may change. Final classroom assignments are posted on the Web site, outside of each classroom, and in the lobbies of each building on the first day of classes.

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 specific administrative or academic department enforcing the policy.

Grading System and Policies

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

Grade	Description of Attainment	Grade Points per Semester Credit Hour
A		4.000
A-		3.700
B+		3.300
B		3.000
B-		2.700
C+		2.300
C		2.000
C-		1.700
D+		1.300
D		1.000
D-		0.700
F	Failing	0.000
P	Passing	Included in computing hours, but not included in computing grade points or GPA
N	Not Passing	Not included in computing hours, grade points, or GPA
S	Satisfactory	Included in computing hours, but not included in computing grade points or GPA
U	Unsatisfactory	Not included in computing hours, grade points, or GPA
AU	Audit	Not included in computing hours, grade points, or GPA
W	Withdrawal	Not included in computing hours, grade points, or GPA
I	Incomplete	Not included in computing hours, grade points, or GPA
NR	No grade reported	Not included in computing hours, grade points, or GPA

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For all undergraduate degree programs, the grade of “C” (2.000) is the minimum acceptable grade for many courses. As a graduation requirement, an undergraduate student must maintain a 2.000 for both the overall cumulative grade point average and for the cumulative grade point average in his/her major. For undergraduate degree programs, satisfactory academic standing is a cumulative grade point average of 2.000 or better.

For students in the MAC and MST degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion, and a 2.000 overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic standing is a cumulative grade point average of 2.000.

For students in the MBA, MM, MSF, MSIA, MSIS and dual MBA/MSF degree programs, the grade of “C” (2.000) is an acceptable and satisfactory grade for purposes of course completion; however, a 3.000 overall cumulative grade point average must be achieved as a requirement for graduation. Satisfactory academic standing is a cumulative grade point average of 3.000.

“P” (Passing) is only used in courses that are set up to be graded on a pass/no pass basis and indicates that the course has been completed successfully.

“N” (Not Passing) is only used in courses that are set up to be graded on a pass/no pass basis and indicates that the course has not been completed successfully.

“S” (Satisfactory) is only used in courses that are set up to be graded on a satisfactory/unsatisfactory basis and indicates that the course has been completed successfully.

“U” (Unsatisfactory) is only used in courses that are set up to be graded on a satisfactory/unsatisfactory basis and indicates that the course has not been completed successfully.

“W” (Withdrawal) 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/her academic career. Withdrawing from separate sections of courses that are equated (example: ACC 500/MBA 500) will be considered separate withdrawal attempts. A letter grade of A through F will be issued on a student’s academic transcript when the withdrawn course is repeated for the third time.

“I” (Incomplete) is a temporary grade used by an instructor in cases when the student is unable to complete course requirements because of illness or other justifiable circumstances. An Incomplete grade can only be issued if:

- The remaining coursework cannot be completed for reasons clearly beyond the student’s control.
- The student has only minor portion of the semester’s coursework to complete.

- The completed work is not less than “C” (2.000) in quality.
- remaining coursework can be completed within four weeks after the end of the semester in which the “I” is granted.

The student must initiate the request for an Incomplete grade with the instructor of the course. If the Incomplete grade is granted, the instructor will issue an “I” grade when submitting his/her final grades. It is the student’s responsibility to contact the instructor and make arrangements for completing the remaining work within the four-week timeframe. If the coursework is not completed within the four-week period, the grade of “I” will be changed to the grade of “F” (failing). The student will be notified of the grade change.

“AU” (Audit) denotes that the student is enrolled in a course for no grade and no credit. Upon completion of the course, a grade of “AU” will be noted on the student’s academic transcript. The decision to audit a course should be made at the time of registration. Once the add/drop period ends, a student cannot change his/her registration status from credit to audit or from audit to credit. A student desiring to audit a class must pay full tuition and fees. A designation of “AU” will be allowed only once per course. A grade of “AU” will automatically be issued to a student who repeats a course in which he/she has previously received equivalency transfer credit, an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of “C” or better.

“NR” (No Grade Reported) is a temporary grade assigned by the director of Records/Registrar indicating the instructor has not yet submitted his/her final grades. The “NR” grade will be replaced by the appropriate academic grade when submitted by the instructor. Once the new grade is submitted, it can be viewed online through Web Advisor by clicking “Grades by Term”.

Undergraduate and Graduate Earned Credit Policy

Undergraduate Students

Undergraduate credit is earned for a course only when the student is issued a grade of “D-” (0.700) or better, except for those specific courses, or their substitute(s), in which a grade of “C” (2.000) or better is required.

Undergraduate students may enroll in approved graduate-level (500-600 level) courses for up to six semester credit hours (with the exception of Honors Fast Track students), if allowed under provisions of their degree program. Approved graduate courses are listed within each degree program. All graduate courses taken and grades received under this status will be reflected on the student’s undergraduate transcript and will be used in computing the student’s cumulative grade point average for purposes of graduation. Students are responsible for paying graduate-level tuition and course fees. Please note that students cannot switch from the undergraduate version of a course to the graduate version of the course after the add/drop period ends in any given semester.

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An undergraduate student who has taken a graduate course which was used to fulfill his/her undergraduate degree requirements should contact the Admissions and Academic Advising office to determine if the course may be applied as advanced standing to any Walsh College graduate degree program.

Graduate Students

For purposes of fulfilling graduation requirements, a graduate student must earn a minimum grade of "C" (2.000) or better in all courses. All grades from Walsh College graduate coursework will be used to compute the student's graduate cumulative grade point average.

A graduate student may enroll in undergraduate courses. Grades earned by a graduate student enrolled in an undergraduate course will be noted on a non-degree transcript and will not be computed in the student's graduate cumulative grade point average.

Academic Standing Policy

Grade point averages and academic standing designations are computed for each student at the end of each semester. Students enrolled in degree programs are required to maintain acceptable academic progress in accordance with the following definition:

Satisfactory Academic Progress

2.000 cumulative GPA:

- Bachelor of Accountancy
- Bachelor of Business Administration
- Bachelor of Science in Business Information Systems
- Master of Science in Accountancy
- Master of Science in Taxation

3.000 cumulative GPA:

- Master of Business Administration
- Master of Management
- Master of Science in Finance
- Master of Science in Information Assurance
- Master of Science in Information Systems
- Dual Master of Business Administration and Master of Science in Finance

Probation

A student will be placed on academic probation at any time that his/her cumulative grade point average (CUM GPA) falls below satisfactory academic standing; either a 2.000 or 3.000 CUM GPA, depending on their academic program. Probation status is calculated based on cumulative credit hours attempted and grades received at Walsh College and is noted on the student's academic transcript. Once a student's CUM GPA falls below the minimum required to maintain satisfactory academic progress, the student will be placed on their first semester of probation. The student then has three additional semesters in which to improve their CUM GPA to a satisfactory level.

If satisfactory academic standing is not achieved after four semesters of attendance, the student will be dismissed from the College. All graded semesters, including courses with grades of "W", are counted toward the maximum semesters of probationary status. However, any semester in which a student has received all "AU" (audit) grades will not be counted as one of the four semesters. A student may elect to take a semester off while on academic probation.

A registration hold will automatically be placed on students who are on academic probation. It is highly recommended that a student on probation meet with an advisor to review academic standing requirements and develop a course plan to improve his/her academic standing. Probation students may be required to reduce their course load. This determination will be made in conjunction with an academic advisor. A full tuition and course fee refund, excluding registration and international student fees, will be issued for courses dropped due to probationary status as determined by an academic advisor.

When the student's cumulative grade point average reaches the minimum GPA required for their degree program, the student will be in good academic standing and probation restrictions will no longer be applicable. However, all academic standing notation(s) remain on the student's academic transcript.

Students on academic probation who have not enrolled for four consecutive semesters (12 calendar months) must reapply for admission and, if readmitted, will be placed on the same level of probation as in their last semester of enrollment at Walsh College.

Academic Dismissal

A student whose cumulative grade point average (CUM GPA) remains below satisfactory academic standing for four semesters of attendance will be academically dismissed from Walsh College for a period of one year.

Academic dismissal is calculated based on cumulative credit hours attempted and grades received at Walsh College and are noted on the student's academic transcript. A student who has been academically dismissed will be contacted by the director of Admissions and Academic Advising and administratively dropped from all course(s) and will be issued a full tuition refund including fees.

Readmission After Dismissal

After a period of one year (12 consecutive calendar months) a student may be eligible for readmission to Walsh College. Readmission is permitted only when the student's CUM GPA calculation shows the possibility of achieving satisfactory academic standing in three consecutive semesters. An academic advisor will establish the minimum grade per course required to achieve satisfactory academic standing within the three-semester time limit. Any previous coursework will be reviewed for applicability under the new academic program at the time of readmission.

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All courses previously taken, credit hours, grades received, and academic standing notations 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. If readmitted, the student will be placed on the academic program in effect at the time of readmission. In any given semester, failure to achieve the minimum required grade will result in recalculation of minimum grade requirements. Dismissal may result if the student is unable to achieve satisfactory academic standing within the remaining semester requirement.

In some circumstances, readmitted students may be permitted to take more than one course per semester, if the student can provide sufficient rationale. If approved, the minimum grade per course and course load will be established in conjunction with an advisor based on the grades required to achieve satisfactory academic standing. Satisfactory academic standing must be achieved within the established number of credit hours or semesters, whichever comes first.

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 contacted by the director of Admissions and Academic Advising and administratively dropped from all course(s) and will be issued a full refund including tuition and fees.

In addition to Walsh College's academic standing policy, the Financial Aid office is required to maintain its own satisfactory academic progress (SAP) policy. Students receiving federal financial aid should refer to the section entitled Satisfactory Academic Progress for Financial Aid Recipients in this Catalog.

Viewing Grades

Grades may be viewed online through Web Advisor, unless the student has a financial indebtedness to the College. To view grades, log in to Web Advisor and click on "Grades by Term". Walsh College does not fax grades to students, employers, or agencies under any circumstances.

Semester Grade Point Averages

A student's semester grade point average is computed by dividing the total honor points for that semester by the number of credit hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of "F" (0.000) is included in the calculation of grade point averages.

Cumulative Grade Point Averages

A student's cumulative grade point average is computed by dividing the total honor points earned to date by the total number of hours attempted. Grade point average calculations are carried out to the third position after the decimal point. The grade of "F" (0.000) is included in the calculation of cumulative grade point averages. When a student repeats a course, both grades will appear on the academic transcript and will be used to compute the cumulative grade point average.

Major Grade Point Averages - Undergraduate Students

In addition to maintaining an overall cumulative grade point average of 2.000, undergraduate students are required to maintain a 2.000 grade point average in their major courses. A student's major grade point average is computed by dividing the total honor points earned in each major course by the total number of hours attempted in those courses. All courses taken within the major, credit hours attempted, and grades received will be used to compute the student's major grade point average. Please refer to the undergraduate graduation requirements for each individual program for the courses that are used to compute the major grade point average.

Grade Changes

A student who questions or seeks to clarify a grade received in a course must contact the instructor to resolve the dispute within four weeks after the start of the next semester. A request by a student to dispute his/her grade after this four-week period will not be considered.

If an error has been made, the instructor must submit an official change of grade to the director of Records/Registrar, certifying reasons for the change of grade. Upon receiving documentation from the instructor, the director of Records/Registrar will change the grade and post the grade on Web Advisor (click on "Grades by Term" to view). In exceptional or unusual circumstances, the director of Records/Registrar may determine that additional signature approval must be obtained by the department chairperson and/or chief academic officer (or approved designee) prior to processing the grade change.

Appealing Grades

Within four weeks after the start of the next semester, a student who wishes to appeal a grade must:

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

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 have the student's performance reassessed and good faith evaluation established. The decision of the chief academic officer is final.

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Residency Policy

An undergraduate degree candidate must complete a minimum of 45 semester credit hours in residence at Walsh College (with the exception of Honors Fast Track candidates – see Honors Fast Track section). However, certain undergraduate students may be eligible to transfer up to a maximum nine additional semester credit hours of approved equivalent junior/senior (300-400) level coursework from an institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools or one of the following regional associations: Middle States, New England, Northwest, Southern, or Western. These additional transferred semester credit hours may reduce the number of hours required in residency by a corresponding number.

A graduate degree candidate must complete the following minimum residency requirements (excluding foundation coursework) at Walsh College.

- Master of Business Administration degree requires a minimum of 27 semester credit hours in residence at Walsh College.
- Master of Management degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Accountancy degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Walsh accounting graduates pursuing the Master of Science in Accountancy Program requires a minimum of 18 semester credit hours in residence at Walsh College.
- Master of Science in Finance degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Information Assurance degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Master of Science in Information Systems degree requires a minimum of 21 to 24 semester credit hours in residence at Walsh College.
- Master of Science in Taxation degree requires a minimum of 24 semester credit hours in residence at Walsh College.
- Dual Master of Business Administration and Master of Science in Finance degree requires a minimum 36 semester credit hours in residence at Walsh College.

Degree Completion Policy

In order to graduate, a student must complete a degree program within 60 consecutive calendar months (five years) from the initial date of enrollment at Walsh College (as designated by the first semester attended on the student's Walsh transcript). Should it appear that this time limit might not be met, the student should immediately consult with an advisor in the Admissions and Academic Advising office to request an

extension. This request will be forwarded to the academic department chair for review and approval. If an extension is requested and granted, coursework more than five years old may be reviewed for currency. Additional coursework may be required to complete the degree.

If an extension is not granted due to an insufficient portion of the program requirements having been completed, the student must update to the current degree program. Credit will be applied toward a degree for coursework less than five years old in which the grade of "D-" (0.700) or better has been earned, with the exception of courses which require a "C" (2.000) or better to fulfill graduation requirements. All graduate courses require a minimum grade of "C".

A readmitted student who is granted credit for previously taken courses may be required to complete the program in a period of time less than 60 months (five years). The transcript of a readmitted student will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh College.

Communications Policy

Professional business standards are required in all communications.

Group Work Policy

It is part of the educational philosophy of Walsh College that successful business people work effectively in teams. Consistent with this philosophy and course objectives, research projects are encouraged to be designed as group projects whenever possible. Regular review meetings with teams are conducted throughout the semester, and students are encouraged to contact the instructor with questions at any point. Except in extraordinary circumstances, all group members will receive identical grades for projects.

Applying for Graduation

Students are required to submit an Application for Graduation Form for degree and certificate programs six months prior to their intended graduation date. Graduation application forms are available on the Walsh College Web site and at each campus location. Once an application for graduation is submitted, a fee will be charged and priority registration privileges will be extended for the student's last semester. A preliminary graduation audit will then be completed and notification of the status of the application will be sent to the student.

Graduation applications may be carried over to a future semester but may not be carried over for more than four consecutive semesters. If a graduation application has exceeded the four-semester limit, the student will be required to complete a new graduation application and resubmit the graduation application fee.

A separate fee for cap and gowns is assessed for students who choose to participate in Commencement ceremonies. Commencement information will be mailed approximately three months prior to the date of the Commencement ceremony.

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Graduation Application Deadlines

Winter Semester (Ending in March)	September 1
Spring Semester (Ending in June)	December 1
Summer Semester (Ending in September)	March 1
Fall Semester (Ending in December)	June 1

Academic Honors and Awards

Academic Recognition

Undergraduate students who complete a bachelor's degree program and achieve high academic grade point averages are officially recognized by the College upon graduation. The cumulative grade point average used for academic honors is computed at the time of graduation, is based upon all coursework attempted in residence at Walsh College and will be noted on the student's academic transcript and diploma.

The following honors designations will be noted on the academic transcript and diploma:

4.000 - 3.900	Summa Cum Laude
3.899 - 3.750	Magna Cum Laude
3.749 - 3.500	Cum Laude

In addition, honors recognition is given at the College Commencement ceremonies. The cumulative grade point average used to determine academic honors eligibility, for the ceremony only, will be the cumulative GPA on record as of the last semester of attendance prior to the ceremony.

Undergraduate honors candidates/graduates who participate in Commencement ceremonies will be recognized by the following honor cord color designations:

Gold Honor Cord - Summa Cum Laude (4.000-3.900)

Silver Honor Cord - Magna Cum Laude (3.899-3.750)

White Honor Cord - Cum Laude (3.749-3.500)

Honors are not awarded at the graduate level.

Commencement Exercises

The College hosts two Commencement ceremonies per year. All eligible candidates/graduates will receive information concerning Commencement dates, cap and gown purchase, tickets, time, location, and other relevant information approximately three months prior to Commencement.

Honors List

Walsh College recognizes undergraduate students for outstanding academic achievement. Undergraduate students who have completed a minimum of 12 semester credit hours in residence at Walsh College are eligible. At the end of each semester, enrolled students who achieve a cumulative grade point average of 3.500-3.749 are named to the Honors List. Those with a 3.750-4.000

GPA are noted on the Presidential Honors List. The names of students who attain these academic achievements may be published in the Walsh Journal, and are posted at each campus location. The Honors Lists may also be submitted to local newspapers.

Awards

The Charles M. Bauervic Foundation, Inc. Writing Award

During the fall semester, undergraduate and graduate students may submit papers for The Charles M. Bauervic Writing Competition. The papers should address an issue regarding the free enterprise system and be research-based. Papers may represent class assignments or independent initiative. Cash awards are given to the winners and certificates are presented at Commencement.

The Everett M. Hawley, Jr. Taxation Award

Each academic year, one master's degree student is honored with the Everett M. Hawley, Jr. Taxation Award for outstanding achievement in taxation. This student is presented with a certificate at Commencement. A plaque is inscribed with the winner's name and displayed at the College.

The Financial Executives Institute Award

Each year, the Financial Executives Institute honors one undergraduate and one graduate outstanding accounting or finance student for academic achievement. The student is presented with a certificate at Commencement and is presented with a medal at a Financial Executives Institute Detroit chapter meeting. A plaque is also inscribed with the winner's name and displayed at the College.

The Firman H. Hass Writing Award

One graduate student is honored for excellence in writing by the Detroit Chapter of the Institute of Management Accountants each year at Commencement. The Firman H. Hass Writing Award recognizes the best contribution to the body of knowledge relating to accounting. The student is presented with a certificate at Commencement and receives a certificate from the Detroit chapter. A plaque is also inscribed with the winner's name and displayed at the College.

The Research Institute of America Graduate Tax Award

Each academic year, the Research Institute of America Graduate Tax Award (formerly the Prentice Hall, Inc. Graduate Tax Award) recognizes an outstanding Master of Science in Taxation student for his/her academic work and contribution to the College. The student is presented with a certificate at Commencement and a plaque is inscribed with the winner's name and displayed at the College. In recognition of this student, the Institute each year awards the College a complete set of its Federal Tax Coordinator 2d looseleaf service.

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The Stanley W. Smith Taxation Manuscript Award

One student from the Master of Science in Taxation program is honored with the Stanley W. Smith Taxation Manuscript Award each year for having written an outstanding paper or thesis in the field of taxation. This student is presented with a certificate at Commencement and a plaque is inscribed with the winner's name and displayed at the College.

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 must achieve a CUM GPA of 3.500 or higher and must have contributed time or talent to either Walsh College or the accounting profession through tutoring, club leadership, community service, or other activities. The student is presented with a cash award and certificate at Commencement and a plaque is inscribed with the winner's name and displayed at the College.

General Procedures and Regulations

Student Personal Information

Students are required to submit Social Security numbers with their admissions application, federal and state financial aid and loan programs forms, scholarship, and veterans certification forms. Upon admittance to the College, students will be issued a unique student identification number that will serve as the primary student identifier in maintaining permanent academic records. The student identification number should be used with all transactions such as registration, add/drop, transcript request, certification request, financial transactions, and internal financial aid, scholarship, and veterans forms. Since the student identification number is a unique identifier, students should guard its security carefully.

Please note that the student identification number cannot be given out over the phone. A student who forgets his/her student identification number can obtain it in several ways: online through Web Advisor; in person at any campus (with picture ID); from the official program sheet (issued upon admission), or requested in writing.

Social Security numbers or student identification numbers are not released to agencies or individuals outside the College without the written permission of the student.

Change of Student Personal Information

Students may update personal information such as address, phone numbers or employment by completing a Student Records Change form (available in the Records and Registration office or online) or by mailing or faxing a letter with the new information to the Records and Registration office. To ensure continued

security of student information, students should use their student identification number on all college forms. Name, Social Security number, and/or birth date changes must be accompanied by legal documents verifying that the information is correct at the time the request is made. Students are responsible for any communication sent by the College to the last address reported to the Records and Registration office.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law designed to protect the privacy of education records. The Act provides students the right to inspect and review their education records; the right to seek to amend those records on the grounds that they are inaccurate or misleading; and to have some control over disclosure of information from the records. The educational records of currently enrolled and formerly enrolled students are protected under FERPA. For purposes of FERPA, a student is defined as a person who has applied, has been admitted and has enrolled in classes. A student has the right to file complaints with the Family Policy Compliance Office, in the Department of Education for failure by the College to comply with FERPA.

At its discretion, Walsh College may provide "directory information", should that information not be considered harmful to the student or an invasion of privacy if disclosed, in accordance with the provisions of FERPA. Walsh College defines the following items as "directory information" and may permit disclosure without written consent of the student:

- Name
- Home address
- Phone numbers
- Current or past enrollment status
- Academic program/degree
- Honors recognition
- Participation in officially recognized activities
- Graduation information including degree earned, major, specialization, certification, honors, awards received and/or date of graduation
- Dates of attendance
- Walsh College e-mail address

Current or former students may request that the College not release any directory information. The request must be made in writing to the director of Records and Registration. Except to the extent that FERPA authorizes disclosure without consent, personally identifiable information contained in the student's educational record not listed as "directory information" may be disclosed to third parties only with the prior written consent of the student. This written authorization must identify the individual or agency's name and address and phone number, and specify the records to be released. The director of Records/Registrar will contact this designated individual.

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FERPA authorizes disclosure of educational records without the consent of the student, under the following provisions, to:

- School officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; contractors, consultants, volunteers and other non-employees performing institutional services and functions or outsourced services (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A vendor or outsourced service provider may be considered a school official as long as they perform an institutional function for which the College would otherwise use employees, is under direct control of the College, and is subject to the requirements of 99.31(a) governing the use and redisclosure [99.33(a)(1)] of personally identifiable information from education records. The person or company with whom the College has contracted is limited to only the specific student information needed to fulfill their contract.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College

- Officials of other schools in which the student seeks or intends to enroll
- Federal, state, and local authorities involving an audit or evaluation of federal legal requirements for compliance with education programs
- Veterans Administration officials
- Persons or organizations providing financial aid to students if the information is necessary to determine eligibility for and amount of aid, conditions of aid, and to enforce the terms and conditions of aid
- Organizations conducting studies for or on behalf of educational agencies or institutions
- Accrediting organizations carrying out accreditation functions
- Parents of dependent students according to the Internal Revenue Code of 1986
- Comply with federal law (e.g. the U.S. Patriot Act), a judicial order or a lawfully issued subpoena
- Persons in an emergency if the information is necessary to protect the health or safety of students or other persons
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the institution may disclose the final results of the disciplinary proceeding
- Interested individuals in connection with the final results of

an institutional disciplinary proceeding to include only the name of the student, the violation committed and any sanction imposed by the institution

- The parent of a student under 21 if the institution determines that the student has committed a disciplinary violation of its drug or alcohol rules or policies or violation of any federal, state, or local law

Copies of the College's written policy statement regarding the Family Educational Rights and Privacy Act are available from the director of Records/Registrar, or may be printed from the online College Catalog on the Web site.

Academic Records

Academic Transcripts

A student's academic transcript reflects all courses taken, credit hours attempted, and grades received while in residence at Walsh College; these are used to compute the student's semester and cumulative grade point averages. An official transcript bears the College seal, the registrar's facsimile signature and transcript issuance date. Academic standing designations such as probation and dismissal are noted on the student's transcript.

Graduate courses taken as part of the student's undergraduate program are posted on the student's undergraduate transcript. All grades and credit hours attempted and earned will be used in computing the student's undergraduate cumulative grade point average for purposes of graduation. Undergraduate courses taken by a graduate-level student will appear on a non-degree transcript.

Academic transcripts will reflect all courses taken, credit hours attempted, and grades received while in residence at Walsh College for students readmitted or who change majors or degree programs prior to graduating from Walsh College. Once a student graduates from a degree program, a new cumulative grade point average will be computed for the subsequent degree.

Academic transcripts are maintained in the Records and Registration office and are regularly audited and corrected as necessary. A student wishing to inquire about his/her record should contact the director of Records/Registrar.

Request for Academic Transcript

Official student records, including transcripts, are privileged, confidential information and are not open to public inspection or released to a third party without the student's written consent. Therefore, transcripts must be requested in writing by the student or the student's authorized legal representative. A transcript request form may be obtained at any campus or can be found online at

http://www.walshcollege.edu/upload/docs/Current_Students/records_transcript.pdf

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Transcripts will be released for any student who does not have a financial indebtedness to the College. Transcript requests are normally processed within 24-48 hours. For an additional charge, an “on demand” transcript may be obtained while a student waits. Transcripts issued directly to the student will be stamped “Issued to Student” and should be considered unofficial. In accordance with the Family Educational Rights and Privacy Act (FERPA), official transcripts issued to Walsh College from previously attended colleges and universities are furnished in confidence and are considered part of the student’s educational record. Therefore, duplication of the student’s previous official college transcripts will not be permitted. Walsh College does not fax academic transcripts to students, employers, or agencies under any circumstances.

Course Numbering System

Courses Numbered 300-400

Courses with these numbers are undergraduate-level courses. Undergraduate, graduate, and non-degree students are eligible to enroll in these courses for undergraduate credit and are assessed undergraduate tuition rates.

Courses Numbered 500-600

Courses with these numbers are master-level courses. Graduate, certificate and non-degree students are eligible to enroll in these courses for graduate credit and are assessed graduate tuition rates.

Undergraduate students cannot enroll in these courses unless permitted in their undergraduate degree program. See the section entitled Undergraduate Students Taking Graduate Courses. Graduate-level courses taken by undergraduate students as part of their undergraduate degree program will appear on their undergraduate transcript. Students are responsible for paying graduate tuition and course fees.

Courses Numbered 700

Courses with this number are doctoral level courses and are only open to doctorate students.

Repeating Courses

A student who receives a grade of “C” (2.000) or better in a course may not repeat the course for credit. A student earning a “C-” (1.700) or lower may repeat the course for the purpose of improving the grade and fulfilling graduation requirements. When repeating a course, both grades will appear on a student’s transcript and will be used to compute a student’s cumulative grade point average. A course that is repeated will be counted only once for purposes of accumulating semester credit hours earned toward fulfillment of graduation requirements.

Undergraduate credit earned in courses completed with a grade of “D-” or better, while in residence, will count toward graduation requirements, with the exception of courses which require a grade of “C” (2.000) or better to fulfill graduation requirements. A

grade of Audit (AU) will automatically be issued to a student who repeats a course in which he/she has received course equivalency transfer credit, an exclusion, waiver or advanced standing, as well as for repeated courses previously completed at Walsh College with a grade of “C” (2.000) or better. A grade of Audit (AU) is not computed in credit hours or grade point average.

Academic Calendar

Walsh College operates on a semester calendar system. The academic calendar consists of four 11-week semesters per year. All courses and credit hours are stated in semester credit hours. The current academic calendar can be found at the end of this Catalog.

Student Policies and Conduct

Academic Honor Code

The Walsh academic community will maintain the highest ethical standards in our quest for academic excellence. We will not lie, cheat, steal, or claim credit for the ideas and work of others. We commit to respecting the intellectual property of others and will always acknowledge the authorship of intellectual property in all forms.

Academic and Professional Conduct

Walsh College students are expected to conduct themselves in a manner conducive to continued growth toward a business or professional career. A professional demeanor with a high degree of ethical conduct is expected. Written and oral communications, including paper and electronic, should reflect professionalism. All students are expected to attend classes regularly and be fully prepared. Students are responsible for being knowledgeable and observing all College policies and procedures.

Academic Misconduct

Walsh College students are expected to conduct themselves in a manner that is professional, ethical, honest, and in accordance with what are generally recognized standards of academic conduct. Written communications, both paper and electronic and oral communications should reflect professionalism and Walsh College expected academic conduct standards.

By choosing to attend Walsh College, both students and faculty members accept the expectations of the Academic Misconduct Policy, including its rules, policies and disciplinary actions.

A. Academic Misconduct Standards

If any administrator, faculty, staff or student body member observes a student engaging in academic misconduct inappropriate for the Walsh College environment, that person MUST report it to the Office of the Chief Academic Officer. Academic misconduct is defined as any act of commission or omission by a student designed to affect the grade of that student or some other student, where such act is unfair, unethical, or outside of the rules of Walsh College or the rules

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set by the academic department or by a classroom instructor (for the instructor's course).

Academic Misconduct includes but is not limited to:

1. **Plagiarism:** Plagiarism is the misuse of another's work without properly citing the source and the representation of this work as the student's own, whether the representation is oral or written. Any student who contributes to another student's work or who helps another to plagiarize may be found guilty of academic misconduct as well. Examples include:

- o A student who does not give credit for work (including ideas and materials) taken from other sources (public or private), including quoting, paraphrasing, rephrasing or condensing that work;
- o The submission of one's academic work from a previous course without prior written approval of the current instructor;
- o Using graphics, graphs, images, tables or other illustrative work without giving credit to the original source; and
- o Using materials that were assembled by or collected by others without acknowledging their contribution.

2. **Cheating:** Cheating includes, but is not limited to, the following actions in regards to coursework (coursework includes, but is not limited to, examinations, quizzes, homework exercises, projects, presentations, online discussion boards, papers and other assignments). Examples include:

- o Unauthorized collusion on coursework, including two or more students working together to prepare and submit the same or substantially similar coursework, or portions of coursework, without the specific consent of the instructor;
- o Use of unauthorized aids while completing coursework;
- o Failure to follow administrative instructions on exam-taking or other assessment procedures;
- o Completing coursework, including taking an examination, for another student or asking someone else to do the same;
- o The theft, sale, purchase, unauthorized procurement or possession of examinations or other coursework (or any attempt to do so);
- o Copying from another student's work (including examinations);
- o Allowing another person to access online coursework to review, copy, submit, or complete that coursework;.
- o Copying of library materials designated "do not copy"; and
- o Copying copyrighted software and destruction of equipment by introducing a computer virus.

3. **Misrepresentation or Deception** This includes intentionally lying to or deceiving a member of the College's faculty, staff, administration, or to an outside agency in order to gain academic advantage for one's self; or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

Level I:

Level I infractions are acts which indicate a lack of awareness of the Academic Misconduct Policy and may occur due to inexperience with proper citation habits. These infractions are minor in nature, and should be seen as a "teachable opportunity"; therefore, the disciplinary action taken will vary depending upon the situation, as determined by the Chief Academic Officer.

Examples include:

- Improperly citing or failing to cite a source when the rest of the submitted work is cited properly, and the infraction is limited to one or two sentences or small phrases; and
- Working or collaborating with another student on a minor individual assignment or assessment when not explicitly told to do so.

Action:

The instructor **MUST** report the violation to the department chair of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and determine the appropriate disciplinary action, if any, and any appropriate remedial action, if any.

Formal documentation of the infraction will be noted in the student's academic file.

Possible disciplinary action or sanctions include, but are not limited to, one or more of the following:

- An earned zero on the assignment.
- The requirement that the student re-do the assignment for a reduced grade.
- A reduction in the earned grade on the assignment.
- A reduction in the overall semester grade.
- A forced "Withdrawal" from the course.
- Loss of College-awarded scholarship money or awards.

Level II:

Level II infractions may indicate deliberate dishonesty or deception and are more serious in nature than Level I violations, or involve a more significant portion of the student's grade, or a more significant assignment (or other coursework) than Level I. Examples include:

- Repeat violations of Level I infractions;
- Presenting a significant amount of un-cited or improperly cited material or written work (i.e., a paragraph or more);

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- Collaborating or working with another student on a significant assignment or assessment without explicit permission;
- Providing false information to an instructor or administrator in order to postpone an assessment or due date;
- Accessing or possessing examination material in advance of an examination; and
- Submitting work from a previous course in full or in partial fulfillment of an assignment in the present course, without current instructor approval.

Action:

The instructor MUST report the violation to the department chair of the related degree program, who will in turn notify the office of the Chief Academic Officer. The Chief Academic Officer or designate will determine whether the student is a repeat offender and will mete out the appropriate disciplinary action and the appropriate remediation action or both.

Formal documentation of the infraction will be noted in the student's academic file.

Possible disciplinary action or sanctions include, but are not limited to, one or more of the following:

- Any Level I disciplinary action; or combination of Level I disciplinary actions;
- A directed "F" in the course;
- Enrollment in Walsh College's academic ethics course;
- Suspension from the College; or
- Expulsion from the College.

Level III:

Level III infractions are deliberate acts of dishonesty or deception, involving a major portion of a student's work, or involve a serious violation in completing an assessment or assignment. Examples include:

- Repeat violations of Level I or Level II infractions;
- Presenting a considerable amount of un-cited material or written work (i.e., a page, or more than 50% of the work),
- Downloading work from the Internet.
- Buying work, giving or selling one's work to another student to represent as the student's own.
- Completing coursework, including taking an examination, for another student, or asking someone else to do the same.
- The theft, sale, purchase or unauthorized procurement of examination or course material.
- Copying from another student's work (including quizzes and examinations), or allowing another student to copy from one's work.

- Allowing another student to access online coursework to complete that coursework.
- Accessing another student's online coursework.

Action:

The instructor MUST report the violation to the department chair of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and will mete out appropriate disciplinary action.

Formal documentation of the infraction will be noted in the student's academic file.

Possible disciplinary action or sanctions may include one or more of the following:

- Any Level II disciplinary action;
- Directed "F" in the course;
- Enrollment in Walsh College's academic ethics course.
- A review of all prior coursework completed at Walsh College, which may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not, up to and including possible reversal of grades earned in prior courses, or degrees revoked, if evidence is found indicating that misconduct was employed in the pursuit of those earlier grades or degrees.

Level IV:

Level IV infractions are repeat occurrences of Level II or Level III violations and indicate the greatest intention to obtain a grade or degree dishonestly. A Level IV infraction necessitates a review of the student's entire academic coursework, and any prior instances of violations in prior courses, and may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the time or not.

Action:

The instructor MUST report the violation to the department chair of the related degree program, who will in turn notify the Chief Academic Officer's office. The Chief Academic Officer or designate will determine whether the student is a repeat offender and will mete out appropriate disciplinary action.

Formal documentation of the infraction will be noted in the student's academic file.

Possible disciplinary action or sanctions may include one or more of the following:

- Suspension from the College; or
- Expulsion from the College.
- A review of all prior coursework completed at Walsh College, which may lead to new charges of misconduct should earlier violations have occurred, whether they were addressed at the

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time or not, up to and including possible reversal of grades earned in prior courses, or degrees revoked, if evidence is found indicating that misconduct was employed in the pursuit of those earlier grades or degrees.

C Academic Misconduct Appeal Process

Any individual desiring to appeal the decision must do so in writing within seven calendar days after being notified of the decision. The appeal should be directed to the Chief Academic Officer of the College, who in his/her sole discretion, may affirm, modify, or reverse the decision. In all instances, the decision of the Chief Academic Officer is final.

D. Other Consequences of Academic Misconduct

Action that results in a failing grade, administrative withdrawal, administrative suspension, or dismissal may be noted on a student's transcript. Any student issued a grade for misconduct, or being investigated for misconduct, may not withdraw from the course. A student receiving an administratively directed grade as a disciplinary action resulting from misconduct may not seek financial relief for withdrawal from the course at any time. An administratively directed grade for academic misconduct will be noted in the student record and will become a permanent part of the student record. Repeated acts of academic misconduct will be considered a basis for permanent dismissal from the College.

E. Responsibility of Faculty Members

All faculty members shall forthwith report to their department chair or the Office of the Chief Academic Officer all apparent instances of academic misconduct. Under no circumstances shall any faculty member determine on his / her own a punishment for academic misconduct.

Student Requests for Exceptions to Academic Policies

Academic policies have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy. The integrity of the College's degrees and equality of treatment of students limits the types of policy exceptions that may be granted and the justifications which may be considered.

A student seeking to obtain an exception to an academic policy must submit a written petition to the Chief Academic Officer by the end of the following semester, not to exceed three months after the semester in which the exception is requested. The petition must include the policy for which the student is seeking the exception and the reasons justifying the request. Exceptions are not given for work-related reasons or when the student has completed the course(s) by having taken the final exam. Written documentation must be attached to any policy exception requested for medical reasons. Requests will be reviewed with the appropriate academic personnel or Chief Academic Officer. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student's academic file.

Student Requests for Exceptions to Non-Academic Policies

College policies and procedures have been thoroughly considered before adoption and are consistently applied. However, the College reserves the right to grant an exception to a policy or procedure.

To request an exception, a student must direct the request in writing to the director of the department implementing the non-academic policy. The request must include the student's Walsh College identification number, telephone number, the policy for which the student is seeking the exception, the reasons justifying the request, and any written documentation necessary (i.e., if the request is due to medical problems, a written statement from the physician should be attached to the request). Exceptions are not granted for work-related reasons or when the student has completed the course (s) by having taken the final exam. The request must be submitted by the end of the following semester, not to exceed three months after the semester for which the exception is requested.

Requests will be reviewed with the appropriate College personnel and will be considered based upon the amount of control the student had over the situation, the circumstances and merit of the request, and the impact the action will have on the overall academic standards of Walsh College. The student will be notified of the decision in writing. A copy of all written decisions will be retained in the student's academic file.

Non-Academic Issue Resolution

Non-academic issues involving general student conduct and/or the application of administrative policies or procedures will be considered as cases of non-academic 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 Enrollment and Student Services that it be considered by the Student Conduct and Appeals Committee.

Student Conduct and Appeals Procedure

A student wishing to appeal a decision related to College policy or procedure may do so following the steps outlined. The Student Conduct and Appeals Committee reviews unresolved student issues concerning policies and procedures of the institution. Such issues might involve 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 Enrollment and Student Services within 90 days of the incident to be reconsidered by the committee.

Policies and Procedures

Cases of misconduct will not be considered by the 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 Student Conduct and Appeals Committee

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

- Propriety of the requirements for completion of a degree program;
- 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 under Non-Academic Issue Resolution 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 Enrollment 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 hearing.

The assistant vice president for Enrollment 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 Enrollment 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 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 for Enrollment and Student Services will assume responsibility for the following:

- Act as committee coordinator
- Assign an officer to serve as committee chair
- Implement 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 a random selection process
- Two representatives from student organizations or from student government, to be selected by student government.

Anyone who is considered to have a conflict of interest in the proceedings may not be selected. 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
- Notifying the student within five business days 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, will be retained in the office of the assistant vice president for Enrollment and Student Services.

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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 five business days after being notified of the committee's decision. The appeal should be directed to the president of the College who, in his/her 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.

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 for misunderstanding. This list is not intended to be all-inclusive.

- Obstruction or disruption of teaching or other activities on campus.
- Physical abuse, unlawful detention, or threatening behavior toward any person on campus.
- Theft or damage to property of the College or to property of a Walsh College student, employee or campus visitor.
- Unauthorized entry or use of College facilities and equipment (including technology).
- Illegal use or unauthorized possession or distribution of alcoholic beverages, narcotics, or dangerous drugs on campus.
- Failure to comply with the directions of College officials, members of the faculty, or other authorized individuals.
- Except for public safety officials, possession or use of firearms, even if an individual holds a concealed weapons permit.
- Possession or use of explosives or other weapons, or chemicals.
- Inappropriate attire. Visitors and students are required to wear shoes, shirts and pants/shorts or skirts.
- Bringing animals, except for service (guide) animals, on campus.
- 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.

- 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.
- 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.
- Sexual harassment. Students should refer to the College policy prohibiting sexual harassment in that section of the 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.

Any student, visitor, or employee can 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, faculty member, 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 Procedure for further information.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all universities and colleges to publish specific information about their campus crime and security policies. The Walsh College Annual Campus Security Report includes the required information:

Policies and Procedures

- Campus security policies
- Reporting procedures
- Campus crime statistics for the most recent three years
- Information about crime prevention
- Access to campus

The Annual Campus Security Report information is available at www.walshcollege.edu/campussafety. A printed copy can be requested from:

Walsh College
Facilities and Auxiliary Services
Campus Safety
P.O. Box 7006
Troy, MI 48007-7006
248-689-8282

Substance Abuse Policy

Walsh College will support activities and requirements of the Drug Free Workplace Act and Drug Free Schools and Campuses Act. It is a violation of College policy for students, employees, or visitors to engage in the unlawful manufacture, distribution, possession, or use of a controlled substance on College property.

Students in violation of the policy may face disciplinary action, including dismissal from the institution and/or appropriate criminal charges. Reinstatement to Walsh College will be considered on a case-by-case basis. Reinstatement considerations will be reviewed only for students who have successfully completed a substance abuse program. Employees who are convicted of any criminal drug statute may be subject to disciplinary action up to and including termination of employment and/or be required to satisfactorily complete an approved drug abuse program at the employee's expense.

The College will provide information regarding the dangers of drug abuse and referrals for assistance programs.

Sexual Harassment Policy

The College views all forms of sexual harassment as reprehensible and therefore prohibited 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:

- 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; and
- Deliberate or repeated offensive comments, gestures, physical contact of a sexual or 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 section, 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 or visitor who is being or has been sexually harassed (or who believes that he/she is being or has been sexually harassed) by an administrative staff member, student, faculty member, or professional services instructor at Walsh College should do the following: Clearly indicate to the offender that such behavior is offensive and that such behavior should cease immediately. Then choose one of the following options for reporting the incident to:

1. The appropriate department chairperson, if the complaint is against a faculty member
2. The chief academic officer, if the complaint is against a faculty department chairperson
3. The president of the College, if the complaint is against the chief academic officer or some other officer of the College
4. Any member of the Board of Trustees, if the complaint is against the president of the College or a member of the Board of Trustees
5. The chief academic officer, if the complaint occurs in connection with a non-credit course or seminar

Any complaint may also be reported to the College Human Resources office. A report of the most recent alleged harassing event should be made as soon as possible. Upon such complaint, the person receiving the complaint shall immediately report the complaint to a College officer not involved in the complaint.

An appropriate investigation will be undertaken of any complaint received under this procedure. All College personnel are 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.

Policies and Procedures

Technology Usage Policy

Walsh College is committed to maintaining its leadership position in the use of computer and communication technology to facilitate learning. The College's goal is to provide, as rapidly and as economically feasible, the following:

- Student access to information anywhere on campus or off campus through an Internet service provider
- Faculty resources necessary to enhance teaching, learning, and research
- Staff tools necessary for a responsive service environment

The College advises users that the Internet sites that they visit and information they download are easily visible and verifiable by the College's network management facilities. The College also advises users that it follows generally accepted industry standard security measures, but it cannot guarantee that its information technology resources are completely protected from access by individuals who possess the skill and desire to breach those security measures. In addition, the College has the right to access and monitor information. Information sent by electronic communication to third parties is not under the control of the College and may be intercepted. The College will normally respect privacy and attempt to safeguard information, but cannot guarantee these privileges. The College can examine, at any time, anything that is stored on or transmitted by College-owned equipment.

Acceptable Use Policy

The following policies define the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems of Walsh College. The policies include examples of various sorts of activities that are detrimental to the welfare of the overall community and are therefore prohibited. This section also describes the process by which violators are identified, investigated, and disciplined. It should be noted that some activities that are legal are in violation of this policy and are prohibited with respect to College computing and network systems.

All provisions are binding on all members of the Walsh College community. The provisions of this policy also apply to non-Walsh College account holders. It is the policy of Walsh College to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is the policy of the College that information resources will be used by members of its community in accordance with policies and regulations established from time to time by the College and its operating units.

In accordance with the above policies, the College works to create an intellectual environment in which students, staff, and faculty may feel free to create and collaborate with colleagues both at Walsh College and at other institutions without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction, or theft.

Access to the networks and to the information technology environment at Walsh College is a privilege and must be treated as such by all users of these systems. To ensure the existence of this information resource environment, members of the College community establish technical and procedural mechanisms so that the information technology environment at Walsh College and its internal and external networks are resistant to disruption.

Students are entitled only to one person's fair share of College resources unless written permission to the contrary has been granted by the Office of Information Technology (OIT).

The College characterizes as unethical and unacceptable, and just cause for taking actions up to and including dismissal, and/or legal action, any activity prohibited by this policy statement. Regulations apply to all members of the College community, but for the purposes of the Catalog, references are made to students. The following are examples of prohibited activities. This list is not meant to be all-inclusive.

- Students may not use any resource, equipment, or software to harass or threaten others; to steal, forge, lie, cheat, or eavesdrop or in any way compromise confidential documents or communications; and to masquerade as another user. Students may not in any way destroy any information, resource, equipment, or software, or monopolize computing resources. This includes using a personal computer for these activities against other users, or against their information resources.
 - Examples: Accessing the account of another; generating activities that consume more than their share of either system resources or network bandwidth (including "spam" e-mail); fraudulently logging into any computer; using the computer to contact another person repeatedly where no legitimate purpose exists and the recipient desires the communication to stop.
- Students may not possess any software, resource, or equipment whose purpose is to affect one of the violations listed in the first provision.
 - Example: Possessing on any College-owned system account or on the student's personal computer those programs which attempt to determine the passwords of others, or to obtain privileges on any computer to which the student is not entitled.
- Students may not attempt to violate the first provision. Any such attempt will be considered the same as a violation.
 - Example: If a student attempts to obtain system privileges to which he or she is not entitled, the student is as guilty as if he or she had succeeded.
- Students may not possess, willingly receive, or distribute obscene material.
 - Examples: Child pornography is absolutely against the law. It is a violation of Federal statutes to transmit this material across state lines, even electronically.

Policies and Procedures

- Students may not violate the Information Technology Appropriate Use Policy off-campus anywhere in the world using College resources.
 - Example: An attempt to gain unauthorized entry to a Walsh computing resource such as the portal, Web Advisor, e-mail etc, via any computer off the College campus is treated as if the student attempted to gain access from a computer located on campus.
- Students may not copy, install, or use any equipment, service, information, data, image, recording, or other work in violation of applicable copyrights or license agreements, including media file-sharing, streaming, or hosting.
 - Example: If a student places on College computing resources or uses the College's network to download to a personal device any material created by or belonging to others, he or she must have their permission to do so, and will be expected to produce written permission when proprietary or copyrighted material is involved.
- Students may not use the College's information technology resources for political purposes or non-College commercial business or advertising, including unsolicited commercial e-mail without express written authorization to do so from the appropriate authority. However, any officially sanctioned College student group may maintain an official Web page that presents objective information about the group itself.
 - Examples: Individuals may not use the statistics software on the academic shared systems to do work for off-campus entities for which they are paid. The Young Democrats/Republicans may have a page that presents information about their activities and goals; they may not attempt to influence voters' choices through that page. The sending of unsolicited bulk e-mail (spamming) is not allowed.
 - Students must connect all equipment and install all software in a manner that meets the technical, security, and fair use standards set by the Office of Information Technology.
 - Examples: All IP addresses and domain names are owned and assigned by the Office of Information Technology. The Office of Information Technology may also restrict World Wide Web, ftp and other network services that interfere with fair network use by others.
- Students must take full responsibility for what they publish, download, transmit, or possess.
- In the final analysis, the health and well-being of the College information resources, technology, and networks is the responsibility of its users. Each user must guard against abuses that disrupt and threaten the long-term viability of the systems at Walsh College and those beyond the College. The College requires members of its community to act in

accordance with these responsibilities; this policy; relevant laws; and contractual obligations; and to maintain the highest standard of ethics.

Policy Violations

If the College suspects an individual of violating its technology policies, it may conduct an investigation of any equipment, device, software, documents, or data that is involved. The College may access, search, or retrieve related equipment as part of its investigation. It may also employ surveillance activities to aid in an investigation. All parties involved are expected to cooperate fully with the investigation.

Any action(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 or other users may report complaints or potential violations of this policy to the Office of Information Technology.